



Agenda

ATTACHMENTS

Ordinary Meeting of Council
Tuesday, 20 December 2022



INDEX OF ATTACHMENTS

7.	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	3
7.1	ORDINARY COUNCIL MEETING MINUTES 15 NOVEMBER 2022	3
11.	MATTERS ARISING FROM COMMITTEES OF COUNCIL	4
11.1	LOCAL EMERGENCY MANAGEMENT COMMITTEE - LEMA REVIEW	4
12.	REPORTS OF OFFICERS	
12.1	EXECUTIVE SERVICES	
12.1.1	SHIRE OF RAVENSTHORPE INFRASTRUCTURE PRIORITIES	5
12.2	CORPORATE SERVICES	
12.2.1	MONTHLY FINANCIAL REPORT – 30 NOVEMBER 2022	7
12.2.2	SCHEDULE OF ACCOUNT PAYMENTS – NOVEMBER 2022	
12.4	DEVELOPMENT AND COMMUNITY	9
12.4.1	LEASE – SHIRE OF RAVENSTHORPE AND HOPETOUN SENIOR CITIZENS AND ASSOCIATES INCORPORATED	9

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 ORDINARY COUNCIL MEETING MINUTES 15 NOVEMBER 2022
(Attachment YELLOW)

Statutory Environment:

Section 5.22 of the *Local Government Act 1995* provides that minutes of all meeting to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

That the Minutes and associated attachments of the Ordinary Meeting of the Shire of Ravensthorpe held on 15 November 2022 be confirmed as a true and correct record.

ATTACHMENT



Minutes **(Unconfirmed)**

Ordinary Meeting of Council
Tuesday, 15 November 2022



Remembrance day

Lest We Forget

INDEX OF AGENDA

1.	DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS	3
2.	RECORD OF ATTENDANCE, APOLOGIES AND APPROVED LEAVE OF ABSENCE	3
3.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	3
4.	PUBLIC QUESTION TIME	4
5.	DECLARATIONS OF INTEREST	6
6.	APPLICATIONS FOR LEAVE OF ABSENCE	6
6.1	CR RACHEL LIVINGSTON REQUESTED LEAVE FOR THE PERIOD 1 FEBRUARY 2023 TO 1 AUGUST 2023 (INCLUSIVE)	6
6.2	CR SUE LEIGHTON REQUESTED LEAVE FOR THE PERIOD 20 TO 28 NOVEMBER 2022 (INCLUSIVE)	7
7.	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	7
7.1	ORDINARY COUNCIL MEETING MINUTES 18 OCTOBER 2022	7
8.	ANNOUNCEMENTS/REPORTS BY ELECTED MEMBERS	8
9.	ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION	9
10.	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	9
11.	MATTERS ARISING FROM COMMITTEES OF COUNCIL	9
12.	REPORTS OF OFFICERS	10
12.1	EXECUTIVE SERVICES	10
12.1.1	VARIATION TO DECEMBER 2022 ORDINARY COUNCIL MEETING DATE	10
12.1.2	COUNCIL MEETING DATES FOR 2023	12
12.2	CORPORATE SERVICES	15
12.2.1	MONTHLY FINANCIAL REPORT – 31 OCTOBER 2022	15
12.2.2	SCHEDULE OF ACCOUNT PAYMENTS – OCTOBER 2022	17
12.3	INFRASTRUCTURE SERVICES	20
12.4	DEVELOPMENT AND COMMUNITY	21
12.4.1	SHIRE OF RAVENSTHORPE SPORT AND RECREATION MASTER PLAN	21
13	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	27
14	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	27
15	MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS	27
15.1	CONFIDENTIAL - CITIZEN OF THE YEAR AWARDS FOR 2023	28
15.2	CONFIDENTIAL – CHIEF EXECUTIVE OFFICER 6-MONTH PROBATION REVIEW	29
15.3	CONFIDENTIAL – HONORARY FREEMAN OF THE SHIRE NOMINATIONS	30
16	CLOSURE	31

MINUTES

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

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 6.02pm.

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

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

Elected Members:

Cr Keith Dunlop (Shire President)

Cr Sue Leighton (Deputy Shire President)

Cr Julia Bell

Cr Rachel Livingston

Cr Mark Mudie

Cr Graham Richardson

Staff:

Matthew Bird (Chief Executive Officer)

Les Mainwaring (Executive Manager Corporate Services)

Paul Spencer (Executive Manager Infrastructure Services)

Natalie Bell (Acting Executive Manager Development and Community Services)

Meredith Lee-Curtis (Executive Assistant)

VISITORS

Mr Kenneth Norman

Ms Karen Sinclair

APOLOGIES

Cr Thomas Major

LEAVE OF ABSENCE

Nil.

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. PUBLIC QUESTION TIME

Mr Kenneth Norman
1090 Woodenup Road, Ravensthorpe

Mr Norman submitted two written questions prior to the meeting.

On behalf of Mr Norman, the Chief Executive Officer read aloud the two questions and the Shire's prepared responses.

Question 1

I refer to the answer given by the CEO of the day to my question of the Annual Electors Meeting of May 4th 2021, relating to the replacing of EHO services to the Shire by City of Albany in favour of Environmental Monitoring Systems Pty Ltd, which had been providing to Shire for approximately 10 months. Can Shire confirm that the savings claimed were calculated on a like for like basis on an identical level of service?

Answer 1

The Chief Executive Officer thanked Mr Norman for his question.

Environmental Monitoring Systems Pty Ltd was supplying contract statutory services for preventative health and building for a fee of around \$100,000 per annum in 2018. In the alternative, these services were procured from the City of Albany in 2019/20 for \$33,728 and 2020/21 for \$25,786, a saving of \$140,486 over two years.

The Shire had an obligation to fulfil the statutory requirements for preventive health and building services to the community, and had done so with the assistance of the City of Albany in 2019/20 and 2020/21 at a saving to the community of over \$140,000 over 2 years.

In 2019 when the principal of Environmental Monitoring Systems Pty Ltd was seeking damages from the Shire, he was unable to provide a written contract of service as a basis for his claim, therefore we can only assume EMS was supplying similar statutory requirements as is currently being provided by the City of Albany. It is not possible to speculate, and the Shire is not aware what additional services, if any EMS may have been providing that would be worth an extra \$70,000 per annum on what was already paid to the City of Albany.

Question 2

I refer to the answer given to my question on the monitoring of the Onsite Waste Water System (OWWS) at Wavecrest Village and Caravan Park of the OCM July 20th 2021. I now ask that Shire service reports, as advised by the DTS at that meeting and requested by email on January 31 2022 be provided.

Answer 2

The Chief Executive Officer thanked Mr Norman for his question.

These matters date back to your previous question to Council at the Ordinary Council Meeting held 20 July 2021, part of the response that was provided as follows;

"The Department of Health has conditioned a signed service and maintenance agreement to be provided to the Local Government EHO and Department. Quarterly inspection will be conducted and the service reports will be provided to the Shire and the Department of Health for record keeping."

In order to best respond to your request I suggest that you complete a Freedom of Information application seeking access to documents to the Shire, outlining exactly which reports you are seeking. Once your application is received, Shire Officers can proceed to process the application. If required, Shire Officers can assist you with completing the Freedom of Information request and procedure.

The Chief Executive Officer advised that he is taking a more precautionary approach to this request and suggested Mr Norman submit an application under Freedom of Information provisions. Mr Bird offered up the FOI Application Form to Mr Norman, advising him to ensure that his request is made very clear as to the documentation he seeks.

Mr Norman then addressed Council with a further question.

Question 3

I refer to the Creditors Payments for the years 2017 and 2018 and advise that they are not included in the Minutes on the Shire website. I request that I be provided with copies of these.

Answer 3

The Chief Executive Officer took the question on notice.

Mrs Karen Sinclair

Question:

I request follow-up to my enquiry (made at the October Ordinary Meeting of Council) regarding the dog (allegedly responsible for attacks on sheep). I have heard that the dog has been returned to its owner, Anthony, who, I believe, has told 'porkies' that he is leaving the Shire. A lady Shire Ranger requested not to make the information public but to keep it quiet.

Answer:

The Chief Executive Officer thanked Mrs Sinclair for her question.

An investigation had determined that the dog be classified as 'dangerous'. The dog has been returned to the owner, who was very contrite and keen to make reparations to those affected and wanted to retain ownership of the dog.

With regard to your comment that a Shire Ranger would have said 'to keep it quiet' and 'the information is not for public notice' surprises me. I doubt that one of our Rangers would have said that. I would like to investigate this matter, on your behalf, if you would like me to.

Mrs Sinclair then advised that this was told to her by a neighbour, who had told her that this is what the Ranger had said.

Additional Answer:

The Chief Executive Officer provided the following additional response:

In addition to the response given at the time the public question was received, the Shire has investigated the matter further with the respective Shire Officers involved.

Our standard practice regarding issues to be investigated by the Ranger team are subject to the involved parties' right to have the matter dealt with in confidence. The public are not generally updated on the ongoing process or the outcome of specific incidents. Any

member of the public who believes they are entitled to have knowledge of an outcome of an investigation can do so through the Freedom of Information process.

The matter in question was dealt with as per the requirements of the Dog Act 1976 and the Shire's 'Dogs Local Law 2010', and under the authority given to the Rangers with regard to its outcome. Whilst we understand the seriousness of the allegations in terms of the damage to the affected party, the Shire remains confident that each individual investigation is handled in a professional manner, that all affected parties are kept fully informed, and under the weight of the evidence and information able to be provided and verified through the course of the investigation.

5. DECLARATIONS OF INTEREST

ITEM 15. MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS

(Separate Attachment)

Prior to any consideration of Items 15.1, 15.2 and 15.3 Crs Dunlop, Leighton and Bell, and the Chief Executive Officer, Matthew Bird, made the following declarations:

ITEM 15.1 CITIZEN OF THE YEAR AWARDS NOMINATIONS FOR 2023 – CONFIDENTIAL

Crs Leighton and Bell, Elected Members disclosed an Impartiality Interest in Item 15.1 and as a consequence there may be a perception that our impartiality on this matter may be affected. We declare that we will consider this matter on its merit and vote accordingly.

ITEM 15.2 CHIEF EXECUTIVE OFFICER 6-MONTH PROBATION REVIEW – CONFIDENTIAL

Mr Matthew Bird, Chief Executive Officer declared a Financial Interest in Item 15.2; and declared that he will leave the meeting.

ITEM 15.3 FREEMAN OF THE SHIRE NOMINATIONS – CONFIDENTIAL

Cr Keith Dunlop, Shire President disclosed an Impartiality Interest in Item 15.3; and as a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merit and vote accordingly.

6. APPLICATIONS FOR LEAVE OF ABSENCE

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

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

6.1 CR RACHEL LIVINGSTON REQUESTED LEAVE FOR THE PERIOD 1 FEBRUARY 2023 TO 1 AUGUST 2023 (INCLUSIVE)

COUNCIL DECISION

Moved by Cr Richardson, seconded by Cr Leighton

Resolution: 84/22

Cr Rachel Livingston be GRANTED leave for the period 1 February 2023 to 1 August 2023 (inclusive), including for Ordinary Council Meetings, Audit Committee Meetings, Annual Electors Meeting and any other Meeting of Council scheduled between the months of February and July 2023.

Motion put and CARRIED

(6/0)

Cr Tom Major absent for the vote

6.2 CR SUE LEIGHTON REQUESTED LEAVE FOR THE PERIOD 20 TO 28 NOVEMBER 2022 (INCLUSIVE)

COUNCIL DECISION

Moved by Cr Mudie, seconded by Cr Richardson

Resolution: 85/22

Cr Sue Leighton be GRANTED leave for the period 20 to 28 November 2022 (inclusive).

Motion put and CARRIED

(6/0)

Cr Tom Major absent for the vote

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 ORDINARY COUNCIL MEETING MINUTES 18 OCTOBER 2022
(Attachment YELLOW)

Statutory Environment:

Section 5.22 of the *Local Government Act 1995* provides that minutes of all meeting to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

AMENDMENT

Moved by Cr Bell, seconded by Cr Mudie

Resolution: 86/22

The Minutes and associated attachments of the Ordinary Meeting of the Shire of Ravensthorpe held on 18 October 2022 be confirmed as a true and correct record with deletion of the words 'Advisory Committee' in Item 8: Announcements/Reports by Elected Members; Cr Mark Mudie.

Motion, as amended, put and CARRIED

(6/0)

Cr Tom Major absent for the vote

8. ANNOUNCEMENTS/REPORTS BY ELECTED MEMBERS

Cr Keith Dunlop SP

- Attended the Department of Fire and Emergency Services meeting.

Cr Sue Leighton DSP

- Attended the Community Consultation Group Meeting which included discussion on how to retain educational staff at the Ravensthorpe District High School with a suggestion to utilise the FIFO air service.
- Attended the Hopetoun CRC AGM, 3 November – successful in a grant application for a Trainee Early Childhood educator up to 25 hours per week.
- Attended the Allkem Galaxy Community Meeting; Keith Mueller has left and Liam Franklin is now General Manager. Floater Road project continues to create dust and noise, due to loss of trees in the area, and the cost of the project has increased.
- Attended the Cultural Precinct Landscaping Workshop.
- Attended the Wildflower Show Wrap-up.

Cr Graham Richardson

- Attended Hopetoun CRC AGM, Thursday 3 November – inundated with new Committee members.
- Attended the Cocanarup Conservation Alliance – Cocanarup-Kundip Tour – led by Nathan McQuoid. Also attending were five local Traditional Owners; very interesting to hear about their connection to the land.

Cr Leighton requested that Bulletin Resources provide a copy of the Flora and Fauna Survey that they had undertaken.

Cr Julia Bell

- Attended the Ravensthorpe Historical Society Committee Meeting – gun cabinet installed, Plaques for Floater Road Boilers to be installed. Branded shirts ordered for volunteers. White Horse Block – Coleman’s plough location unknown; oldest plough in the Shire.

Cr Rachel Livingston

- Attended the Cocanarup Conservation Alliance – Cocanarup-Kundip Tour; modified due to the weather conditions. A follow-up tour to view the Carnaby nesting sites will be rescheduled in two to three weeks’ time.
- Thanked the CEO for the Shire’s rapid response to the swimming pool fault. Community had commented on the swift action taken by the Shire.

Cr Mark Mudie

- Attended the Great Southern Regional Roads Group meeting with the Shire’s EMIS on 28 October; a good turn-out at the meeting:
 - All funding has been allocated and the Shire of Ravensthorpe was not successful.
 - The Bridge on Springdale Road will be redesigned with works hopefully commencing in the next year.

- Discussion on extra widening of roads being undertaken however not on South Coast Highway due to not enough gravel on the shoulder.
- Black Spot funding – no applications, auditor is required to ascertain the black spot.
- Munglinup Wheat Bin entrance – Cr Mudie requested a slip lane and passing lane be installed, and that all bins have a passing bulge installed.

9. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil.

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

The Chief Executive Officer has approved deputations from the following:

Nil.

11. MATTERS ARISING FROM COMMITTEES OF COUNCIL

Nil.

12. REPORTS OF OFFICERS

12.1 EXECUTIVE SERVICES

12.1.1 VARIATION TO DECEMBER 2022 ORDINARY COUNCIL MEETING DATE

File Reference:	GR.ME.8
Location:	Shire of Ravensthorpe
Applicant:	Chief Executive Officer
Author:	Executive Assistant
Authorising Officer	Chief Executive Officer
Date:	10 November 2022
Disclosure of Interest:	Nil.
Attachment:	Nil.
Previous Reference:	Nil.

PURPOSE

1. That Council endorse changing the meeting date from Tuesday, 13 December 2022 to Tuesday, 20 December 2022.

BACKGROUND

2. It has been identified that the published December Ordinary Council Meeting date will conflict with the Ravensthorpe District High School Graduation and Christmas Concert school performance.
3. It is expected that the Shire President, Councillors and Executive Staff of the Shire will attend this event.

COMMENT

4. That Council endorse changing the meeting date as proposed.

CONSULTATION

Elected Members
Executive Team

STATUTORY ENVIRONMENT

"Local Government (Administration) Regulations 1996

12. Meetings, public notice of (Act s. 5.25(1)(g))

- (1) *At least once each year a local government is to give local public notice of the dates on which and the time and place at which —*
 - (a) *the ordinary council meetings; and*
 - (b) *the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,**are to be held in the next 12 months.*
- (2) *A local government is to give local public notice of any change to the date, time or place of a meeting referred to in sub regulation (1)."*

POLICY IMPLICATIONS

5. Council has an established a policy determining the meeting schedule for Council Meetings – “G2 – Meetings of Council”.

FINANCIAL IMPLICATIONS

6. Nil.

RISK MANAGEMENT:

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational; the date conflict on 13 December will impact the ability of elected members and officers to attend important community events.	Likely	Moderate	Medium	Council agree to alter the date to avoid event conflicts.

ALTERNATE OPTIONS

8. Nil.

STRATEGIC ALIGNMENT

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

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

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

VOTING REQUIREMENTS

10. Simple Majority

COUNCIL DECISION

Moved by Cr Livingston, seconded by Cr Leighton

Resolution: 87/22

That Council:

1. **CHANGE the date of the Ordinary Meeting of Council scheduled Tuesday, 13 December 2022 to Tuesday, 20 December 2022, to be held at the Council Chambers, Hopetoun commencing at 6.00pm; and**
2. **AUTHORISE the Chief Executive Officer to undertake Local Public Notice of the revised date in accordance with Regulation 12(2) of the Local Government (Administration) Regulations 1996.**

Motion put and CARRIED

(6/0)

Cr Tom Major absent for the vote

12.1 EXECUTIVE SERVICES

12.1.2 COUNCIL MEETING DATES FOR 2023

File Reference:	GR.ME.8
Location:	Shire of Ravensthorpe
Applicant:	Chief Executive Officer
Author:	Executive Assistant
Authorising Officer	Chief Executive Officer
Date:	10 November 2022
Disclosure of Interest:	Nil
Attachment:	Nil
Previous Reference:	Nil

PURPOSE

1. That Council adopt the 2023 Schedule of Meetings of Council Dates and give local public notice in accordance with Section 1.7 of the *Local Government Act 1995*.

BACKGROUND

2. At least once per year Council is required to advertise the dates, times and place for its Ordinary and Committee Meetings for the next twelve months.

COMMENT

3. The proposed dates for Council's Ordinary Meetings are the third Tuesday of each month, except for:
 - January, when Council is in recess;
 - August, when the meeting is held at the Munglinup Community Centre and is dependent upon local community members availability to attend and support the meeting;
 - December, when the meeting would conflict with the Ravensthorpe District High School Graduation and Christmas Concert school performance.
4. It is proposed that the Council Meetings will commence at 6:00pm with the Agenda Briefing session held at 5.00pm.
5. Council's Audit and Review Committee will meet on an ad hoc basis and to meet its legislative requirements.

2023 Shire of Ravensthorpe Council Meeting Dates

DAY	DATE	TIME	MEETING	LOCATION
	January 2023	No Meetings Scheduled		
Tuesday	21 February 2023	6.00pm	Ordinary	Ravensthorpe Council Chambers, Cultural Precinct
TBC	TBC	6.00pm	Annual Electors (2021/22 FY)	Ravensthorpe Council Chambers, Cultural Precinct
Tuesday	21 March 2023	6.00pm	Ordinary	Hopetoun Council Chambers
Tuesday	18 April 2023	6.00pm	Ordinary	Ravensthorpe Council Chambers, Cultural Precinct
Tuesday	16 May 2023	6.00pm	Ordinary	Hopetoun Council Chambers
Tuesday	20 June 2023	6.00pm	Ordinary	Ravensthorpe Council Chambers, Cultural Precinct
Tuesday	11 July 2023	6.00pm	Special Budget Meeting	Ravensthorpe Council Chambers, Cultural Precinct
Tuesday	18 July 2023	6.00pm	Ordinary	Hopetoun Council Chambers
Tuesday	29 August 2023	6.00pm	Ordinary	Munglinup Community Centre
Tuesday	19 September 2023	6.00pm	Ordinary	Ravensthorpe Council Chambers, Cultural Precinct
Tuesday	17 October 2023	6.00pm	Ordinary	Hopetoun Council Chambers
Tuesday	21 November 2023	6.00pm	Ordinary	Ravensthorpe Council Chambers, Cultural Precinct
Tuesday	19 December 2023	6.00pm	Ordinary	Hopetoun Council Chambers

CONSULTATION

Elected Members
 Executive Team

STATUTORY ENVIRONMENT

- Regulation 12 of the Local Government (Administration) Regulations 1996 requires the public notice of Council and committee meetings.

POLICY IMPLICATIONS

- Council has an established a policy determining the meeting schedule for Council Meetings – “G2 – Meetings of Council”.

FINANCIAL IMPLICATIONS

Nil.

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational – That Council does not meet local government act requirements by failing to confirm and advertise future OCM dates.	Rare	Insignificant	Very Low	That Council endorse the future OCM calendar for the 2023 calendar year.

ALTERNATE OPTIONS

9. Council may alter one or more of the proposed OCM dates for 2023.

STRATEGIC ALIGNMENT

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

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

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

VOTING REQUIREMENTS

11. Simple Majority

AMENDMENT

Moved by Cr Richardson, seconded by Cr Mudie

Resolution: 88/22

That Council ADOPT the 2023 Schedule of Council Meeting Dates and give local public notice in accordance with Section 1.7 of the *Local Government Act 1995*, with the August meeting date amended to 29 August 2023.

Motion, as amended, put and CARRIED

(6/0)

Cr Tom Major absent for the vote

12. REPORTS OF OFFICERS

12.2 CORPORATE SERVICES

12.2.1 MONTHLY FINANCIAL REPORT – 31 OCTOBER 2022

File Reference:	N/A
Location:	Shire of Ravensthorpe
Applicant:	Nil.
Author:	Senior Finance Officer
Authorising Officer	Executive Manager Corporate Services
Date:	3 November 2022
Disclosure of Interest:	Nil.
Attachment: <u>RED</u>	Monthly Financial Reports for November 2022
Previous Reference:	Nil.

PURPOSE

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

BACKGROUND

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

COMMENT

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

CONSULTATION

Executive Team

STATUTORY ENVIRONMENT

4. 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

5. All expenditure has been approved via adoption of the 2022/23 Annual Budget, or resulting from a Council Motion for a budget amendment.

RISK MANAGEMENT:

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

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

ALTERNATE OPTIONS

Nil.

STRATEGIC ALIGNMENT

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

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

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

VOTING REQUIREMENTS

8. Simple Majority

COUNCIL DECISION

Moved by Cr Richardson, seconded by Cr Mudie

Resolution: 89/22

That Council RECEIVE the October 2022 Monthly Financial Reports as presented.

Motion put and CARRIED

(6/0)

Cr Tom Major absent for the vote

12.2 CORPORATE SERVICES

12.2.2 SCHEDULE OF ACCOUNT PAYMENTS – OCTOBER 2022

File Reference:	GR.ME.8
Location:	Shire of Ravensthorpe
Applicant:	Shire of Ravensthorpe
Author:	Finance Officer
Authorising Officer	Executive Manager of Corporate Services
Date:	27 October 2022
Disclosure of Interest:	Nil.
Attachment: <u>Green</u>	Schedule of Payments 31 October 2022 Credit Card Transactions to 01 October 2022 Creditors List of Accounts Paid October 2022
Previous Reference:	Nil.

PURPOSE

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

BACKGROUND

2. Period 01/10/2022 – 31/10/2022

Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	9,412	1,344,302	67,653	5,967	0	1,427,333	309,447
Aug	13,186	1,135,858	130,685	3,466	0	1,283,195	302,671
Sep	7,250	996,136	43,399	7,971	0	1,054,756	302,386
Oct	9,643	769,594	76,558	7,747	0	863,543	337,295
Nov					0	0	
Dec					0	0	
Jan					0	0	
Feb					0	0	
Mar					0	0	
Apr					0	0	
May					0	0	
Jun					0	0	
Total	39,491	4,245,890	318,296	25,150	0	4,628,827	1,251,798
21/22	109,610	11,455,728	1,217,128	101,107	0	12,883,572	4,057,812
20/21	219,357	8,442,181	965,406	135,103	0	9,762,047	3,790,863
19/20	197,977	8,450,678	997,212	102,791	6,319	9,754,977	3,174,082
18/19	147,967	21,298,438	1,329,904	70,241	13,590	22,860,140	2,219,053
17/18	327,905	18,507,404	209,587	65,010	317,445	19,427,351	2,601,283

COMMENT

3. This schedule of accounts as presented, submitted to each member of the Council, has been checked and is fully supported by vouchers and invoices which are submitted herewith and

which have been duly certified as to the receipt of goods and the rendition of services and as to prices computation, and costing's and the amounts shown have been paid.

CONSULTATION

Senior Finance Officer

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

5. This item discloses Council's expenditure from Trust and Municipal funds which have been paid under delegated authority.

RISK MANAGEMENT

6. The following risks have been identified;

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

ALTERNATE OPTIONS

Nil.

STRATEGIC ALIGNMENT

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

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

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

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

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

VOTING REQUIREMENTS

8. Simple Majority

COUNCIL DECISION

Moved by Cr Mudie, seconded by Cr Leighton

Resolution: 90/22

That Council:

- 1. Pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, the payment of accounts for the month of October 2022 be noted.**

Motion put and CARRIED

(6/0)

Cr Tom Major absent for the vote

12.3 INFRASTRUCTURE SERVICES

Nil.

12.4 DEVELOPMENT AND COMMUNITY

12.4.1 SHIRE OF RAVENSTHORPE SPORT AND RECREATION MASTER PLAN

File Reference:

Location:	Shire of Ravensthorpe
Applicant:	Acting Executive Manager Development and Community
Author:	Acting Executive Manager Development and Community
Authorising Officer	Chief Executive Officer
Date:	08 November 2022
Disclosure of Interest:	Nil
Attachments: (GREEN)	Shire of Ravensthorpe Sport and Recreation Master Plan
Previous Reference:	Nil

PURPOSE

1. For Council to consider the approval of the Shire of Ravensthorpe Sport and Recreation Master Plan to align with the Shire's Strategic Community Plan 2030 and Corporate Business Plan 2020-2024.

BACKGROUND

2. The Shire did not have a dedicated forward plan for sport and recreation infrastructure. During development of the Shire's Strategic Community Plan 2020-2030, community consultation revealed that improving public/recreation facilities was considered a high priority for the Shire to focus on into the future (p.7). Further, 'partnering with sporting clubs to progress facility upgrades' was identified as a priority activity to occur within four years (p.12).
3. Between 2016 and 2021, the Shire's population rose by almost 20.3% (ABS), increasing the demand on existing facilities and equipment. The costs of recreation and leisure facilities are a significant part of the Shire's capital and operational budget. Proper planning and a proactive approach is required to ensure these provide the greatest value for money for the community and that their needs are being met.
4. Partial funding was provided through the CSRFF program and the Sport and Recreation Master Plan was undertaken by specialist consultants Tredwell. This Plan provides a framework for the Shire of Ravensthorpe to implement a safe and sustainable utilisation of its facilities, with the community's priorities determined through using a number of consultative methodologies within (and where relevant, between) the townsites of Ravensthorpe, Munglinup, and Hopetoun, focusing specifically on understanding community and recreational group need and focusing on how best to activate the facilities already available within the Shire.
5. The implementation of the initiatives outlined in this Plan will support community activation in our sport and recreation facilities throughout the townsites of Ravensthorpe, Hopetoun and Munglinup for all members of the community, with the aim to create a more liveable and sustainable Shire for all members of the community and visitors.

COMMENT

6. The Plan involved community consultation through workshops, individual meetings with sports and recreation groups and clubs, a briefing and information session at the Southerners Fishing Competition, and an online survey. The draft Plan was opened up for community comment and has since led to a more focused piece of work around the Hopetoun Sports Precinct.
7. Due to the aging of a number of the Shire's facilities and infrastructure being highlighted as an issue, there appears to be a demand for infrastructure to be implemented in order to encourage activation more often within the Shire of Ravensthorpe. The report highlighted aging infrastructure as an issue. The recommendation is to review the infrastructure maintenance programme in order to encourage activation of the Shire facilities.

CONSULTATION

8. The consultant group Tredwell, conducted a comprehensive consultation process including; an online survey, face-to-face visits with local sport and recreation clubs and other associated stakeholder groups, as well as completing a community drop-in session and survey at the Southerners Fishing Competition.
9. Relevant information was also extracted from the following strategic documents;
 - a) International Level Document:
 - *Global Action Plan on Physical Activity 2018-2030* (World Health Organisation, 2018)
 - b) Federal Level Documents:
 - *Sport 2030* (Sport Australia, 2018)
 - *Blueprint for an Active Australia* (Heart Foundation, 2019)
 - c) State Level Documents:
 - *Sport and Recreation Industry Priorities* (Department of Local Government, Sport and Cultural Industries (DLGSC), 2021)
 - *Facility Planning Guide Sport and Recreation Facilities* (Department of Sport and Recreation, 2007)
 - *Guide to shared use facilities in the sport and recreation community* (Department of Sport and Recreation)
 - *Western Australian Strategic Trails Blueprint 2017-2021* (Department of Sport and Recreation)
 - *WA Hiking Strategy: Bushwalking and trail running in Western Australia 2020- 2030* (DLGSC and Department of Biodiversity, Conservation and Attractions (DBCA))
 - d) Local Level Documents:
 - *Shire of Ravensthorpe Strategic Community Plan 2020-2030* (Localise)
 - *Recreation Asset Management Plan* (Shire of Ravensthorpe, 2020)
 - *Service Delivery and Community Planning Survey* (Shire of Ravensthorpe, 2016)
 - *Disability Access and Inclusion Plan 2019-2024* (Shire of Ravensthorpe)

- *Shire of Ravensthorpe Tourism Strategy* (Evolve Solutions, 2010)
- *Long Term Financial Plan 2020-2030* (Shire of Ravensthorpe)
- *Shire of Ravensthorpe Corporate Business Plan 2020-2024* (Localise)
- *Shire of Ravensthorpe Local Planning Scheme No. 6* (Department of Planning, Lands and Heritage (DPLH), 2018)

10. Tredwell also engaged with State and Federal bodies to identify potential opportunities and funding sources going forward.

11. On completion of the draft report, Council were requested to review and endorse the report for distribution to the public for comment. After a 3-week community engagement and consultation period, four (4) written comments were received by the Shire.

SPORT AND RECREATION MASTER PLAN – COMMUNITY CONSULTATION

Respondent	Comments
Hopetoun Primary School	<p>We currently hold a Memorandum of Understanding (MOU) for shared use of facilities between the Hopetoun Primary School and the Shire, for the Hopetoun Football Oval and the Cricket Nets.</p> <p>At Hopetoun Primary School, we have a fully fenced Multiuse Court (Basketball, Netball and Tennis) that is located near the Hopetoun Football and Hopetoun Hockey/Cricket Oval.</p> <p>We would like to arrange a meeting to discuss the option of adding this facility to our MOU to enable this facility to be formally available to our community members to utilise outside of school hours, and if this facility can be included in the Master Plan.</p> <p>We are currently exploring funding opportunities available and the feasibility to upgrade this facility, including:</p> <ul style="list-style-type: none"> • Court Surface Conversion (Outdoor Sports Tiles) • New Backboards (Basketball/Netball) • Floodlighting • Seating Area. <p>Our understanding is that this is currently the only Full Size Basketball court in Hopetoun. We would welcome your input regarding if this would be an asset to our Community.</p>
Community member / swimming instructor, Department of Education	<p>Just some input as a swimming instructor/supervisor for the Department of Education and Vac Swim.</p> <p>We struggle every year with freezing children and keeping them moving in the pool. We would love an enclosed heated pool to keep our little people warm and focused during lessons, especially when the school do their lessons at the end of November, beginning of December.</p> <p>I have always said that if it were to stay open, I would love to work as a lifeguard there full time but please heat it.</p>

Respondent	Comments
	Happy to sit in and have a chat to throw some other ideas with other instructors in this area too.
Community Member	<p>I'm privately providing feedback on this plan independent of the feedback that may have been provided by the Southerners Sporting Club in Hopetoun.</p> <p>I'm an 8-year local of Hopetoun of which I've been volunteering as the Senior Football Coach and committee member of the Southerners Sporting Club for the past 7 years.</p> <p>I'm employed at the Nickel mine in a management position and have been involved in the recruitment and relocation of staff to Hopetoun, where sport facilities are a common point of discussion during interviews.</p> <p>My feedback to the plan;</p> <ul style="list-style-type: none"> - I would like to see a proposal to expand lightning at the Hopetoun ovals to support genuine night games. In the case of the football oval this would likely require an additional 3 towers on the far side of the oval to complement the existing 2. - The Southerners Sporting Pavilion is in a poor state. Work beyond the planned deck is required to adequately benefit the community as the hub for sports in Hopetoun: <ul style="list-style-type: none"> ▪ The kitchen has recently been upgraded but at the expense of the bar; ▪ There is inadequate entertainment infrastructure; televisions, lightning, speakers, projectors; ▪ There is a lack of storage space; ▪ There is a lack of space to showcase memorabilia; and ▪ There is no Wi-Fi or internet connectivity. - The football oval and hockey pitch surfaces are uneven. Resurfacing is required for safer usage. There are plenty of rabbit holes and depressions. I would like to see a project to consider remediating this. A machine to perforate the turf would also be beneficial for ongoing maintenance.
Community member (Ravensthorpe)	<p>The other day I realised the hockey oval could well fit between the rec centre and the tennis courts, although I haven't measured it out - would be interesting to see if it's possible. Then the hockey players would have better access to the Rec centre. The car park would go to where the hockey ground now is using the driveway to day care.</p> <p>This would prevent cars from passing through where kids are active.</p> <p>Vehicles wishing to park at reception centre would drive right around oval to the parking there.</p>

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

12. Identification of priorities, undertaking consultation and planning for priority projects, undertaking upgrades and maintenance works. Development of a community resources to manage community groups and assist with programmes to activate facilities.

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Financial (If approved)	Likely	Moderate	Medium	Prioritised items budgeted on an immediate, short and long term priority basis. Alternate funding sources to be sought through grant funding
Environmental	Possible	Minor	Low	The social economic and health benefits to be assessed against potential environmental impact. An EMP be produced for any off road (bush) trails or tracks.
Reputational	Rare	Minor	Very Low	Ensure appropriate public consultation process. Review proposals against existing Plans and Policies

ALTERNATE OPTIONS

14. Council does not approve the Shire of Ravensthorpe Recreation Master Plan.

STRATEGIC ALIGNMENT

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

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

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

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

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

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

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

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

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

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

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

VOTING REQUIREMENTS

16. Simple Majority

COUNCIL DECISION

Moved by Cr Livingston, seconded by Cr Mudie

Resolution: 91/22

That Council ADOPT the Shire of Ravensthorpe Sport and Recreation Master Plan as presented.

Motion put and CARRIED

(6/0)

Cr Tom Major absent for the vote

13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

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

Nil.

15 MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS

(Separate Attachments)

Under the Local Government Act 1995, Part 5, Section 5.23, states in part:

2. If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following—

- a) a matter affecting an employee or employees; and*
- b) the personal affairs of any person; and*
- c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and*
- d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and*
- e) a matter that if disclosed, would reveal —*
 - (i) a trade secret;*
 - (ii) information that has a commercial value to a person; or*
 - (iii) information about the business, professional, commercial or financial affairs of a person,*

where the trade secret or information is held by, or is about, a person other than the local government; and

- f) a matter that if disclosed, could be reasonably expected to —*
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or*
 - (ii) endanger the security of the local government's property; or*
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;*

and

- g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and*
- h) such other matters as may be prescribed.*

**PROCEDURAL MOTION – MEETING BEHIND CLOSED DOORS
COUNCIL DECISION**

Moved by Cr Leighton, seconded by Cr Livingston

Resolution: 92/22

That Council consider the following Confidential Items behind closed doors.

Procedural Motion put and CARRIED

(6/0)

Cr Tom Major absent for the vote

Mr Ken Norman and Mrs Karen Sinclair left the Chamber at 6.35pm

**PROCEDURAL MOTION - SUSPENSION OF STANDING ORDERS
COUNCIL DECISION**

Moved by Cr Richardson, seconded by Cr Bell

Resolution: 93/22

That all Standing Orders be suspended to enable open discussion on the following Confidential Items.

Procedural Motion put and CARRIED

(6/0)

Cr Tom Major absent for the vote

The operation of all Standing Orders was suspended at 6.35pm.

15.1 CONFIDENTIAL - CITIZEN OF THE YEAR AWARDS FOR 2023

DISCLOSURE OF INTEREST

Prior to the Item, Cr Julia Bell disclosed an interest affecting impartiality and declared as follows: "with regard to the Citizen of the Year Awards Nominations, I declare that I have nominated a person known to me and as a consequence there may be a perception that my impartiality may be affected. I declare that I will consider this matter on its merits and vote accordingly."

DISCLOSURE OF INTEREST

Prior to the Item, Cr Sue Leighton disclosed an interest affecting impartiality and declared as follows: "with regard to the Citizen of the Year Awards Nominations, I declare that I am a member of an organisation nominated, and as a consequence there may be a perception that my impartiality may be affected. I declare that I will consider this matter on its merits and vote accordingly."

Under the Local Government Act 1995, Part 5, Section 5.65, states in part:

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

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

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

(2) It is a defence to a prosecution under this section if the member proves that he or she did not know:

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

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION

Moved by Cr Leighton, seconded by Cr Livingston

Resolution: 94/22

That Council DETERMINED the Nominations for the Community Citizen of the Year Award, the Active Citizenship Award and the Senior Citizen of the Year Award, as detailed in the Confidential Report Attachment A.

Motion put and CARRIED

(6/0)

Cr Tom Major absent for the vote

At 6.50pm, the Shire President, Cr Keith Dunlop requested all persons other than Elected Members and the Executive Assistant, to leave the Council Chamber.

Matthew Bird (CEO), Les Mainwaring (EMCS), Paul Spencer (EMIS) and Natalie Bell (AEMDCS) departed the Chamber at 6.50pm.

15.2 CONFIDENTIAL – CHIEF EXECUTIVE OFFICER 6-MONTH PROBATION REVIEW

DISCLOSURE OF INTEREST

Mr Matthew Bird, Chief Executive Officer declared a Financial Interest and left the meeting.

Under the Local Government Act 1995, Part 5, Section 5.60A – Financial Interest, states in part:

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

VOTING REQUIREMENTS

Absolute Majority

COUNCIL DECISION

Moved by Cr Livingston, seconded by Cr Richardson

Resolution: 95/22

That Council, BY AN ABSOLUTE MAJORITY ENDORSE the recommendations as detailed in the Confidential Report Attachment B.

Motion put and CARRIED BY AN ABSOLUTE MAJORITY

(6/0)

Cr Tom Major absent for the vote

At 6.55pm, the Shire President, Cr Keith Dunlop, invited all persons to return to the Council Chamber.

Matthew Bird (CEO), Les Mainwaring (EMCS), Paul Spencer (EMIS) and Natalie Bell (AEMDCS) returned to the Chamber at 6.55pm.

15.3 CONFIDENTIAL – HONORARY FREEMAN OF THE SHIRE NOMINATIONS

DISCLOSURE OF INTEREST

Prior to the Item, Cr Keith Dunlop, Shire President disclosed an interest affecting impartiality and declared as follows: "with regard to the Honorary Freeman of the Shire Nominations, I declare that I have submitted a nomination and as a consequence there may be a perception that my impartiality may be affected. I declare that I will consider this matter on its merits and vote accordingly."

Under the Local Government Act 1995, Part 5, Section 5.65, states in part:

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

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

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

(2) It is a defence to a prosecution under this section if the member proves that he or she did not know:

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

VOTING REQUIREMENTS

Absolute Majority

COUNCIL DECISION

Moved by Cr Bell, seconded by Cr Livingston

Resolution: 96/22

COUNCIL DECISION

That Council, BY AN ABSOLUTE MAJORITY, ENDORSE the Honorary Freeman of the Shire nominations as detailed in the Confidential Report Attachment C.

Motion put and CARRIED BY AN ABSOLUTE MAJORITY

(6/0)

Cr Tom Major absent for the vote

PROCEDURAL MOTION - RESUMPTION OF STANDING ORDERS

Moved by Cr Leighton, seconded by Cr Richardson

Resolution: 97/22

That the operation of Standing Orders be resumed and Council come out from behind closed doors.

Procedural Motion put and CARRIED

(6/0)

Cr Tom Major absent for the vote

The operation of all Standing Orders resumed at 7.04pm.

16 CLOSURE

There being no further business to discuss the Presiding Member declared the meeting closed at 7.05pm

.

These minutes to be confirmed at the meeting of 20 December 2022.

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

Date: 20 December 2022

11. MATTERS ARISING FROM COMMITTEES OF COUNCIL

11.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE - LEMA REVIEW

File Reference: RM.RA.3
Location: Shire of Ravensthorpe
Applicant: N/A
Author: A/Executive Manager Development and Community Services
Authorising Officer: Chief Executive Officer
Date: 12 December 2022
Disclosure of Interest: Nil
Attachments : BLUE Local Emergency Management Arrangements (LEMA) and Recovery Sub Plan
Previous Reference: _____

COMMITTEE RECOMMENDATION

That Council **APPROVE** the Draft Local Emergency Management Arrangements and Sub Plans.

Moved: _____ Seconded: _____

Carried: /

ATTACHMENT



Shire of Ravensthorpe

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS March 2022



These arrangements have been produced and issued under the authority of S. 41(1) of the *Emergency Management Act 2005*, endorsed by the Shire of Ravensthorpe Local Emergency Management Committee and the Council of the Shire of Ravensthorpe. The Arrangements have been tabled for noting with the Great Southern District Emergency Management Committee and State Emergency Management Committee.

.....

Chair
Shire of Ravensthorpe LEMC

.....

Date

.....

Endorsed by Council

.....

Date

<Insert resolution number>

TABLE OF CONTENTS

Shire of Ravensthorpe	1
TABLE OF CONTENTS	3
DISTRIBUTION	6
Table 1:.....	6
AMENDMENT RECORD	7
Table 2:.....	7
GLOSSARY OF TERMS	8
General acronyms used in these arrangements	11
Table 3:.....	11
INTRODUCTION	12
Aim	12
Purpose.....	12
Scope.....	12
Community consultation	12
Document availability.....	12
RELATED DOCUMENTS & ARRANGEMENTS	13
Table 4: Local Emergency Management Policies	13
Table 5: Existing plans & arrangements (State Plan)	14
Local Plans	14
Table 6: Local plans	14
Table 7: Agreements, understandings and commitments	15
Special considerations	15
RESOURCES	15
ROLES & RESPONSIBILITIES	16
Table 8: Local roles and responsibilities.....	16
LEMC Roles and Responsibilities	17
Table 9:.....	17
Agency roles and responsibilities	18

Table 10:.....	18
MANAGING RISK	19
Emergency Risk Management.....	19
Description of emergencies	19
Table 11: Description of emergencies likely to occur in local area.....	19
Table 12: Local EM strategies and priorities	20
Coordination of Emergency Operations.....	20
Incident Support Group (ISG).....	20
Membership of an ISG	21
Location of ISG Meetings.....	21
MEDIA MANAGEMENT AND PUBLIC INFORMATION	21
Public warning systems.....	21
Local Systems	22
FINANCIAL ARRANGEMENTS	22
EVACUATION AND WELFARE	22
Evacuation.....	22
SPECIAL NEEDS GROUPS	22
ROUTES & MAPS	23
<i>Routes and Road Maps are listed in APPENDIX 7</i>	23
WELFARE PLAN	23
ROLES IN WELFARE.....	23
Local Welfare Coordinator.....	23
Local Welfare Liaison Officer	23
Register-Find-Reunite	23
Animals (including assistance animals).....	24
Welfare Centres	24
RECOVERY	24
Local recovery coordinator.....	24
EXERCISING, REVIEWING AND REPORTING	24
The aim of exercising.....	24

Types of exercises.....	25
REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS.....	25
Review of resources register.....	26
Annual Reporting.....	26
Appendices:	26
Appendix 1	27
Area covered – Source WALGA.....	27
Suburbs and Localities	27
Significant Local Events	27
Ordinary Council Meeting	27
Tourist Attractions	27
Local Industries	27
Appendix 2	28
Ravensthorpe Township Critical Infrastructure	28
Appendix 3. Special needs groups	33
Appendix 4. Local Emergency Coordination Centres	36
Appendix 5. Resources Shire of Ravensthorpe Plant and Equipment Register	41
Appendix 6. Welfare / Evacuation Centres – Full Facility details are located in the Evacuation Sub Plan	47
Appendix 7. Map(s) of the Local Government District	48
Appendix 8. LEMC Contacts Listing	52
DISCLAIMER	56

DISTRIBUTION

Table 1:

Organsiation	Number of copies
Shire of Ravensthorpe – Ravensthorpe Office	1
Shire of Ravensthorpe – Hopetoun Office	1
Ravensthorpe Community Resource Centre	1
Hopetoun Community Resource Centre	1
WA Police - Ravensthorpe	1
WA Police - Hopetoun	1
St Johns Ambulance - Ravensthorpe	1
Hopetoun Volunteer Emergency Services Unit	1
State Emergency Service - Ravensthorpe	1
Ravensthorpe Volunteer Fire & Rescue Service	1
DFES – Albany	1
DPIRD - Katanning	1
Ravensthorpe Health Service (Hospital)	1
Dept. of Communities – Esperance	1
Shire of Ravensthorpe Airport	1
Ravensthorpe Nickel Mining Operations	1
State Emergency Management Committee	1
Great Southern District Emergency Management Committee	1

AMENDMENT RECORD

Table 2:

Number	Date	Amendment Summary	Author
1	02/12/2009	Draft	LEMC
2	10/03/2010	Adopted	Council
3	01/02/2014	Annual Review	LEMC
4	02/12/2015	Full Review & updated	LEMC
5	18/12/2015	Adopted	Council
6	March 2022	Draft	LEMC
7	December 2022	Draft	LEMC
8			
9			
10			
11			
12			
13			
14			

GLOSSARY OF TERMS

For additional information in regards to the Glossary of Terms, refer to the State Emergency Management Glossary, June 2021. [State Emergency Management \(EM\) Glossary \(www.wa.gov.au\)](http://www.wa.gov.au).

ACCIDENT – a sudden event in which harm is caused to people, property or the built or natural environment

AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS) – A nationally adopted structure to formalize a coordinated approach to emergency incident management.

AIIMS STRUCTURE – The combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS).

BFB – Bush Fire Brigade – established by a local government under the Bush Fires Act 1954.

COMBAT - take steps to eliminate or reduce the effects of a hazard on the community.

COMBAT AGENCY – a Combat Agency prescribed under section 6(1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

COMPREHENSIVE APPROACH – The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases. Syn. 'disaster cycle', 'disaster phases' and 'PPRR'

COMMAND – The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. See also **COMMAND** and **COORDINATION**.

CONTROL – The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. See also **COMMAND** and **COORDINATION**.

CONTROLLING AGENCY – an agency nominated to control the response activities to a specified type of emergency

COORDINATION – the bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control.

DFES – Department Fire & Emergency Services Authority of WA.

DISTRICT – means the municipality of the Shire of Ravensthorpe.

EMERGENCY – the occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response

EMERGENCY MANAGEMENT – The management of the adverse effects of an emergency including:

- **PREVENTION** – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.
- **PREPAREDNESS** – preparation for response to an emergency.
- **RESPONSE** – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery.
- **RECOVERY** – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, and the psychological and economic wellbeing

EMERGENCY MANAGEMENT AGENCY – A hazard management agency (HMA), a combat agency or a support organisation.

EMERGENCY RISK MANAGEMENT – a systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised.

HAZARD - an event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction of, or damage to property or any part of the environment and is defined in the Emergency Management Act 2005 or prescribed in the Emergency Management Regulations 2006.

HAZARD MANAGEMENT AGENCY (HMA) – a public authority, or other person, prescribed by the Emergency Management Regulations 2006 to be a Hazard Management Agency for emergency management, or an aspect of emergency management, of a hazard.

INCIDENT – the occurrence or imminent occurrence of a hazard. (see also accident and emergency.)

INCIDENT AREA (IA) – The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.

INCIDENT CONTROLLER – the person designated person designated by the relevant Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation [note: agencies may use different terminology, however, the function remains the same]

INCIDENT MANAGER – See INCIDENT CONTROLLER

INCIDENT MANAGEMENT TEAM (IMT) – A group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. The team headed by the incident manager which is responsible for the overall control of the incident.

INCIDENT SUPPORT GROUP (ISG) – A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.

LG – Local Government meaning the Shire of Ravensthorpe & Shire of Ravensthorpe Council.

LIFELINES – The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.

LOCAL EMERGENCY COORDINATOR (LEC) - the person appointed by the State Emergency Coordinator to provide advice and support to their Local Emergency Management Committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district to carry out other emergency management functions under the direction of the State Emergency Coordinator.

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) – a Local Emergency Management Committee established under section 38 of the Emergency Management Act 2005

MR – Marine Rescue.

MUNICIPALITY – Means the district of the Shire of Ravensthorpe.

OPERATIONS – The direction, supervision and implementation of tactics in accordance with the Incident Action Plan. See also EMERGENCY OPERATION.

OPERATIONAL AREA (OA) – The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more incident areas.

PREPAREDNESS – preparation for response to an emergency

PREVENTION – the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency

RECOVERY – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, and the psychological and economic wellbeing.

RESILIENCE - the ability of a system, community or society, exposed to hazards to resist, absorb, accommodate to and recover from the effects of a hazard in a timely and efficient manner, including through the preservation and restoration of its essential basic structure and functions. This is determined by the degree to which the community has the necessary resources and is capable of organising itself both prior to and during times of need.

RESPONSE – the combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.

RISK – A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment. The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood. A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period. Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability

RISK MANAGEMENT – coordinated activities of an organisation or a government to direct and control risk.

RISK REGISTER – A register of the risks within the local government, identified through the Emergency Risk Management process.

RISK STATEMENT – A statement identifying the hazard, element at risk and source of risk.

SES –State Emergency Service.

SUPPORT ORGANISATION – A public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

TELECOMMUNICATIONS – The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.

TREATMENT OPTIONS – A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.

VFES – Volunteer Fire & Emergency Services.

VFRS –Volunteer Fire & Rescue Service.

VULNERABILITY – the characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic, and environmental factors that vary within a community and over time

WELFARE CENTRE – Location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

General acronyms used in these arrangements

Table 3:

BFB	Bush Fire Brigade
BFS	Bush Fire Service
CEO	Chief Executive Officer
DOC	Department of Communities
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee
DPC	Department of Premier and Cabinet
DPIRD	Department of Primary Industries and Regional Development
ECC	Emergency Coordination Centre
EM	Emergency Management
DFES	Department of Fire and Emergency Services
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordination Group
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
VFES	Volunteer Fire and Emergency Service

INTRODUCTION

Aim

The aim of the Shire of Ravensthorpe Local Emergency Management Arrangements is to describe the overall emergency management coordination arrangements within the Shire.

Purpose

The purpose of these emergency management arrangements is to set out and enable:

- a. The local government's policies for emergency management
- b. The roles and responsibilities of public authorities and other persons involved in emergency management in the local government district
- c. Provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b)
- d. A description of emergencies that are likely to occur in the local government district
- e. Strategies and priorities for emergency management in the local government district
- f. Other matters about emergency management in the local government district prescribed by the regulations and
- g. Other matters about emergency management in the local government district the local government considers appropriate

The LEMA should be consistent with the State Emergency Management Arrangements and State Plans.

Scope

These arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMAs in dealing with an emergency. These should be detailed in the HMAs' individual plans.

Furthermore:

- This document applies only to the local government district of the Shire of Ravensthorpe.
- This document covers areas where the Shire of Ravensthorpe provides support to HMAs in the event of an incident.
- This document details the Shire of Ravensthorpe capacity to provide resources in support of an emergency, while still maintaining business continuity; and the Shire of Ravensthorpe responsibilities in relation to recovery management.

These arrangements are to serve as a guideline to be used at the local level. Incidents may arise that require actions or assistance from district, state or federal level.

Community consultation

The LEMC and its community based representation has been consulted on the LEMA review process and outcomes to be delivered during the project. Part one was agreed in a face to face workshop and then followed up by distance activities and finally a face to face workshop to conform all details and functions.

Document availability

Copies of these arrangements shall be made available free of charge during office hours:

- Shire's Administration Office – 65 Morgans St Ravensthorpe WA 6346.
- Shire's Website - <http://www.ravensthorpe.wa.gov.au/>

RELATED DOCUMENTS & ARRANGEMENTS

Table 4: Local Emergency Management Policies

Document	Owner	Location
Local Law – Bush Fire Brigades 2010	Shire of Ravensthorpe	65 Morgans St Ravensthorpe WA 6346.
Use of Council Owned Equipment Policy Manual 2020/2021 7. Dealing with Shire Property; 7.1 Use of Local Government Resources and 32. Use of Shire Vehicles	Shire of Ravensthorpe	65 Morgans St Ravensthorpe WA 6346.
Harvest Bans	Shire of Ravensthorpe	65 Morgans St Ravensthorpe WA 6346.
Occupational Safety & Health Due to legislation changes, Policy updated to Council Policy A3 Work Health and Safety at OCM 19/7/22.	Shire of Ravensthorpe	65 Morgans St Ravensthorpe WA 6346.
Fitness for work A7 Fitness for Work Policy	Shire of Ravensthorpe	65 Morgans St Ravensthorpe WA 6346.
Workplace Bullying A4 Code of Conduct for Employees , clause 15, Workplace Bullying.	Shire of Ravensthorpe	65 Morgans St Ravensthorpe WA 6346.
Sexual Harassment A4 Code of Conduct for Employees , clause 14: Workplace Discrimination and Harassment; and clause 22: Out of Hours Conduct	Shire of Ravensthorpe	65 Morgans St Ravensthorpe WA 6346.
Injury Management	Shire of Ravensthorpe	65 Morgans St Ravensthorpe WA 6346.
Contractors	Shire of Ravensthorpe	65 Morgans St Ravensthorpe WA 6346.
Main Road Verge Vegetation Management	Main Roads	Albany
Park Road Verge Vegetation Management	DBCA	Albany

Table 5: Existing plans & arrangements (State Plan)

Document	Owner	Expire Date	Location
Human Biosecurity	CEO Health	1/5/2024	State Emergency Management Framework (www.wa.gov.au)
Earthquake	DFES Commissioner	31/12/2026	“
Severe Weather	DFES Commissioner	31/10/2022	“
Bushfire	DFES Commissioner	1/11/2024	“
Hazmat	DFES Commissioner	1/8/2023	“
Animal & Plant Biosecurity	DG DMIRS	1/8/2026	“
Crash Emergency	WA Police Commissioner	7/8/2023	“
Maritime Environmental Emergencies	DG DoT	31/12/2026	“
Search & Rescue Emergencies	WA Police Commissioner	1/8/2023	“

Local Plans

Table 6: Local plans

Document	Owner	Location
Emergency Risk Register	Shire of Ravensthorpe	65 Morgans Street Ravensthorpe, WA 6346
Risk Management	Shire of Ravensthorpe	65 Morgans Street Ravensthorpe, WA 6346
Bushfire Risk Management Plan	Shire of Ravensthorpe	65 Morgans Street Ravensthorpe, WA 6346
Bushfire Response Plan	Shire of Ravensthorpe	65 Morgans Street Ravensthorpe, WA 6346
Local Planning Strategy (2018) Local Planning Scheme #6 and Integrated Planning Framework 2020	Shire of Ravensthorpe	65 Morgans Street Ravensthorpe, WA 6346
Adverse Event Plan	Shire of Ravensthorpe	65 Morgans Street Ravensthorpe, WA 6346
Ravensthorpe Aerodrome Management Plan and Aerodrome Emergency Plan	Shire of Ravensthorpe	65 Morgans Street Ravensthorpe, WA 6346
Coastal Management Plan	Shire of Ravensthorpe	65 Morgans Street Ravensthorpe, WA 6346

Table 7: Agreements, understandings and commitments

(Currently no formal agreements. Agreements are being developed)

Parties to the Agreement	Summary of the Agreement	Special Considerations

Special considerations

During various time of the year the following may have effect on the availability of resources, volunteers or the number of people in a township.

- November to April tourism numbers increase with the return to better weather
- Christmas / New Year higher level tourist influx
- Easter higher level tourist influx
- Agricultural:
 - April – July Seeding
 - November - January Harvest
 - Spring Festival & Wildflower Festival – September Annually
- Seasonal conditions:
 - Severe Weather (summer and winter)
 - Bushfire

RESOURCES

Review of resources register;

The LEMC Executive Officer shall have the resources register checked and updated on an annual basis, ongoing amendments occur at each LEMC meeting.

ROLES & RESPONSIBILITIES

Table 8: Local roles and responsibilities

Local role	Description of responsibilities
Local government	Prepare effective local emergency management arrangements, manage recovery following an emergency affecting the community in its district and perform other functions that may be assigned under the EM Act 2005.
Local emergency coordinator	<p>The State Emergency Coordinator (SEC) is the WA Commissioner of Police.</p> <ul style="list-style-type: none"> ○ The Local Emergency Coordinator (LEC) is appointed by the State Emergency Coordinator. ○ Before appointing the local coordinator, local government should be consulted. The State Coordinator is to regard to any submissions form Local Government. <p>LEC Functions are to:</p> <ul style="list-style-type: none"> ○ Provide advice and support to the LEMC in developing and maintaining the LEMA. ○ Assist HMA's in the provision of a coordinated response during a local emergency. ○ Carry out emergency management activities in accordance with the directions of the SEC.
Local recovery coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
LG welfare liaison officer	During an evacuation where a local government facility is utilised by the Department of Communities provide advice, information and resources regarding the operation of the facility.
LG liaison officer (to the ISG/IMT)	During a major emergency, the liaison officer attends ISG meetings to represent the local government and provide local knowledge input and details in the LEMA.
Local government – Incident management	<ul style="list-style-type: none"> ● Ensure planning and preparation for emergencies is undertaken ● Implement procedures that assist the community and emergency services deal with incidents ● Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role ● Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. ● Liaise with the incident controller (provide liaison officer) ● Participate in the ISG and provide local support ● Where an identified evacuation centre is a building owned and operated by local government, provide a liaison officer to support the Department of Communities.

LEMC Roles and Responsibilities

The Shire of Ravensthorpe has established a Local Emergency Management Committee (LEMC) under section 38(1) of the EM Act to risk assess, plan and exercise the Ravensthorpe local emergency management arrangements.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the local government to assist in the development of local emergency management arrangements for its community and within its district.

The LEMC plays a vital role in assisting the communities in the Shire to become more prepared for major emergencies by;

- To better understand the hazards that the community have exposure to and the risks that exist that directly affect the community way of life.
- Developing, enhancing and testing preparedness planning from a multi-agency perspective, providing local knowledge of hazards and risks, demographic and geographic issues; they provide advice to Hazard Management Agencies to develop their effective localised hazard plans
- Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC under formal invitation from the Local Government.

Table 9:

Local role	Description of responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Deputy Chair	Provide leadership and support to the LEMC in the absence of the Chair and otherwise assist the Chair to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.

LEMC Executive Officer	<p>Provide executive support to the LEMC by:</p> <ul style="list-style-type: none"> • Provide secretariat support including: <ul style="list-style-type: none"> – Meeting agenda; – Minutes and action lists; – Correspondence; – Committee membership contact register; • Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including: <ul style="list-style-type: none"> – Annual Report; – Annual Business Plan; – Local Emergency Management Arrangements; • Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and • Participate as a member of sub-committees and working groups as required.
------------------------	--

Agency roles and responsibilities

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles.

Table 10:

Agency roles	Description of responsibilities
Hazard Management Agency	<p>A hazard management agency is ‘to be a public authority or other person who or which, because of that agency’s functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.’ [s. 4 EM Act]</p> <p>The HMAs are prescribed in the Emergency Management Regulations 2006.</p> <p>Their function is to:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects [EM Regulations] • Appoint Hazard Management Officers [s. 55 EM Act] • Declare / revoke emergency situation [s. 50 & 53 EM Act] • Coordinate the development of the State Hazard Plan (Westplan) for that hazard [State EM Policy section 1.5] • Ensure effective transition to recovery by local government

Agency roles	Description of responsibilities
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</p> <p>The function of a Controlling Agency is to;</p> <ul style="list-style-type: none"> • Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. • Control all aspects of the response to an incident. <p>During Recovery the Controlling Agency will ensure effective transition to recovery.</p>
Combat Agency	<p>A Combat Agency as prescribed under subsection (1) of the <i>Emergency Management Act 2005</i> is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>
Support Organisation	<p>A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)</p>

MANAGING RISK

Emergency Risk Management

Risk management is a critical component of the emergency management process. Building a sound understanding of the hazards and the risks likely to impact the community enable federal, state, local government and the LEMC to work together to implement treatments.

This process helps to build the capability, capacity and resilience of the community. Local organisations can be enabled to better undertake resilience actions: prevention, prepare for, respond to and recover from a major emergency.

The process and mandate for local governments to undertake risk management is detailed in State EM Policy section 3.2.

Description of emergencies

Table 11: Description of emergencies likely to occur in local area

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	State Hazard Plan	Local Plan (Date)
Bushfire	DFES/DBCA/LG	FES Commissioner	Shire	SES	Fire	

Severe Weather	DFES	FES Commissioner	SES	SES Ravensthorpe	Severe Weather	
Search Emergencies	WA Police	Commissioner of Police	SES	SES Ravensthorpe	Search and Rescue Emergencies	
Human Epidemic	WA Health	CEO Dept of Health	Health	St John Ambulance	Human Biosecurity	
Animal or plant pests or diseases	DAFWA	Agriculture Director General	DAFWA Katanning	LG	Animal and Plant Biosecurity	
Actual or impending spillage, release or escape of a (a) chemical, (b) radiological or (c) other substance (HAZMAT)	DFES	FES Commissioner	LG	WA Police	Hazardous Emergencies	
Crash Emergency	WA Police	Commissioner of Police	DFES	St John Ambulance	Crash Emergency	

These arrangements are based on the premise that the Controlling Agency is responsible for the above risks and will develop, test and review appropriate emergency management plans for their hazard in the local environment.

Table 12: Local EM strategies and priorities

Priority	Strategy
Fire	Review Plans Annually and Post Exercise Analysis
Severe Weather	Review Plans Annually and Post Exercise Analysis

Coordination of Emergency Operations

It is recognised that the HMAs and Controlling Agencies may require local government resources and assistance in emergency management. The Shire of Ravensthorpe is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

Incident Support Group (ISG)

The ISG is convened by the Controlling Agency appointed Incident Controller to assist in

the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

Triggers for an ISG

The triggers for an incident support group are defined in State EM Policy statement 5.2.2 and State EM Plan section 5.1. These are;

- a) Where an incident is designated as Level 2 or higher;
- b) Multiple agencies need to be coordinated.

Membership of an ISG

The Incident Support Group is made up of agencies' representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group.

The recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow, situational awareness and handover to recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

Frequency of Meetings

The frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and objectives by agencies sharing information and resources.

Location of ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach.

MEDIA MANAGEMENT AND PUBLIC INFORMATION

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency.

Public warning systems

During times of an emergency one of the most critical components of managing an incident is getting information to the public in a timely and efficient manner. This section highlights local communication strategies.

Local Systems

Description	Contact	Phone
Basic SMS – Telstra Instant Messaging	Shire of Ravensthorpe Records Officer	9839 0000
ABC Radio and TV	Shire of Ravensthorpe	9839 0000
What's App (Various local groups)	Shire of Ravensthorpe CESM	0438 498 221
Community notice board	Shire of Ravensthorpe Communications Officer	9839 0000

FINANCIAL ARRANGEMENTS

State EM Policy section 5.12, State EM Plan section 5.4 and 6.10 and State EM Recovery Procedures 1-2) outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the Shire of Ravensthorpe is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the Shire of Ravensthorpe occurs to ensure the desired level of support is achieved.

EVACUATION AND WELFARE

Evacuation

Comprehensive emergency management planning should involve planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the Controlling Agency, the local government with the assistance of its LEMC has clear responsibilities to undertake pre emergency evacuation planning. A comprehensive evacuation plan is of considerable value to all agencies with a role in evacuation and can be very effective in assisting the controlling agency to make timely and informed decisions.

Planning consideration also needs to be given to receiving evacuees from other local governments.

To assist with emergency evacuation planning SEMC has endorsed the: [WA Community Evacuation in Emergencies Guideline | Western Australian Government \(www.wa.gov.au\)](#) which has a section on pre emergency evacuation planning for local governments and LEMCs and dot point items for consideration.

SPECIAL NEEDS GROUPS

Special needs groups are identified and listed in APPENDIX 3.

ROUTES & MAPS

Routes and Road Maps are listed in APPENDIX 7.

WELFARE PLAN

The local welfare plan is attached to these arrangements as a sub plan with the Recovery and Evacuation Sub Plans.

ROLES IN WELFARE

Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the Department of Communities District Director to;

- a) Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
- b) Prepare, promulgate, test and maintain the Local Welfare Plans;
- c) Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;
- d) Establish and maintain the Local Welfare Emergency Coordination Centre;
- e) Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- f) Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- g) Represent the department on the Incident Management Group when required

Local Welfare Liaison Officer

The Local Welfare Liaison Officer is nominated by the local government to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator.

Local government should appoint a liaison officer. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

It is important to identify the initial arrangements for welfare to occur, particularly in remote areas, where it may take some time for Department of Communities to arrive.

Name	Agency	Phone	email
Ashleigh Thurn	District Emergency Services Officer - Dept. of Communities, Esperance	08 9083 2566 0429 372 266	ashleigh.thurn@communities.wa.gov.au

Register-Find-Reunite

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas Department of Communities has responsibility for is

recording who has been displaced and placing the information onto a National Register. This primarily allows friends or relatives to locate each other. Because of the nature of the work involved Department of Communities have reciprocal arrangements with the Red Cross to assist with the registration process.

Animals (including assistance animals)

Name	Agency	Phone	email
Julie Bell	Pet Storage	0427 381 092	
	Camel Paddock		
	Shire Rangers		

Welfare Centres

[Appendix 6 – Welfare Centre Information](#)

RECOVERY

See the Local Recovery Sub Plan attached with these arrangements.

Local recovery coordinator

Local governments are required to nominate a local recovery coordinator.

Local Recovery Coordinators are to advise and assist local government and coordinate local recovery activities as outlined in State EM Policy section 6, State EM Plan section 6 and State EM Recovery Procedures 1-4.

Name	Title	Phone	email
Matthew Bird <i>(Local Recovery Coordinator)</i>	Chief Executive Officer – Shire of Ravensthorpe	08 9839 0000 0417 909 280	ceo@ravensthorpe.wa.gov.au

EXERCISING, REVIEWING AND REPORTING

The aim of exercising

Testing and exercising is essential to ensure that emergency management arrangements are workable and effective. Testing and exercising is important to ensure individuals and organisations remain aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is a HMA responsibility however it could be incorporated into the local government exercise.

Exercising the emergency management arrangements will allow the local government to:

- Test the effectiveness of the local arrangements
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions

- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

Frequency of exercises

State EM Policy section 4.8, State EM Plan 4.7 and State EM Preparedness Procedure 19 outline the State's arrangements for EM exercising, including the requirement for local governments to exercise on an annual basis. Additionally, LEMAs must be validated through exercise or activation within 12 months of any significant amendments made through a comprehensive or targeted review (State EM Policy section 1.5.10).

Types of exercises

Some examples of exercise types include:

- Desktop/discussion
- WhatsApp
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- Operating procedures of an Emergency Coordination Centre or
- Locating and activating resources on the Emergency Resources Register

Reporting of exercises

Each local government reports their exercise schedule to the relevant DEMC prior to the start of the calendar year for inclusion in the DEMC report to the SEMC State Exercise Coordination Team (SECT).

Once local government exercises have been completed, post-exercise reports should be forwarded to the DEMC to be included in reporting to the SECT as soon as practicable.

REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with State EM Policy section 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act). However, according to State EM Preparedness Procedure 8, the LEMA (including recovery plans) are to be reviewed and amended in the following situations:

- After an event or incident requiring the activation of an Incident Support Group or an incident requiring significant recovery coordination; and
- An entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes.

Consider quarterly reviews of contact lists. [\(Refer to Appendix 8 – Contacts\)](#) Consider also reviewing arrangements after exercises.

Review of Local Emergency Management Committee Positions

The local government, in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.

Review of resources register

The Executive Officer shall have the resources register checked and updated on an annual basis, ongoing amendments occur at each LEMC meeting.

Annual Reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within 2 weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

The information provided by the LEMC annual report is collated into the SEMC Annual Report which is tabled in Parliament.

The SEMC issue the annual report template.

Appendices:

- 1. Local Government Area**
- 2. Critical Infrastructure**
- 3. Special Needs Groups**
- 4. Local Emergency Coordination Centres**
- 5. Resources Register**
- 6. Welfare / Evacuation Centres**
- 7. Map(s) Local Government District**
- 8. Contacts**

Appendix 1.

Area covered – Source WALGA



Suburbs and Localities

Fitzgerald 6337; Hopetoun 6348; Jerdacuttup 6346; Munglinup 6450; Ravensthorpe 6346.

Significant Local Events

Spring Festival; Wildflower Show; Summer School.

Ordinary Council Meeting

Meets third Tuesday of each month.

Tourist Attractions

Fitzgerald River National Park; Ravensthorpe Range; Hopetoun and Coastal areas; Historical.

Local Industries

Wheat; sheep; cattle; mining; tourism.

Appendix 2.

Ravensthorpe Township Critical Infrastructure

Item	Location Latitude	Location Longitude	Address	Owner	Contact Details	Community Impact Description
Ravensthorpe Airport	33°47'33.5"S	120°12'44.0"E	Jerdacuttup Road	Shire	Greg Stover, Airport Reporting Officer, 0427 977 489	Medical Transport via RFDS
Fire / Community Dam	33°35'15.4"S	120°03'19.7"E		Shire	Shire of Ravensthorpe 9839 0000	Emergency Water
Water Tank & Catchment	33°38'08.1"S	120°03'15.5"E		Water Corp	Tony Peplow 0488 900 452	Town Drinking Water
Water Treatment Plant	33°34'49.8"S	120°03'22.0"E		Water Corp	Tony Peplow 0488 900 452	Town Drinking Water
Sports Club	33°34'58.8"S	120°03'21.8"E	Coleman St Ravensthorpe	Shire	Shire of Ravensthorpe 9839 0000	Community Hub / Evacuation Centre
Health Centre	33°35'06.2"S	120°02'42.4"E	74 Martin St Ravensthorpe	Health Dept.	Debra Eggleston 0428 937 895	Health Services
Ravensthorpe Sub-Centre	33°34'54.9"S	120°02'28.1"E	21 Morgans St Ravensthorpe	St John	Terri Edwards 0438 116 240	Emergency Services
District High School	33°34'53.3"S	120°03'10.0"E	102 Morgans St Ravensthorpe	Dept. of Education	Matt Kennedy 9852 3000	Education Services

Fire Station (FRS)	33°34'50.5"S	120°02'43.1"E	24 Dunn Street Ravensthorpe	DFES	Gary Webster 0427 381 114	Emergency Services
Ravensthorpe Hall	33°34'49.2"S	120°02'47.5"E	35 Dunn St Ravensthorpe	Shire	Shire of Ravensthorpe 9839 0000	Community Hub
Phone Exchange / Mobile Phone Tower	33°34'55.0"S	120°02'44.1"E	56 Morgans St Ravensthorpe	Telstra		Mobile Phone, Landline Phone or Internet Services
Police Station	33°34'54.7"S	120°02'45.7"E	62 Morgans St Ravensthorpe	WA Police	Laurie Casarsa 0436 865 081	Emergency Services / Law & Order
Shire Office	33°34'53.9"S	120°02'48.8"E	65 Morgans St Ravensthorpe	Shire	08 9839 0000	Local Governance / Community Services
Radio Tower	33°30'14.2"S	120°02'07.5"E	Ravensthorpe Range via Floater Road.	Western Power		Communications for Essential Services Telstra, Western Power, St John
Radio Repeater	33°31'16.0"S	120°03'58.4"E	Ravensthorpe Range via Floater Road.	DFES		Communications for Emergency/ Essential Services DFES, WAPOL, Local Government
SES Local Headquarters	33°34'55.2"S	120°02'26.5"E	21 Morgans St Ravensthorpe	SES/LG	Keith Rowe 0428 3891 231 0427 289 737	Emergency Response Level 1/ 2 ICC
Ravensthorpe Range						Communications Infrastructure

Hopetoun Township Critical Infrastructure

Item	Location Latitude	Location Longitude	Address	Owner	Contact Details	Community Impact Description
Communications Tower	33°55'59.9"S	120°08'00.4"E	Beacon Drive Hopetoun	WAPOL DFES		Major loss of Communications to Emergency/ Essential/ Broadcasting Services
Mobile Phone Tower	33°55'59.9"S	120°08'00.4"E	Beacon Drive Hopetoun	Telstra		Major loss of Mobile Phone Communications
Horizon Power Sub Station	33°54'18.6"S	120°07'47.6"E	Lechenaultia Drive Hopetoun	Horizon Power		Electricity Supply
Wind Turbine	33°55'13.8"S	120°06'20.3"E	Banksia Road	Synergy		Electricity Supply
Water Tank	33°55'58.3"S	120°07'59.2"E	Beacon Drive	Water Corporation		Town Drinking Water Supply
Fire Station (VFES) / Ambulance Shed	33°56'51.1"S	120°07'37.2"E	Cnr Alan Rose Drive & Veal St, Hopetoun WA 6343	Shire	CESM 0438 498 221	Emergency Services
Health Centre	33°56'52.7"S	120°07'36.7"E	Dawn Street	Livingston Medical		Health Services
Phone Exchange	33°56'38.2"S	120°07'33.9"E	Veal Street Hopetoun	Telstra		No Landline Phones or Internet Services
Sports Ground	33°56'46.6"S	120°07'37.8"E	Veal Street Hopetoun	Shire of Ravensthorpe	Shire of Ravensthorpe	Community Hub / Evacuation Centre

Treatment Plant (HazMat Site)	33°55'10.4"S	120°07'18.0"E	Banksia Road	Water Corporation		Town Drinking Water Supply
Airstrip	33°54'29.9"S	120°08'46.4"E	Hopetoun Ravensthorpe Road			Medical Transport via RFDS
Boat Ramp	33°57'13.8""S	120°07'36.8"E	Veal Street Hopetoun	Shire of Ravensthorpe		Marine Access
Primary School	33°34'55.2"S	120°02'26.5"E	Buckie Street Hopetoun	Department of Education	Tina Harris 6823 1000	Education Services

Munglinup Township Critical Infrastructure

Item	Location Latitude	Location Longitude	Address	Owner	Contact Details	Community Impact Description
Munglinup Fire Shed	33°42'33.8"S	120°51'48.1"E	Bennett St Munglinup	Shire	CESM 0438 498 221	Emergency Services
Community Club	33°42'33.8"S	120°51'48.1"E	Bennett St Munglinup	Shire	Shire of Ravensthorpe	Community Hub / Evac Centre Point
Munglinup Hill Phone Exchange	33°41'48.8""S	120°50'51.6""E	South Coast Highway	Telstra		No Landline Phones or Internet Services
Mobile Phone Tower	33°42'22.5"S	120°51'34.2"E	Yorrel Street Munglinup	Telstra		No Mobile Phone
St John Ambulance	33°42'33.8"S	120°51'48.1"E	Bennett St Munglinup	St John		Emergency services

Communications Tower	33°39'37.9"S	120°48'17.5"E	Cnr Melaleuca and Mills Roads	DFES, DBCA, WAPOL		Major loss of Communications to Emergency Services
Communications Tower	33°33'11.4"S	120°48'17.5"E	South Coast Highway and Springdale Road.	WAPOL		Potential loss of Communications to Emergency Services
Primary School	33°42'14.6"S	120°51'28.8"E	Budjan St Munglinup	Department of Education		Education Services

Fitzgerald Critical Infrastructure

Item	Location Latitude	Location Longitude	Address	Owner	Contact Details	Community Impact Description
Mobile Phone Tower and exchange	33°44'02.3"S	119°30'04.2"E	South Coast Highway and Fitzgerald Road	Telstra		Major loss of Communications to Emergency Services
Radio Repeater	33°42'43.3"S	119°26'22.5"E	Fitzgerald Road and Lake Road	WAPOL		Major loss of Communications to Emergency Services

Jerdacuttup Township Critical Infrastructure

Item	Location Latitude	Location Longitude	Address	Owner	Contact Details	Community Impact Description
Primary School	33°42'24.6"S	120°28'21.6"E	2894 Jerdacuttup Rd, Ravensthorpe WA 6346	Dept. of Education	Catherine Harman Rachel Gibson 6823 1100	Education Services

Community Hall	33°42'33.9"S	120°28'31.8"E	Mallee St Jerdacuttup	Shire	6823 1100	Community Hub
Fire Shed	33°42'35.2"S	120°28'31.7"E	Mallee St Jerdacuttup	Shire	0429 369 035	Emergency Services
Mobile Phone Tower and Exchange	33°38'46.9"S	120°26'42.4"E	Cnr South Coast Highway and Fence Road, Jerdacuttup	Telstra		No Mobile Phone, landline or internet Communications

Appendix 3. Special needs groups

Name	Description	Address	Contact 1	Contact 2	No People	Have they got an evacuation plan? Who manages the plan? Has a copy been provided to the LEMC?
Ravensthorpe						
Ravensthorpe District High School (DHS)	Grades K-10 High School	Cnr Morgans Street and Hoskings Street, Ravensthorpe WA 6346	Principal – Matthew Kennedy Office: 08 9852 3000	mat.kennedy@education.wa.edu.au	24 staff 129 students	
Ravensthorpe Community Child Care	Community Child Care Opening Times Monday to Friday 7.30am to 5.30pm	Hopetoun Road, Ravensthorpe WA 6346	- Evelyn Houghton (08) 9838 0487 256 150	1186 Co-Ordinator - Jamie Galwey 08 9838 1186	Supervision, Working with children permit, ready access to amenities	

	Manager Childcare Services					
Ravensthorpe District Hospital	Limited mobility, medication/care dependent, require additional comfort consideration and supervision	Queen Street, Ravensthorpe WA 6346	08 9838 2211 Debra Eggleston – Director of Nursing	0428 937 895		
Hopetoun Primary School Principal	Primary School Grades PP - 6	Buckie St, Hopetoun WA 6348 Postal Address Po Box 251 Hopetoun WA 6348	Principal Penne Metcalf Kieran Moore 08 9838 3672 Email - Official School Email Hopetoun.PS@education.wa.edu.au	Manager Corporate Services Tina Harris 08 6823 1000 Fax 08 9838 3687	Grades 1-6 24 staff 120 students	
Home & Community Care (HACC) Hopetoun Residential Care Facility (Qualup Units)	3 x Residential Units for aged care	30 Veal St, Hopetoun WA 6348	08 9838 3144	0429 889 675	3 x Residential Units for aged care	
Hopetoun Playgroup	Contact Dahlia Blumberg Info Held every Friday from 9.30 to 11.30am during the school terms. Located in the Kindy Room at Hopetoun Primary School	Buckie St, Hopetoun WA 6348	0409084796	0490 374 440	Supervision, Working with children permit, ready access to amenities	
LITTLE BARRENS EARLY LEARNING CENTRE	Hopetoun Community Childcare Centre Opening Times Monday to Friday 7.30am to 5.30pm Manager Childcare Services	Buckie St, Hopetoun WA 6348	08 9838 3278 Evelyn Houghton	Co-Ordinator - Cassie Dose Email littlebarrens@ravensthorpe.wa.gov.au	Supervision, Working with children permit, ready access to amenities	
Munglinup Primary School	Primary School Grades K - 6	Budjan St, Munglinup WA 6450	08 9075 1011 Principal Amy Nelson Email - Official School Email	Manager Corporate Services Stephanie Hatter Rachel Gibson Phone 08 9075 1300	Grades K-6 5 staff 9 students	

			Munglinup.PS@education.wa.edu.au			
Jerdacuttup Primary School	Grades 1-6	2894 Jerdacuttup Road Cnr Jerdacuttup Rd & Fence Rd, Jerdacuttup WA 6346	Principal Kier Douthie 08 9839 6034 Email - Official School Email Jerdacuttup.PS@education.wa.edu.au	Manager Corporate Services Alice Tucker Rachel Gibson Phone 08 6823 1100	Grades 1-6 9 staff 8 students	

Appendix 4. Local Emergency Coordination Centres

LOCATION ONE

STATE EMERGENCY SERVICE

17 Morgans Street, Ravensthorpe WA 6346

Ph. 0427 289 737 08 9838 1132 Fax. 08 9838 1167



Keith Rowe – Local Manager	0428 381 231	
Duty Phone	0427289737	

LOCATION TWO

RAVENSTHORPE POLICE STATION

62 Morgans Street, Ravensthorpe WA 6346

Ph. 08 9838 1004 Fax. 08 9838 1226



Station Land Line	0436 862 441	08 98548500
Laurie Casarsa - Officer In Charge	0436865081	

LOCATION THREE

SHIRE OF RAVENSTHORPE ADMINISTRATION BUILDING

65 Morgans Street, Ravensthorpe WA 6346

Ph. 08 9839 0000 Fax. 08 9838 1282



Matthew Bird - CEO	08 9839 0000	0417 909 280
Paul Spencer - Executive Manager Infrastructure Services	08 9839 0000	0439 918 713

LOCATION FOUR

HOPETOUN VOLUNTEER FIRE & EMERGENCY SERVICES BUILDING

Veal Street, Hopetoun WA 6348

Ph. 0447 602 044 08 9838 3207 Fax. 08 9838 3240



Unit Phone	0427 602 044	
Keith Dunlop	0428 383 302	08 9838 3302
Scott Lawry	08 9838 3600	0434 023 868

LOCATION FIVE

HOPETOUN POLICE STATION
Veal Street, Hopetoun WA 6348



Police Station	08 98679 120	
Stuart Kerr - Officer In Charge	0436 853 568	

Appendix 5. Resources Shire of Ravensthorpe Plant and Equipment Register

Location:			
Contact(s)	Position	Email:	Mob:
Matthew Bird	Chief Executive Officer	ceo@ravensthorpe.wa.gov.au	0417 909 280
Les Mainwaring	Manager of Corporate & Community Services	dccs@ravensthorpe.wa.gov.au	0428 764 496
Natalie Bell	Acting Executive Manager Development and Community Services	pm@ravensthorpe.wa.gov.au	0432 538 466
Paul Spencer	Executive Manager Infrastructure Services	emis@ravensthorpe.wa.gov.au	0423 081 355
Ted Kilby	Works Supervisor	ws@ravensthorpe.wa.gov.au	0427 477 014

SHIRE WORKS PLANT AND EQUIPMENT TYPE	MAKE	MODEL	REGO
GRADER	KOMATSU	655	RA-3828
GRADER	KOMATSU	655	RA-3762
GRADER	KOMATSU	655	RA-3508
GRADER	JOHN DEERE	620GP	RA-3930
IT LOADER	KOMATSU	WA200	RA-3710
SKID STEER	CAT	289D41	IGTT-655
LOADER	KOMATSU	WA430	RA-3829
BACKHOE	KOMATSU		IGSO-489
PRIME MOVER	MACK		RA-142
PRIME MOVER	MACK		RA-3871

WATER CARRIER	HINO	700 SS 2848	RA-3751
TRUCK	HINO	700 SERIES 6x4	RA-3712
TRUCK	MITSUBISHI	FUSO CANTER	RA-206
TRUCK	MITSUBISHI	FUSO CANTER	RA-3512
DOZER	CAT	D6RXL	NA
TRACTOR/FEL	CASE	JX	RA-232
DUAL CAB UTE (Ted)	TOYOTA	HILUX SR5 4X4	RA-3794
UTE	TOYOTA	HILUX 4X4	RA-279
SINGLE CAB UTE (Bear)	TOYOTA	HILUX 4X4	RA-3603
SINGLE CAB UTE (Steve)	TOYOTA	HILUX 4X4	RA-292
SINGLE CAB UTE (Dozer)	TOYOTA	HILUX 4X4	RA-93
DUAL CAB UTE (Dean)	TOYOTA	HILUX 4X4	RA-3359
EXTRA CAB UTE (Benji)	TOYOTA	HILUX 4X4	IHJK-181
EXTRA CAB UTE (Tom)	TOYOTA	HILUX 4X4	RA-235
EXTRA CAB UTE	TOYOTA	HILUX 4X4	RA-3520
DUAL CAB UTE (Stew)	TOYOTA	HILUX 4X4	RA-233
DUAL CAB UTE (CESM)	HOLDEN	COLORADO 4X4	IGUV-793
EXTRA CAB UTE	TOYOTA	HILUX 4X4	RA-3280
DUAL CAB UTE	TOYOTA	HILUX 4X4	RA-106
EXTRA CAB UTE	TOYOTA	HILUX 4X4	RA-222
EXTRA CAB UTE	TOYOTA	HILUX 4X4	RA-3867
DUAL CAB UTE (CBFCO)	TOYOTA	HILUX 4X4	RA-137

DUAL CAB UTE (Paul)	TOYOTA	HILUX SR5 4X4	RA-3860
FIRE-WASHDOWN TRAILER			RA 1664
WATER TRAILER SPRAY			RA 1708

Shire of Ravensthorpe – Bushfire Brigade Resources - Dispatch of crews need to be requested through DFES Communications

Name	BFB Resources	Name	Contact
Rod Daw	Chief Bushfire Control Officer	(East Ravensthorpe Bushfire Brigade)	0429 396 010
Gavin Gibson	Deputy Chief Bushfire Control Officer	(Munglinup Bushfire Brigade)	0427 751 062
Rian Duncan	Deputy Chief Bushfire Control Officer	(West River Bushfire Brigade)	0428 324 400
Russell Palmer	Community Emergency Services Manager	(Shire of Ravensthorpe)	0438 498 221
BFB	BFB Resource	BFB	BFB Resource
East Ravensthorpe Bushfire Brigade	Fast Fill Trailer (Hi season appliance only)	Jerdacuttup Bushfire Brigade	2.4 Broadacre Brigade Light Tanker
Cocanarup Bushfire Brigade	2.4 Broadacre	Mt Short Bushfire Brigade	2.4 Rural
Munglinup Bushfire Brigade	4.4 Broadacre Fast Fill Trailer 4.4 Broadacre (Shire of Esperance Fleet)	North Ravensthorpe Bushfire Brigade	Fast Fill Trailer Heavy Tanker – High Fire Season Appliance Only
Ravensthorpe Town Bushfire Brigade		West River Bushfire Brigade	2.4 Broadacre Fast Fill Trailer
Hopetoun Rural Brigade	Fast Fill Trailer (2.4 Rural)		
Emergency Services			

Ravensthorpe Fire & Rescue Service	Position	Mobile Number	Resource
Gary Webster	Captain	0427 381 114	HSR (Hazmat/Structural/Rescue) Fire Appliance
Luke Webster	Lieutenant	0427 381 454	Toyota Light Tanker
Mick Gairen	Apparatus Officer	0427 381 211	
Stephen Petersen	DFES District Officer, Esperance	0427 002 718	
Ravensthorpe State Emergency Service	Position	Contact Mobile	Resource
Duty Officer	Duty Officer	0427 289 737	Toyota Land Cruiser 11 Seater Troop Carrier
Keith Rowe	Local Manager	0428 381 231	General Trailer
	Deputy Manager	0428 383 060	RCR Trailer
Ros Cleverley	DFES District Officer	0428 100 457	
Hopetoun VFES	Position	Contact Mobile	Resource
Scott Lawry	Captain	0434 023 868	3.4 Urban Fire Appliance
Peter Nankervis	1 st Lieutenant	0491 065 025	Toyota Light Tanker
Wes Bailye 0427 002 714	DFES Area Officer, Esperance	0427 002 714	
Hopetoun Marine rescue	Position	Contact Mobile	Resource
Keith Dunlop	Commander	0428 383 302	VMR Vessel "Mary Ann"
Michael Boothey	V/Commander	0438 383 245	
Danial Pell	DFES Marine Rescue Regional Coordinator	04378 634 472	
St John Ambulance	Position	Contact Mobile	Resource
Terri Edwards	Chairperson	0438 116 240	1 x Ambulance Mercedes Sprinter - Hopetoun
Greg Stover	Vice Chairperson	0432 104 755	2 x Ambulance Mercedes Sprinter

			Ravensthorpe Sub Centre -
Kylie Goldfinch	Secretary	0447 385 010	
Zac Hill	Community Paramedic	0448 118 017	
St John Ambulance (Munglinup Sub Branch – Esperance Sub Centre)			
Kirk Whiting	Volunteer Officer	0427 557 197	Ambulance Mercedes Sprinter - Munglinup Sub Branch
John McQueen	Chairperson	0413 800 676	
Paul Gaughan	Community Paramedic	0418 404 609	
WA Police			
Ravensthorpe	Station Land Line	9854 8500	
Laurie Casarsa	Officer in Charge	0436 865 081	
Hopetoun	Station Land Line	9867 9120	
Stuart Kerr	Officer in Charge	0436 853 568	
Mines	Position	Contact Mobile	Resource
FQM Australia Nickel Pty Ltd	John Hemsley Manager Health Safety Environment and Training	0472 774 619	<ul style="list-style-type: none"> • 3:4 4WD Fire appliance • 1200L Fire trailer • Rescue trailer (vertical rescue/HAZMAT/HD Vehicle crash) • Mercedes Ambulance • Toyota 4WD Ambulance • 2 Bed patient treatment rooms • Telehealth consult capability

			<ul style="list-style-type: none"> • 8 full time emergency service officers (2 per shift, plus 1 medic per shift - i.e. 12 total across 4 shift) • Supported by 22 volunteer ERT members <p>Access to mining dozers and water carts</p>
David Groombridge	Medallion Metals	0422 096 408	
Liam Franklyn	Allkem Galaxy Lithium Australia	Liam.franklyn@allkem.co	
CO2 Plantations	CO2 Duty Officer	1800 900 333	
Aaron Soanes	General Manager of Operations	0427 191 486	
Tom Walker	Contractor	0427 751 095	
Contact the CO2 Duty Officer to enable the Community to use this resource.	Dion Wisewould	0407 440 470	3.4 (3,000lt) Fire Appliance - Middle Farm, West River

Appendix 6. Welfare / Evacuation Centres – Full Facility details are located in the Evacuation Sub Plan

Evacuation Centre	Capacity	Phone	Hazard Vulnerability	Axillary Power?	Amenities	Pets Y/N	Reference	Comments
Ravensthorpe Sporting Complex	1100	08 98390000	Fire, Severe Weather, Human Biosecurity	No			Ravensthorpe-Hopetoun Road	Key 54 at the Shire Office-Security token after hours with CC TV.
Ravensthorpe Community Hall	400	08 98390000	Fire, Severe Weather, Human Biosecurity	No			Dunn Street	Key 111 at the Shire Office
Munglinup Sports Pavilion		08 98381282	Fire, Severe Weather, Human Biosecurity	No			Hall Street	Keys held at the BP Roadhouse Code 6450 (1 Day only use.)
Hopetoun Sport Pavilion		08 390000	Fire, Severe Weather, Human Biosecurity	No			Veal Street	Key 76 at the Hopetoun Shire Office – (Up to One day use)

Appendix 7. Map(s) of the Local Government District





BEN Signs Shire of Ravensthorpe (Central)


- BEN sign - installed
- Reserves

SOURCE DATA
 BEN Signs: DPIRD
 Coastline, Geographic Names, Towns, Roads, Hydrography,
 Reserves: Landgate

Drawn by: A. Russell-Brown
 Date: 12/01/2021
 Coordinate System: GDA94

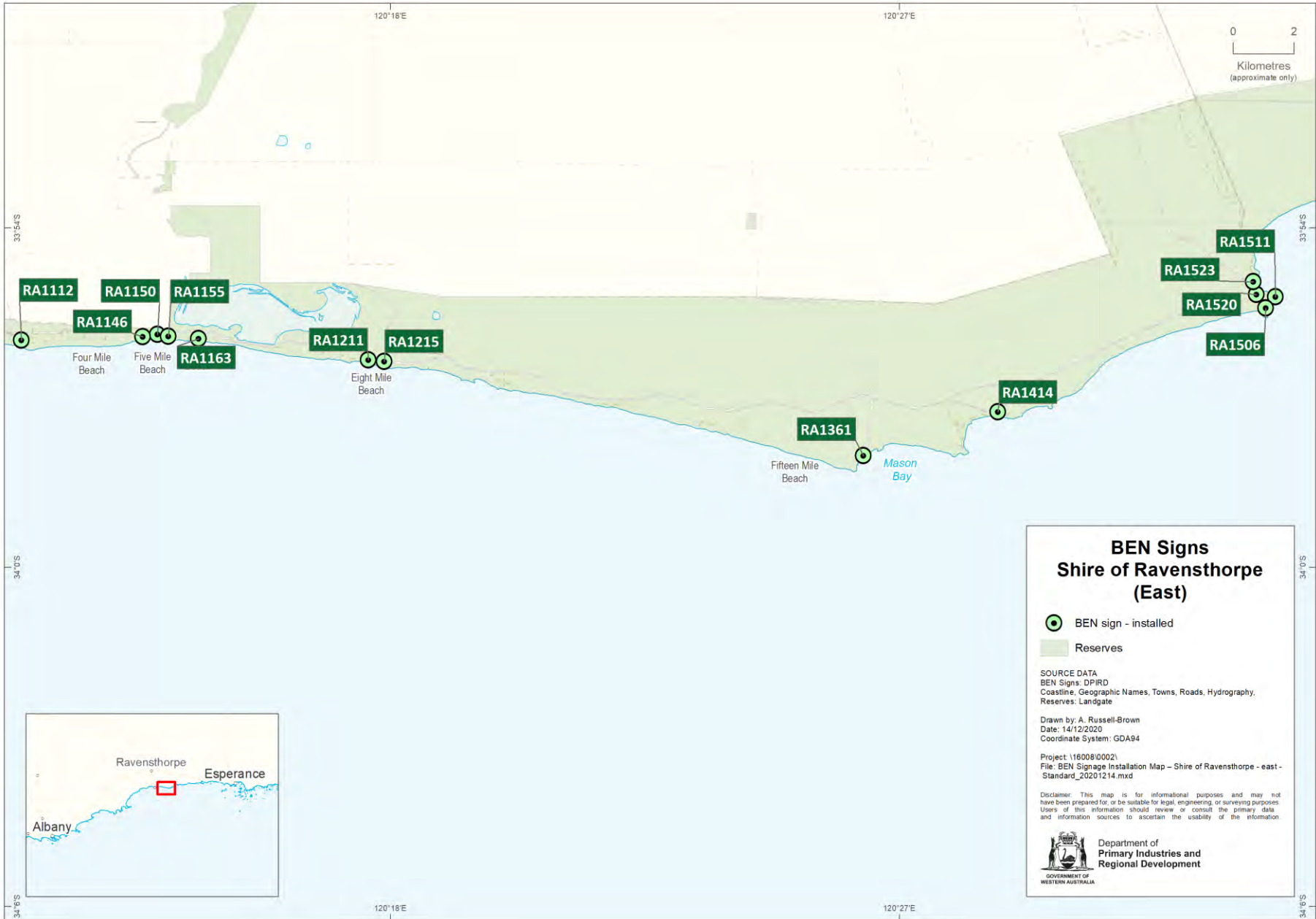
Project: 116008100021
 File: BEN Signage Installation Map - Shire of Ravensthorpe - central
 -Standard_20210112.mxd

Disclaimer: This map is for informational purposes and may not have been prepared for, or be suitable for, legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.



**Department of
Primary Industries and
Regional Development**

GOVERNMENT OF
WESTERN AUSTRALIA



BEN Signs Shire of Ravensthorpe (East)


- BEN sign - installed
- Reserves

SOURCE DATA
 BEN Signs: DPIRD
 Coastline, Geographic Names, Towns, Roads, Hydrography,
 Reserves: Landgate

Drawn by: A. Russell-Brown
 Date: 14/12/2020
 Coordinate System: GDA94

Project: 116008/0002
 File: BEN Signage Installation Map - Shire of Ravensthorpe - east -
 Standard_20201214.mxd

Disclaimer: This map is for informational purposes and may not have been prepared for, or be suitable for, legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.



**Department of
Primary Industries and
Regional Development**

GOVERNMENT OF
WESTERN AUSTRALIA

Andimaps Ravensthorpe - Hopetoun STREET GUIDE ONLINE

Access the complete bundle of 5 maps. FREE app. Navigate offline! FREE maps! Zoom map to map.

Use all of Andimaps' Street Guides online free. Download the app: avenzamaps.com

Fitzgerald Biosphere Coast . . . an undiscovered wilderness

Ravensthorpe • Hopetoun • Munglump • Fitzgerald River NP

- ★ Botanical wonderland
- ★ Magnificent coastline
- ★ Mountain Ranges
- ★ UNESCO Biosphere Reserve

Shire of Ravensthorpe Mon-Fri 9am-4:30pm

Ravensthorpe 88 Morgan St. Ravensthorpe WA 6340 Ph: 9820 0000. Hopetoun 46 West St. Hopetoun WA 6340 Ph: 9820 9901. Munglump 1041 Main St. Munglump WA 6340 Ph: 9820 9901.

YOUR adventure

www.fitzgeraldcoast.com.au **SIGNS HERE**

FREE Andimaps Ravensthorpe Hopetoun STREET GUIDE 2021-22

4th Edition

Fitzgerald River National Park

Hopetoun Environs Map

Locality Map # 1

Hopetoun Community Resource Centre

- PUBLIC INTERNET
- PUBLIC LIBRARY
- OFFICE SERVICES
- GOVERNMENT ACCESS POINT
- ECO PRODUCTS

40 West St. Hopetoun WA 6340 • PO Box 176 Hopetoun WA 6340 Ph: 9820 3862 • E: hopetoun@hrc.org.au • www.hopetounhrc.com.au

DO YOU HAVE A FLAT TYRE OR BATTERY? WE CAN HELP!

Free Battery check & replacement. We repair and stock all brands & tyre sizes for all types of vehicles, trailers and caravans.

Riann Coetzee 0474 143 691

Mon-Fri: 8am-5pm
Saturdays: 8am-12pm

85 Tamar Street Hopetoun Street Map G 6

Roy White Rural South Coast WA

Have the Roy White Know How to sell or lease your property.

25 Veal Street HOPETOON WA 6340 9858 5100

RURAL SALES: Giles Jarman 0429 209 797, Patsie Rutland 0427 668 427

RESIDENTIAL SALES: Sun-Hair 0418 713 822

PROPERTY MANAGEMENT: (08) 9238 3100

Ravensthorpe Street Map

Locality Map # 3

Hopetoun Street Map

Locality Map # 6

INDEX to Ravensthorpe Street Map **HW** = Hopetoun Street Map **HTC** = Hopetoun Town Centre **HW** = Hopetoun Environs Map

See over for Locality Map index

ACACIA DR. HW 3	CLARKE ST. HTC 2	DESSON WAY. HW 2	MATLAND ST. HW AHC
AFRIC WAY. HW 3	COLMAN ST. HW 2	GEORGINA WAY. HW 2	MATLWOODS. HW A
ALAN NOSE DR. HTC 3	CORONATA RD. HW 2	GURDON ST. HW 2	MAYRIN ST. HW B
ALICE ST. HW 3	CROFTON ST. HW 2	HAMERSLEY DR. HW 2	MAYWELL WAY. HW C
ALICE ST. HW 3	CLIFHAM ST. HW 2	DAVESSIA. HW 2	MAYWELL WAY. HW C
ALICE ST. HW 3	CLIFHAM ST. HW 2	DAVESSIA. HW 2	MAYWELL WAY. HW C
ALICE ST. HW 3	CLIFHAM ST. HW 2	DAVESSIA. HW 2	MAYWELL WAY. HW C
ALICE ST. HW 3	CLIFHAM ST. HW 2	DAVESSIA. HW 2	MAYWELL WAY. HW C
ALICE ST. HW 3	CLIFHAM ST. HW 2	DAVESSIA. HW 2	MAYWELL WAY. HW C
ALICE ST. HW 3	CLIFHAM ST. HW 2	DAVESSIA. HW 2	MAYWELL WAY. HW C
ALICE ST. HW 3	CLIFHAM ST. HW 2	DAVESSIA. HW 2	MAYWELL WAY. HW C

Appendix 8: Contacts Listing

RAVENSTHORPE LOCAL EMERGENCY MANAGEMENT COMMITTEE

2021/22 CONTACT LIST

(Updated Dec 8th 2022)

Name	Organisation	Phone	Mobile	Email
Name	Organisation	Phone	Mobile	Email
Cr. Keith Dunlop <i>(Chairperson)</i>	Shire President – Shire of Ravensthorpe	08 9839 0000	0428 383 302	keith.dunlop@ravensthorpe.wa.gov.au
Stuart Kerr <i>(Local Emergency Coordinator – Hopetoun Police District)</i>	OIC Hopetoun – WA Police	08 9867 9120	0436 853 568	Stuart.kerr@police.wa.gov.au hopetoun.police.station@police.wa.gov.au
Laurie Casarsa <i>(Local Emergency Coordinator – Ravensthorpe Police District)</i>	OIC Ravensthorpe – WA Police	08 9854 8500	0436 865 081	Laurie.casarsa@police.wa.gov.au ravensthorpe.police.station@police.wa.gov.au
Matthew Bird <i>(Local Recovery Coordinator)</i>	Chief Executive Officer – Shire of Ravensthorpe	08 9839 0000	0417 909 280	ceo@ravensthorpe.wa.gov.au
Russell Palmer <i>(Executive Officer)</i>	Community Emergency Services Officer - Shire of Ravensthorpe	08 9839 0000	0438 498 221	cesm@ravensthorpe.wa.gov.au Russell.palmer@dfes.wa.gov.au
Paul Spencer	Executive Manager Infrastructure Services – Shire of Ravensthorpe	08 9839 0000	0423 081 355	emis@ravensthorpe.wa.gov.au
Natalie Bell	Executive Manager Development and Community	08 9839 0000	0432 538 466	pm@ravensthorpe.wa.gov.au emdc@ravensthorpe.wa.gov.au

Name	Organisation	Phone	Mobile	Email
Name	Organisation	Phone	Mobile	Email
Michaela Pritchard	Senior Ranger - Shire of Ravensthorpe	08 9839 0000	0427 264 377	sr@ravensthorpe.wa.gov.au
Rod Daw	Chief Bush Fire Control Officer – Shire of Ravensthorpe	08 9838 1204	0429 396 010	cbfco@ravensthorpe.wa.gov.au bluegroper@activ8.net.au
Malcom Grant	Bushfire Risk Planning Coordinator – Shire of Ravensthorpe	08 9839 0000	0499 351 155	brpc@ravensthorpe.wa.gov.au
Greg Stover	Airport Reporting Officer – Shire of Ravensthorpe	08 9839 0000	0427 977 489	airport@ravensthorpe.wa.gov.au
Debra Eggleston	Director of Nursing – Ravensthorpe Hospital	08 9838 2211	0428 937 895	debra.eggleston@health.wa.gov.au
Michele Duxbury	District Emergency Services Officer State Welfare Incident Coordination Centre		0467 963 661	Michele.Duxbury@communities.wa.gov.au
Ashleigh Thurn	District Emergency Services Officer - Dept. of Communities, Esperance	08 9083 2566	0429 372 266	ashleigh.thurn@communities.wa.gov.au
Tony Peplow	Operations Manager - Water Corporation,	08 9071 0921	0488 900 452	tony.peplow@watercorporation.com.au
Trisha Power	MPS Operations Manager- WA Country Health GS		0429 103 370	trisha.power@health.wa.gov.au
Vanessa Lipianin	Senior Operations Officer – Parks & Wildlife	08 9842 4568	0419 397 442	vanessa.lipianin@dbca.wa.gov.au
Brendan Nicholas	Dept of Primary Industries & Regional Development - Esperance	08 9083 1111	0427 996 634	brendan.nicholas@dpird.wa.gov.au
Zac Hill	Community Paramedic – St John Ambulance		0448 118 017	zac.hill@stjohnwa.com.au

Name	Organisation	Phone	Mobile	Email
Name	Organisation	Phone	Mobile	Email
Keith Rowe	Unit Manager - SES Ravensthorpe		0428 381 231	keithchrisrowe@gmail.com ravyses@westnet.com.au
Scott Lawry	Captain – Hopetoun VFES		0434 023 868	lawryselectricalsolutions@bigpond.com hopetounvfes@outlook.com
Gary Webster	Captain - VFERS Ravensthorpe	08 9838 1727	0427 381 114	webster.merhavia@bigpond.com ravensthorpevfes@bigpond.com
Adam Smith	District Emergency Management Advisor - DFES Great Southern	08 9845 5000	0429 104 007	adam.smith@dfes.wa.gov.au
Stephen Petersen	District Officer Esperance - DFES Esperance	08 6002 8001	0427 002 718	doesperance@dfes.wa.gov.au
Ros Cleverley	District Officer - Natural Hazard, DFES Esperance	08 6002 8009	0428 100 457	Ros.Cleverley@dfes.wa.gov.au
Danial Pell	District Officer Marine Services - DFES Albany	08 9845 5000	0437 634 472	danial.pell@dfes.wa.gov.au
Darren Prior	Bushfire Risk Management Officer - DFES Albany	08 9845 5000	0447 545 510	darren.prior@dfes.wa.gov.au
Terri Edwards	Chairperson Ravensthorpe Sub Centre - St John Ambulance		0438 116 240	ravensthorpe.chair@stjohnwa.com.au
Vacant	Vice - Chairperson			ravensthorpe.vicechair@stjohnwa.com.au
Kylie Goldfinch	Secretary			ravensthorpe.secretary@stjohnwa.com.au
	Treasurer			ravensthorpe.treasurer@stjohnwa.com.au
Toni Melia	Regional Manager Great Southern - St John	08 9334 1330	0427 369 443	Toni.Melia@stjohnwa.com.au

Name	Organisation	Phone	Mobile	Email
Brad Warnock	Allkem		0400 075 589	Brad.warnock@allkem.co
	Registered Manager - Galaxy Mine site			
David Groombridge			0422 096 408	dgroombridge@medallionmetals.com.au
Liam Franklyn	Galaxy Lithium Australia			Liam.franklyn@allkem.co
John Hemsley	Health Safety & Security Manager – FQM	08 9838 2602	0427 774 619	john.hemsley@fqml.com
Mat Kennedy	Principal Ravensthorpe District High School	08 9852 3000		Mat.kennedy@education.wa.edu.au

REGIONAL DUTY COORDINATORS / AFTER HOURS EMERGENCY CONTACT

Contact numbers are for LEMC/Emergency only - not to be distributed

DFES - Great Southern Region 1800 314 644	Western Power 131 351	Main Roads 138 138 9892 0555	Dept of Communities 1800 199 008	Telstra (Emergency Services Liaison) 08 6224 5469
DBCA – South Coast 9842 4500	Horizon Power Emergency 13 23 51	Fulton Hogan (Main Roads) 138 138	Water Corp 13 13 75	Shire of Ravensthorpe (After hours emergency contact) 0427 381 098

DISCLAIMER

IMPORTANT:

The Shire of Ravensthorpe makes no representations about the suitability of the information contained in this document or any material related to this document for any purpose.

The document is provided without warranty of any kind to the extent permitted by law. The Shire of Ravensthorpe hereby disclaims all warranties and conditions in regard to this information, including all implied warranties and conditions or merchantability, fitness for particular purpose, title and non- infringement.

In no event shall the Shire of Ravensthorpe be liable for any special, indirect or consequential damages or any damages whatsoever resulting from the loss of use, data or profits, whether in an action of contract, negligence or other tortuous action, arising out of or in connection with the use of information available in this document. The document or material related to this document could include technical inaccuracies or typographical errors.

The Shire of Ravensthorpe Local Emergency Management Arrangements have been prepared and endorsed by the Shire of Ravensthorpe Local Emergency Management Committee (LEMC) pursuant to Section 41(1) of the *Emergency Management Act 2005*.



Shire of Ravensthorpe

LOCAL RECOVERY Sub Plan

December 2022

This Recovery Management Sub Plan forms part of the Shire of Ravensthorpe Local Emergency Management Arrangements.

.....

.....

Chairperson:

Date:

Ravensthorpe LEMC

.....

.....

Endorsed by Council:

Shire President

Date:

TABLE OF CONTENTS

Shire of Ravensthorpe	1
TABLE OF CONTENTS.....	3
1. PART ONE: INTRODUCTION	4
2. Part Two: Related Documents and Arrangements	5
3. Part Three: Resources	5
The resources available and contact details for recovery have been identified and are included in Attachment 1	5
4. PART FOUR: ROLES AND RESPONSIBILITIES	6
Local Recovery Committee	6
Responsibilities of Participating Organisations	7
Shire of Ravensthorpe	7
Hazard Management Agencies or Controlling Agency.....	7
Management Arrangements.....	8
Financial Arrangements.....	10
DRFAWA Guidelines, set of fact sheets and templates have been created to help communities understand the measures available and help asset owners understand the requirements when undertaking the restoration of essential public assets.....	10
https://www.dfes.wa.gov.au/recovery/Pages/Recovery-Resources.aspx	Error!
Bookmark not defined.	
Initial Recovery Management Structure (during response)	12
Appendix 1. Recovery Resource and Contact Listing	13
Appendix 2.	14
Membership Guidance	15
Appendix 3: Local Recovery Coordinator Action Checklist	16
Appendix 4: Local Recovery Coordination Group Action Checklist	18
Appendix 5: DISTRIBUTION	20
Appendix 7: Amendment Record	20

1. PART ONE: INTRODUCTION

1.1. Authority

The Local Recovery Plan has been prepared in accordance with section 41(4) of the Emergency Management Act 2005 (EM Act) and forms a part of the Local Emergency Management Arrangements for the Shire of Ravensthorpe. This plan has been endorsed by the Shire of Ravensthorpe Local Emergency Management Committee and has been tabled for information and comment with the Great Southern District Emergency Management Committee. This plan has been approved by the Ravensthorpe Shire Council.

1.2. Purpose

The purpose of the Local Recovery Plan is to describe the arrangements for effectively managing recovery at a local level, including accountability and responsibility.

1.3. Objectives

The objectives of the Plan are to:

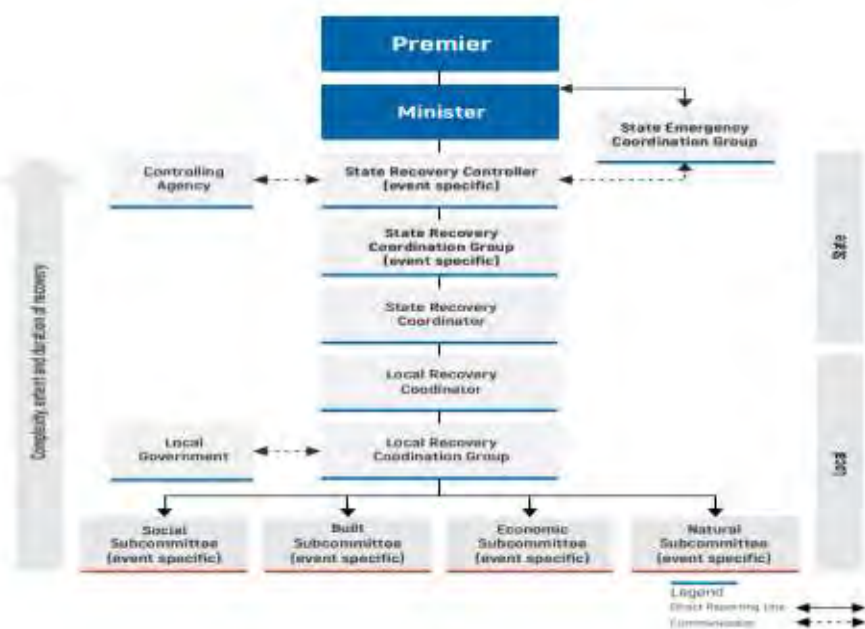
Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the Shire of Ravensthorpe:

- Establish a basis for the coordination of recovery activities at the local level;
- Promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery; and
- Provide a framework for recovery operations.

1.4. Scope

The scope of this recovery plan is limited to the boundaries of the Shire of Ravensthorpe and forms a part of its Local Emergency Management Arrangements. The Arrangements detail the local recovery arrangements for the community.

1.5 State Recovery Framework



2. Part Two: Related Documents and Arrangements

The following documents are related to this Plan:

- Shire of Ravensthorpe Local Emergency Management Arrangements
- Shire of Ravensthorpe Evacuation Plan
- Shire of Ravensthorpe Welfare Plan
- Western Australian State Recovery Arrangements

2.1 Agreements, Understandings and Commitments

The following agreements (memorandums of Understanding) are in place between the Shire of Ravensthorpe and other local governments, organisation or industries in relation to the provision of additional resources in recovery.

The following information should be provided as a minimum and may be included in an attachment:

- Who the agreements are with;
- What obligations do these agreements impose on the local government?
- Any special considerations; and
- Reference details for the agreements.

3. Part Three: Resources

The resources available and contact details for recovery have been identified and are included in **Attachment 1**.

3.1 Financial Arrangements

The Shire of Ravensthorpe has arrangements in place to insure its assets. Details of these arrangements are attached **Attachment 2**. (Certificates of currency)

The following arrangements have been made to fund recovery activities if necessary:

- Emergency Farm Water Reserve and
- Shire Municipal Overdraft \$500,000

The State Emergency Management Policy section 6 and State Emergency Management Plan section 6 outlines the States recovery funding arrangements. Relief programs include:

- Disaster Recovery Funding Arrangements Western Australia (DRFAWA)
- Services Australia (Centrelink); and
- Lord Mayor's Distress Relief Fund (LMDRF).

4. PART FOUR: ROLES AND RESPONSIBILITIES

The role and responsibilities of those involved in recovery are outlined below.

4.1. Local Recovery Coordinator

The Chief Executive Officer (CEO) has been appointed as the Local Recovery Coordinator in accordance with the EM Act s. 41(4).

The CEO will act in the role when the primary appointee is unavailable when an emergency occurs.

The Local Recovery Coordinator is responsible for the development and implementation of the recovery arrangements for the local government.

The functions of the Local Recovery Coordinator are located for reference in **Appendix 2: – Local Recovery Coordinator Aid Memoire**

Local Recovery Committee

Composition

The Local Recovery Committee comprises a core membership plus additional personnel depending on the type and magnitude of the event and the community affected. The composition includes as follows:

- Chief Executive Officer/ Elected member of Local Government
- Local Recovery Coordinator
- Executive Officer – provided by the impacted Local Government
- Shire Engineer/ Manager of Works
- Local Emergency Coordinator
- Local Welfare Coordinator and/or Department for Child Protection representative
- Relevant Hazard Management Agency representative
- Lifeline Agencies Representatives (where appropriate) plus other members drawn from government and non-government organisations, including community groups with a role to play in the recovery process.

Functions

The functions of the committee include the following:

- Assist the Local Recovery Coordinator prepare, maintain and test the Local Recovery Plan
- following the impact of an event requiring a recovery operation, to develop a tactical recovery plan that:
 - a. Meets the immediate needs of the community;
 - b. Takes account of local government long term planning and goals;
 - c. Includes an assessment of the immediate recovery needs of the community and determines which recovery functions are still required;
 - d. Develops a time table for completing the major functions;
 - e. Considers the needs of youth, aged, the disabled, and non-English speaking people;
 - i. Allows for the monitoring of the progress of recovery;
 - f. Allows full community participation and access;
 - g. Effectively uses the State and Commonwealth agencies;

- h. Provides for public access to information on the proposed programs and subsequent decisions and actions; and
- i. Allows consultation with all relevant community groups.

Responsibilities of Participating Organisations

Shire of Ravensthorpe

- Chair and manage the activities of the Local Recovery Committee;
- Appoint the Local Recovery Coordinator
- Provide secretariat and administrative support to the Local Recovery Committee;
- Provides the Local Recovery Management Centre;
- Ensure the restoration or reconstruction of services/facilities normally provided by the local government authority.

Hazard Management Agencies or Controlling Agency

- Provide a representative to the Local Recovery Committee;
- Advise the Local Recovery Coordinator when an event threatens or has impacted the community;
- Initiate the recovery process;
- Participate in the development of the recovery plan; and
- Advise the Recovery Coordinator when withdrawing from the recovery process.

Department of Communities

- Provide a representative to the Local Recovery Committee;
- Provide the welfare components of the recovery process including emergency accommodation, emergency catering, emergency clothing and personal requisites, personal services, registration and inquiry and financial assistance.

Lifeline Agencies

- Provide a representative to the Local Recovery Committee;
- Undertake repairs and restoration of services;
- Assist the recovery effort with resources and expertise available from within the service.

Management Arrangements

Local Recovery Coordination Centre

Recovery operations shall be managed by the Local Recovery Coordinator from the Local Recovery Coordination Centre. These are located at;

Advice

The warning of an impending emergency or one that has already occurred will come from the Emergency Coordinator or the Hazard Management Agency to the Local Recovery Coordinator who will in turn alert the Local Recovery Committee.

Activation

- In order to facilitate the effective coordination of the recovery process, it is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of an event. This will be undertaken by the Local Recovery Coordinator, in liaison with the Hazard Management Agency, the Local Emergency Coordinator and appropriate recovery organisations.
- Based upon the assessment of the recovery and restoration requirements and the advice of the Hazard Management Agency and the Local Emergency Coordinator and the Local Recovery Coordinator will advise the Chairman of the Local Recovery Committee as to whether the recovery plan should be activated and the Local Recovery committee convened.
- Where the decision is taken not to activate the plan or convene the Local Recovery Committee because statutory agencies are coping with the situation, the local Recovery Coordinator will monitor the situation and keep the Local Recovery Committee advised.

Recovery Activities and Strategies

To assist the Local Recovery Coordinator and the Local Recovery Committee a listing of recovery activities that may have to be undertaken together with suggested strategies has been listed below:

Activities

- Short Term Accommodation
- Counselling
- Establish and managing emergency financial relief schemes
- Surveying and assessing the damage to public and private property
- Repairing and/or replacing public utilities, services and assets
- Assisting with the repair or replacement of private property
- Initiating programs to stimulate community morale and economic growth
- Managing environmental rehabilitation programs
- Coordinating recovery and research agencies
- Revision of Land Use/Town Planning schemes

Strategies

Community Involvement Strategies

- Maximise the use of local resources, groups and individuals
- Promote prior community awareness and education
- Involve people in their own and their community recovery
- Maintain continuous liaison between emergency teams, volunteer groups and community organisations
- Create opportunities for local decision making
- Ensure self-determination in restoration planning
- Maintain a co-operative relationship between volunteers and imported specialists
- Use local suppliers
- Empower the community as quickly as possible

Recovery Information Strategies

- Provide regular updates on –
 - current state & extent of the disaster;
 - Actual and proposed official response.
 - Desired community response.
 - Advice to isolated families
- Ensure everybody has an understanding of the situation and the opportunity for personal counselling.
- Provide for advocacy by agencies and organisations
- Information may be made available to the public using a combination of the methods such as;
 - One Stop Shop
 - Door Knocks
 - Out Reach Programs
 - Information Sheets
 - Community Newsletters

Recovery Assistance Strategies

- Provide for special needs of aged, ethnic, children etc.
- Make food, shelter, clothing, health and emergency finance available immediately.
- Deliver services in a simple & caring manner with minimal disruption to existing processes
- Ensure welfare centre cater for privacy and individual care
- Ensure emergency workers receive ongoing support, debriefing, relief and rest
- Maximise financial aid and minimise material aid

Accountability Strategies

- Ensure the affected community is involved in the allocation and distribution of material and financial resources
- Assist the community in ensuring there is accountability in the use of resources.

Strategies for Grants, Loans and Gifts

- Ensure there is community involvement in determining criteria
- Communicate entitlement criteria for financial support & grants immediately
- Alterations to criteria must be communicated clearly to the community
- Consider non-English speaking groups in designing information for grants
- Maintain confidentiality

Strategies to Maintain Family Cohesion

- Keep families together during evacuation and resettlement.
- Ensure all policies and processes support the family's ability to recover accordingly.

Stand Down – Debriefs – Post Operations Reports

The Recovery Management structure will gradually be stood-down as the Shire statutory authorities' capability to manage the services improve.

The Recovery Coordinator will arrange for a debrief of recovery agencies and the provision of a post operation report to the Hazard Management Agency to form part of the overall report for the event.

Financial Arrangements

Disaster Recovery Funding Arrangements Western Australian (DRFAWA)

DRFAWA Guidelines, set of fact sheets and templates have been created to help communities understand the measures available and help asset owners understand the requirements when undertaking the restoration of essential public assets.

<https://www.dfes.wa.gov.au/recovery/resources>



The screenshot shows a webpage titled "Start here" with a checkered flag icon. Below the title is a section "Start Here" containing a list of resources with file size information:

Resource Name	File Size
Preliminary Event Notification Form	46 KB
DFES-DRFO-Contact Information	27 KB
FactSheet-Guiding principles	79 KB
FactSheet-General Overview for Stakeholders	118 KB
FactSheet-Evidence requirements	126 KB
FactSheet-Photographic evidence	1212 KB
FactSheet-Asset repair options	98 KB
Matrix Repair Options and Evidence Requirements	25 KB

At the bottom of the page, there is a graphic for the "DRFAWA Guideline" featuring a book cover and a PDF icon.

When does DRAWA apply?

To be an eligible event, these criteria must be met:

- A coordinated, multi-agency response is required
- The cost of emergency assistance to individuals and communities, or damage to essential public assets, is estimated to exceed \$240,000
- It must be a terrorist event or one of 10 natural disasters, including: bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike, or tornado.

DFES coordinates all communication with the Commonwealth and will confirm whether an event is deemed eligible.

Once an event is declared eligible, the Commonwealth issues a unique Australian Government Reference Number (AGRN) to be noted on all claims and supporting documentation.

Assistance measures available

The different funding options available under the DRFAWA are referred to as assistance measures. These are broken down into four main categories:

Category A – Emergency assistance for individuals. Category A. measures are generally administered by the Department of Communities and local governments.

Category B – Emergency assistance for the repair of essential public assets and to support primary producers and small businesses to recover from a disaster event. Not all of the assistance measures offered by the Commonwealth are provided by Western Australian Government. There is, however, an additional assistance measure relating to fencing for primary producers that the WA Government does provide.

Category C – A community recovery package that is intended to support a holistic approach to the recovery of regions, communities or sectors severely affected by an eligible disaster.

Category D – Covers ‘exceptional circumstances’, in the opinion of the Commonwealth, to alleviate distress or damage.

Appeals and Donations

Where possible, donations of goods and services should be discouraged as they are difficult to manage. Donations of cash are more practicable to manage and provide the opportunity to utilise local services which in turn assists with the recovery of local business.

Donations of Cash

The Local Recovery Committee will encourage the use of the Lord Mayor’s Distress Relief Fund for people wanting to make cash donations, although if deemed necessary will open a separate account specifically for cash donations. (Ref SEMP OP 19).

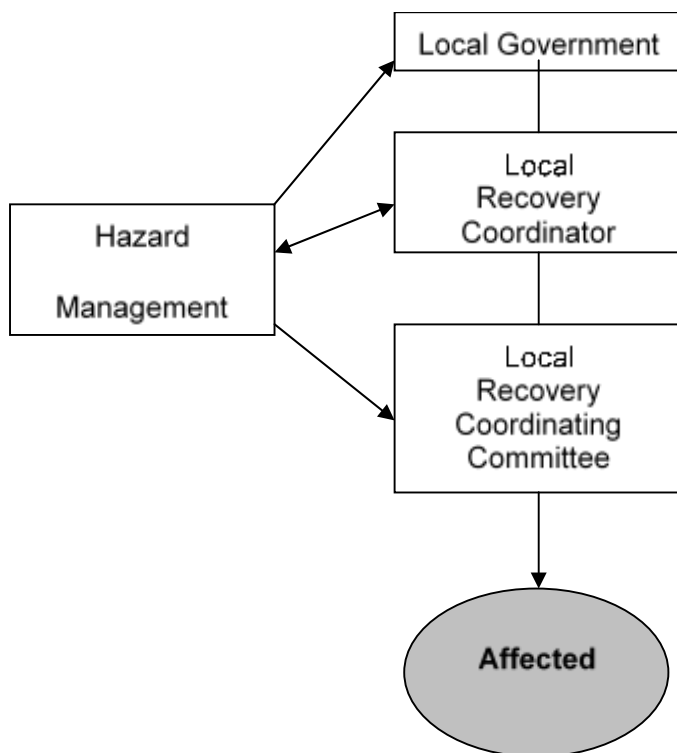
Donations of Service and Labour

Any donations of services or labour to assist with the recovery from an emergency should be administered by the affected Local Government or if established the Local Recovery Committee. Where the State Government level recovery coordination arrangements are activated under State EM Plan- Part 6 Recovery Page 63.

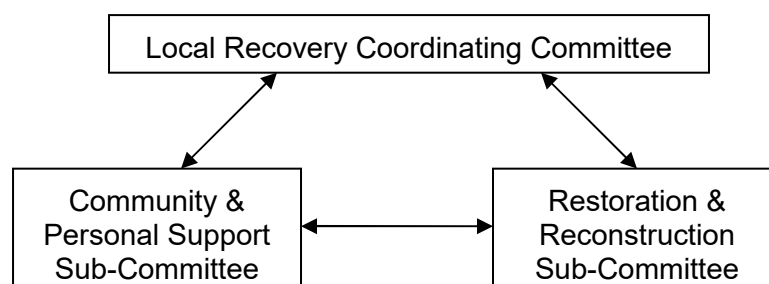
Donations of Goods

The donations of goods to assist victims to recover from an emergency may be arranged by non-government organisations. The distribution of the donated goods shall be undertaken by the organisations concerned.

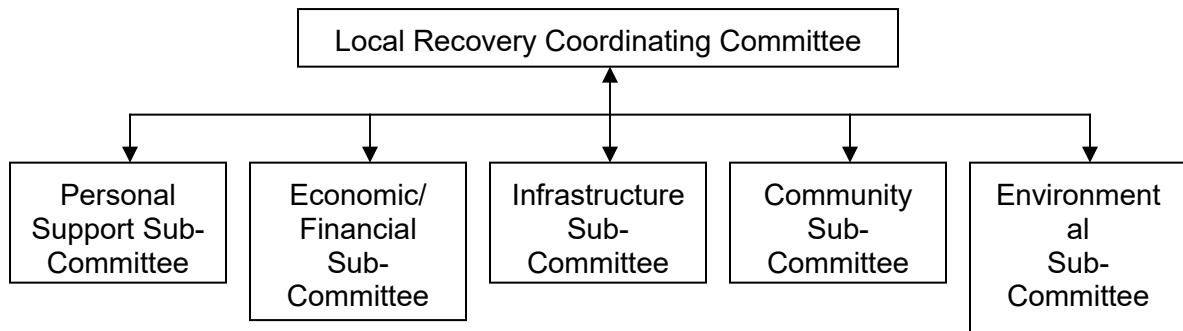
Initial Recovery Management Structure (during response)



Recovery Committee Structures (following handover from HMA to LRC)



Or



Appendix 1. Recovery Resource and Contact Listing

Organisation - Location	Resource Type	Name	Contact Details	Other Relevant Details
Department of Communities	Coordinating the provision of welfare support services to people affected by an emergency or disaster.	Ashleigh Thurn	ashleigh.thurn@communities.wa.gov.au 0429 372 266	
Australian Red Cross	Provision of personnel, resources and practical assistance for affected community members.	Jennifer Pigeon	jpidgeon@redcross.org.au 0409 749 345	Activation via Dept of Communities or direct
Allkem/Galaxy	Financial and Logistical support for clean-up operations	Liam Franklyn	Liam.franklyn@allkem.co	
FQM	Financial and Logistical support for clean-up operations	John Hemsley	john.hemsley@fgml.com 0427 774 619	

Appendix 2.

Local Recovery Coordinator Aide Memoire

Role

The Local Recovery Coordinator is responsible for the development and implementation of recovery arrangements for the local government, in conjunction with the Local Recovery Coordination Group (LRCG).

Functions

Pre-Event

- Prepare, maintain and test the Local Recovery Plan in conjunction with the local government for endorsement by the Council of the local government;
- Ensure community engagement in recovery arrangements and increase community involvement in recovery preparedness, awareness and resilience;
- Identify vulnerable people within the community such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people;
- Consider potential membership of the LRCG prior to an event occurring;

During Event

- Consult with the Controlling Agency regarding attending appropriate response meetings such as: Incident Management Team, Incident Support Group and Operational Area Support Group meetings;
- Consider membership of the LRCG, during an emergency, which is event specific, based on the four recovery environments: social, built, economic and natural, or as required;
- Ensure the Controlling Agency with responsibility for the response to an emergency, starts recovery activities during that emergency;
- Consult with the Controlling Agency on completing the Impact Statement prior to transfer of responsibility for recovery to the affected local government(s);

Post-Event

- Provide advice to the Mayor/Shire President and Chief Executive Officer (CEO) on the need to convene the LRCG and provide advice to the LRCG, if established;
- Ensure the local government provides LRCG with Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping;
- Determine the required resources for effective recovery in consultation with the LRCG;
- Coordinate local level recovery activities for the event, according to the plans, strategies and policies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordination Group, if established;
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended;
- Arrange an evaluation of the effectiveness of recovery activities, within 12 months of the emergency, to ensure lessons are captured and available for future managers; and
- Provide recovery evaluations to the State Recovery Coordinator and the State Emergency Management Committee (SEMC).

Membership Guidance

The Local Recovery Coordinator is to consider potential membership of the LRCG prior to an event occurring. During an emergency, consider membership of the LRCG that is event specific. The following agencies and organisations may have a role on the LRCG.

Core Members

- Local Recovery Coordinator;
- Key local government staff and elected members;
- Community Recovery Coordinator and/or Community Liaison Officer;
- Controlling Agency;
- District Emergency Management Advisor; and
- Local government networks, community members and community groups/associations /committees, e.g. environmental groups, farming groups, faith groups, sporting clubs, Aboriginal groups, schools, chambers of commerce and industry, etc.

Potential Members – Event Specific

- Australian Red Cross;
- Chamber of Commerce and Industry WA / Small Business Development Corporation;
- Department of Biodiversity, Conservation and Attractions;
- Department of Communities;
- Department of Education (or Local School Representative);
- Department of Fire and Emergency Services (DFES);
- Department of Health (or Local Health Services Provider/Officer);
- Department of Local Government, Sport and Cultural Industries;
- Department of Planning, Lands and Heritage;
- Department of Primary Industries and Regional Development;
- Essential Services Network Operators Reference Group representative;
- Essential Utility Services such as:
 - Alinta Gas;
 - Telstra Corporation;
 - Water Corporation; and
 - Western Power/Horizon Power.
- Insurance Council Australia;
- Main Roads Western Australia;
- Public Information Reference Group representative;
- Volunteering WA;
- Western Australia Police Force; and
- Western Australian Local Government Association.

Support Services to LRCG

The following agencies and organisations may provide support and advice to the LRCG on a range of topics such as the: Impact Statement; State Recovery Cadre; Disaster Recovery Funding Arrangements Western Australia; environmental protection, clean up and waste management; Public Donations criteria for financial assistance; etc.:

- State Recovery (DFES);
- Department of Water and Environmental Regulation; and
- Lord Mayor's Distress Relief Fund (City of Perth).

Appendix 3: Local Recovery Coordinator Action Checklist

Task Description	
Prior to Emergency	
Promote community awareness and engagement in recovery planning including involvement in development of Local Recovery Plan.	
Prepare, maintain and test Local Recovery Plan in conjunction with local government for endorsement by the Council.	
Ensure the completed Local Recovery Plan clarifies any recovery and operational agreements made between local governments (i.e. Memorandums of Understanding, loan staff, equipment sharing); roles and responsibilities; and records of all recovery expenditure.	
Identify special needs people such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people, and isolated and transient people.	
Consider potential membership of the Local Recovery Coordination Group (LRCG) prior to an event occurring based on the social, built, economic and natural environments, or as required.	
Within 48 Hours	
Contact and alert key local contacts.	
Liaise with Controlling Agency and participate (or nominate a suitable local government representative i.e. Local Recovery Coordinator, executive staff or CEO) in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate.	
Where more than one local government is affected, a coordinated approach should be facilitated by the Local Recovery Coordinators and supported by the State Recovery Coordinator, as required.	
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.	
Consult the Department of Primary Industries and Regional Development on special arrangements to manage the welfare of wildlife, livestock and companion animals.	
Ensure Controlling Agency starts recovery activities during the response to that emergency.	
Provide advice to the Mayor/Shire President and CEO on the requirement to convene the LRCG and provide advice to the LRCG if convened.	
During an event, consider membership of the LRCG that is event specific, based on the social, built, economic and natural environments, or as required.	
Consider support required such as resources to maintain records, including a record/log of events, actions and decisions.	
Ensure the local government provides LRCG with an Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Facilitate community meetings/briefings to provide relevant recovery information include, as applicable, Controlling Agency, State government agencies and other recovery agencies.	
Brief media on the recovery program throughout the recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice or support from DFES State Recovery).	
Develop and implement an event specific Communication Plan, including public information, appointment of spokesperson and the local government's internal communication processes.	

Within 1 week	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Consult with Controlling Agency on completing the Impact Statement before the transfer of responsibility for management of recovery to the local government.	
In conjunction with the Controlling Agency and other responsible agencies, assess the community's recovery requirements. Coordinate activities to rebuild, restore and rehabilitate the social, built, economic, natural and psychosocial wellbeing of the community.	
Liaise and meet with specific emergency management agencies involved with recovery operations to determine priority actions.	
Assess for the LRCG, the requirements for the restoration of services and facilities with assistance of the responsible agencies, where appropriate.	
Contact the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) Officers to determine if the event is eligible under the DRFAWA, and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.	
Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund, if activated. Payments are coordinated through the local government to affected individuals.	
Report on likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Determine the acquisition and appropriate use of resources necessary for effective recovery.	
Consider establishing a call centre with prepared responses for frequently asked questions.	
Determine level of State involvement in conjunction with the local government and the State Recovery Coordinator.	
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.	
Ensure recovery activities are consistent with the National Principles for Disaster Recovery.	
Within 1 to 2 months (or longer-term recovery)	
Monitor the progress of recovery and provide periodic reports throughout the recovery effort to the LRCG and State Recovery Coordination Group, if established.	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.	
Arrange for an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended.	
Arrange for an evaluation of the effectiveness of recovery within 12 months of the emergency to make sure lessons are captured and available for future managers	
Provide recovery evaluations to the State Recovery Coordinator to refer to the SEMC for review. Evaluations can involve community and stakeholder surveys, interviews, workshops, and assessment of key project outcomes.	
Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.	

Appendix 4: Local Recovery Coordination Group Action Checklist

Task Description	
Within 1 week	
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.	
Determine priority recovery actions from Impact Statement and consult with specific agencies involved with recovery operations.	
Assess recovery requirements and coordinate activities to rebuild and restore the social, built, economic, natural and psychosocial wellbeing of the affected community.	
Determine need to establish subcommittees based on the four recovery environments: social, built, economic and natural, as required. Determine functions and membership as needed.	
Report likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Determine the acquisition and appropriate use of resources necessary for effective recovery.	
Consider recovery information and arrangements for special needs groups and individuals such as youth, the aged, and people with disabilities, Aboriginal people, culturally and linguistically diverse people; and isolated and transient people.	
Brief media on the recovery program throughout recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice and support from DFES State Recovery).	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	
Ensure recovery activities are consistent with the National Principles for Disaster Recovery.	
Within 1 month	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Confirm if the event has been proclaimed an eligible natural disaster event under the Disaster Recovery Funding Arrangements Western Australia and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.	
Consider establishing a call centre with prepared responses for frequently asked questions.	
Develop an Operational Recovery Plan which determines the recovery objectives and requirements, governance arrangements, resources and priorities.	
Establish a 'one-stop shop' recovery centre to provide the affected community with access to recovery services, information and assistance.	
Coordinate all offers of assistance from non-government organisations, volunteers, material aid, and appeals and donated money to avoid duplication of effort.	
Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund, if activated. Payments are coordinated through the local government to affected individuals.	
Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation and financial assistance (liaise with the Department of Communities).	
Manage restoration of essential infrastructure.	

Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.	
Monitor the progress of recovery and receive periodic reports from recovery agencies.	
Within 12 months (or longer-term recovery)	
Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.	
Implement transitioning to mainstream services.	

Appendix 5: DISTRIBUTION

Organisation	No. of Copies
Shire of Ravensthorpe	3
CRC - Ravensthorpe	1
CRC – Bremer Bay	1
WA Police – Ravensthorpe	1
St Johns Ambulance - Ravensthorpe	1
DFES - Albany	1
Age	1
Dept. of Communities – Albany	1
Volunteer Emergency Services Unit - Ravensthorpe	1
Volunteer Emergency Services Unit – Bremer Bay	1
Marine Rescue – Bremer Bay	1
Medical Centre - Ravensthorpe	1
Medical Centre - Bremer Bay	1

Appendix 7: Amendment Record

No.	Date	Amendment Details	By
	2004	Rewrite of Arrangements	LEMC
	December 2022	Rewrite of Arrangements, Recovery and Evacuation Plans	LEMC

12. REPORTS OF OFFICERS

12.1 EXECUTIVE SERVICES

12.1.1 SHIRE OF RAVENSTHORPE INFRASTRUCTURE PRIORITIES

File Reference:	CM.PL.1
Location:	N/A
Applicant:	N/A
Author:	Chief Executive Officer
Authorising Officer	Chief Executive Officer
Date:	13 December 2022
Disclosure of Interest:	Nil
Attachments: <u>YELLOW</u>	Infrastructure Priorities Table
Previous Reference:	Nil

OFFICER RECOMMENDATION

That Council ENDORSE the Shire of Ravensthorpe Infrastructure Priorities as presented in Attachment 1.

Moved: _____ Seconded: _____

Carried: /

ATTACHMENT

Shire of Ravensthorpe Infrastructure Priorities Table

Ref #	Project	Rating (select from drop down)	Description	Owner/ Proponent	Potential Outcomes	Estimated cost	Major funding source
A	South Coast Highway improvements: Albany to Esperance	Flagship	Identified by Infrastructure Australia as a priority project. The South Coast Highway is a strategic freight and tourism route in the south west region of Western Australia, servicing the ports of Albany and Esperance and connecting regional towns. However, the age, design and condition of the highway is causing significant safety issues, and high operating and maintenance costs. Around 74% (or 348 km) of the South Coast Highway consists of pavement that is more than 40 years old. In addition, eight bridges along the highway are timber, with some being almost 60 years old. Continued decline in road condition, with population growth and increases in freight volumes and tourism activity, will further exacerbate the effects of these problems in the future.	WA Government; Dept Transport. Impacts across the 4 LGAs Albany, Jerramungup, Ravensthorpe and Esperance.	The early stage proposal involves upgrades to the South Coast Highway between Albany and Esperance. This could include: realigning and widening of some sections of the highway; sealing road shoulders; constructing passing lanes; restoring pavement or upgrading to heavy-duty pavement; upgrading or replacing timber bridges. The South Coast Highway upgrade between Albany and Jerramungup was completed between February 2019 and July 2021. Next step is for the WA Government to develop potential investment options (Stage 2 of Infrastructure Australia's Assessment Framework).	\$650m	State Govt
B	Ravensthorpe Cultural Precinct completion and integration of landscaping.	Flagship	Finalisation of the Ravensthorpe Cultural Precinct project including completion of the facility construction and precinct landscaping design and works.	Shire of Ravensthorpe	The \$9m cultural precinct project	\$9m	Shire of Ravensthorpe & funding partners
C	Health Services; ensuring high standards that achieve enhanced liveability of the district.	Flagship	Shire to develop a coordinated and overarching plan for the delivery of quality health services that improve the overall liveability of the region. Includes Ravensthorpe Hospital, respite facility, needs analysis for aged care facilities, hydrotherapy, supporting medical services. Immediate actions to maintain local health system, future actions to improve services/facilities.	Shire of Ravensthorpe to prepare plan. Partner with local health providers.	Improved health and medical services for the Ravensthorpe community.	tbd	Mix of government

Shire of Ravensthorpe Infrastructure Priorities Table

Ref #	Project	Rating (select from drop down)	Description	Owner/ Proponent	Potential Outcomes	Estimated cost	Major funding source
D	Shire owned Road Network improvements	Flagship	Shire to strategically and efficiently manage the physical road assets of the local government area for the benefit of the regional economy and that improves the quality of life, sustainability and health and safety of internal and external stakeholders within budgetary constraints.	Shire of Ravensthorpe	Shire of Ravensthorpe strategic road network plan	tbd	Shire of Ravensthorpe
E	Increase Housing supply	Flagship	Develop a housing and accommodation supply plan that meets local community, shire and industry sector needs.	Shire of Ravensthorpe	Develop actionable plans that address the workers housing supply and local residential needs. Immediate need for additional accommodation to house local FIFO/DIDO workforces. Identify and develop residential land for affordable release to the Ravensthorpe community.	tbd	GEDC
F	Sustainable Water Resources	High	Develop water management plan to ensure long term sustainability of water resources.	Water Corporation & Shire of Ravensthorpe	Advocate to responsible agencies for sustainable water supply infrastructure that meets growing needs of local industry and community.	tbd	State Govt
G	Hopetoun Groyne/Boat Ramp improvements	High	Upgrades to existing Hopetoun groyne and boat ramp facilities to enhance usability and improve safety.	DoT & Shire of Ravensthorpe	Advocate for upgrades to reinforce tourism product offering and improved safety outcomes for local community users.	tbd	State Govt
H	Bushfire Management resourcing	High	Increased resourcing for Shire managed bushfire management plan activities.	Dept Emergency Services & Shire Ravensthorpe	Advocate for increased resources for bush fire mitigation activities and better resourcing of the Shires 8 volunteer Rural BFBs and 300+ volunteers.	tbd	WA Govt
I	Hamersley Drive to South Coast Highway upgrades	High	Sealing of gravel road sections	DBCA & Shire of Ravensthorpe	Advocate for sealing of road section approximately 50kms Hamersley Drive section to improve visitor access and flow to and through the region.	tbd	WA Govt, DBCA
J	Renewable Energy Solutions for communities	High	Investigate and implement new energy supply infrastructure.	Western Power, Horizon Power	Shire of Ravensthorpe set renewable energy targets and align with state government initiatives in Hydrogen.	tbd	WA Govt

Shire of Ravensthorpe Infrastructure Priorities Table

Ref #	Project	Rating (select from drop down)	Description	Owner/ Proponent	Potential Outcomes	Estimated cost	Major funding source
K	Hopetoun Main Streetscape and Beachfront upgrades	High	Develop Hopetoun mainstreet and foreshore redevelopment plans	Shire of Ravensthorpe	Redevelopment plans finalised and grant funding for project works sought.	tbd	Govt, resource companies, Shire
L	Hopetoun Sport Facility & Recreation Facility upgrades	Medium	Develop precinct and facility upgrade plans.	Shire of Ravensthorpe	Precinct upgrade plans finalised and grant funding sought for project works. May be undertaken in staged approach.	tbd	Govt, resource companies, Shire
M	Paths and Trails - works and upgrades	Medium	Develop network of high quality paths and recreational trails.	Shire of Ravensthorpe, DBCA	Iconic walk/bike trail developed capable of attracting high yield visitor types. Develop network of paths and recreational trails for community and tourism benefit.	tbd	Govt, resource companies, Shire
N	Upgrade Camping Facilities	Medium	Develop upgrade plan for the shire managed campgrounds Starvation Bay, Mason Bay, Hamersley Inlet.	Shire of Ravensthorpe	Will form part of Shire tourism development plan.	tbd	Govt and Shire of Ravensthorpe
O	Munglinup Waste Transfer Station upgrade	Medium	Develop management plan for Munglinup waste transfer station	Shire of Ravensthorpe	Munglinup waste management plan	tbd	Shire of Ravensthorpe
P	Ravensthorpe Main Streetscape Upgrade	Low	Develop Ravensthorpe main street upgrade plan.	Shire of Ravensthorpe	Planning work to include assessment of Ravensthorpe Historical Society museum, visitor centre precinct operations.	tbd	Shire of Ravensthorpe
Q	Ravensthorpe Recreation Centre Balcony Upgrade	Low	Upgrade to Ravensthorpe Recreation Centre facility.	Shire of Ravensthorpe	Balcony upgrade plans funded and project undertaken.	\$250k	Govt, resource companies, Shire
R	Arts Centre and Community Garden Hopetoun	Low	Further investigation of project required.	Shire of Ravensthorpe		tbd	tbd
S	Ravensthorpe Museum upgrade	Low	Upgrade plans to be assessed as part of Ravensthorpe mainstreet plan upgrades (see P above)	Shire of Ravensthorpe and RHS	Sustainable operational model and precinct plan for RHS implemented.	tbd	Govt, resource companies, Shire

Shire of Ravensthorpe Infrastructure Priorities Table

Ref #	Project	Rating (select from drop down)	Description	Owner/ Proponent	Potential Outcomes	Estimated cost	Major funding source
R	Biosphere Discovery /Interpretive Centre	Low	Further investigation required for this project. To be considered in context of WA state govt South Coast Marine Park initiative and revision of Fitzgerald NP Management Plan.	Shire of Ravensthorpe and DBCA		tbd	tbd
	Flagship						
	High						
	Medium						
	Low						

12. REPORTS OF OFFICERS

12.2 CORPORATE SERVICES

12.2.1 MONTHLY FINANCIAL REPORT – 30 NOVEMBER 2022

File Reference:	N/A
Location:	Shire of Ravensthorpe
Applicant:	Nil.
Author:	Accountant
Authorising Officer	Executive Manager Corporate Services
Date:	13 December 2022
Disclosure of Interest:	Nil.
Attachment: <u>RED</u>	Monthly Financial Reports for November 2022
Previous Reference:	Nil.

OFFICER RECOMMENDATION

That Council RECEIVE the November 2022 Monthly Financial Reports as presented.

Moved: _____

Seconded: _____

Carried: /

ATTACHMENT

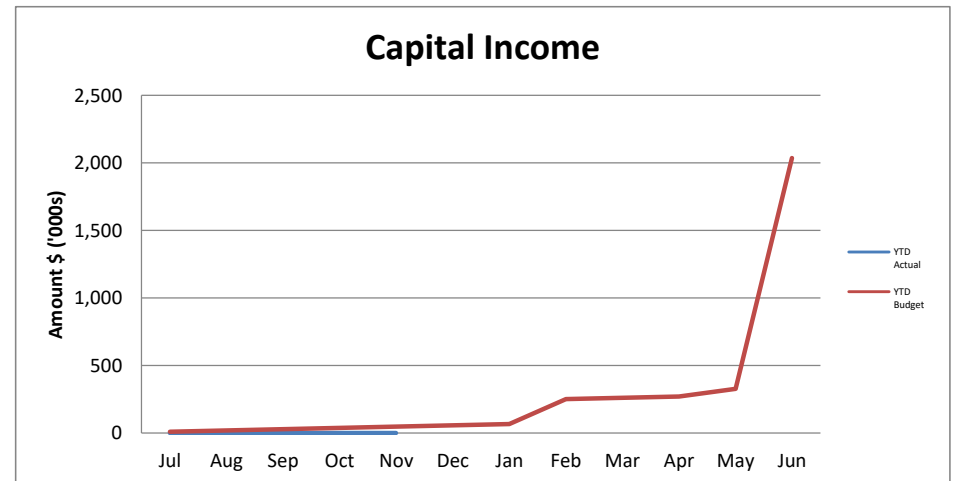
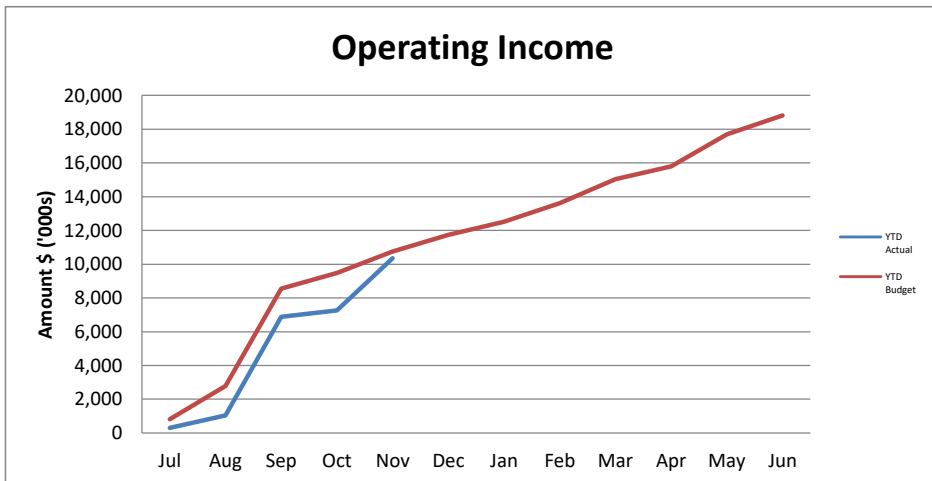
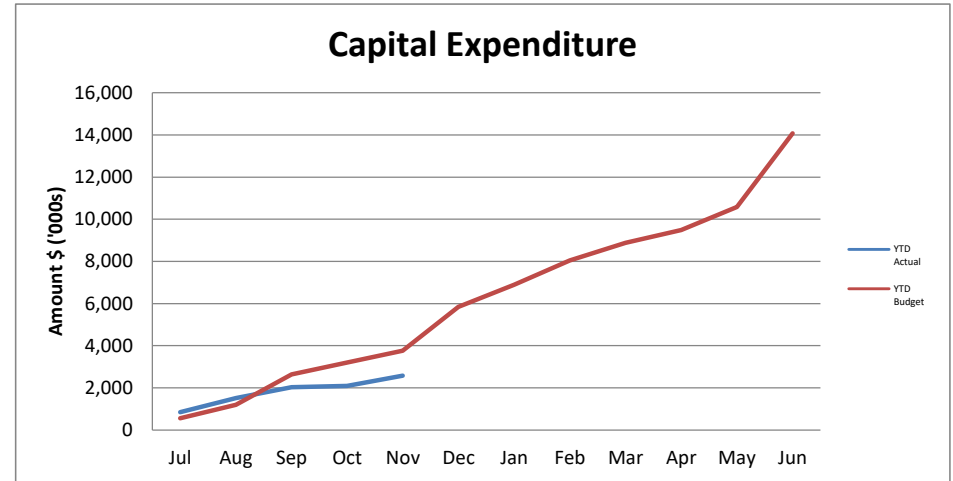
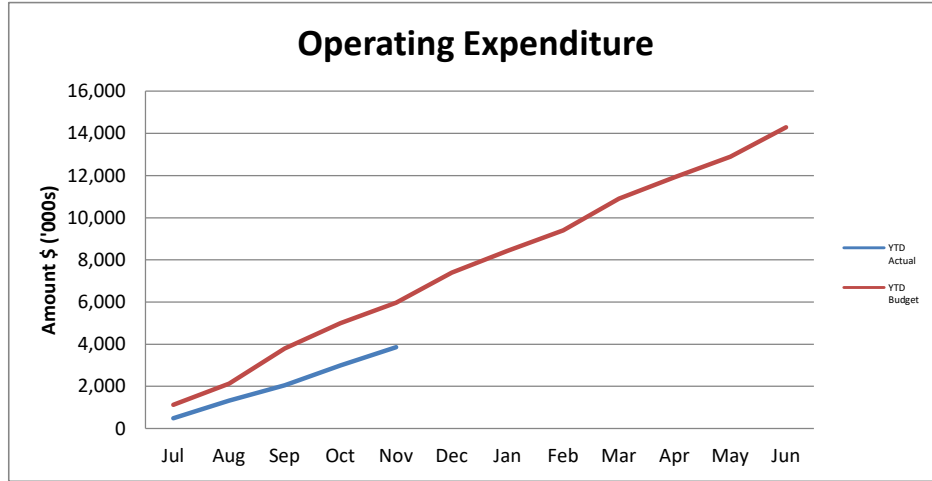


SHIRE OF RAVENSTHORPE
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022

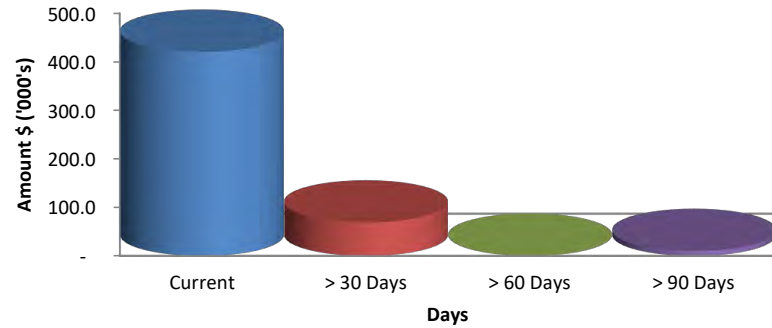
TABLE OF CONTENTS

	Page
Graphical Analysis	2-3
Statement of Financial Activity	4
Report on Significant Variances	5
1 Acquisition of Assets	6-8
2 Disposal of Assets	9
3 Information on Borrowings	10
4 Reserves	11-13
5 Net Current Assets	14
6 Rating Information	15
7 Trust Funds	16
8 Operating Statement	17-18
9 Statement of Financial Position	19
10 Financial Ratios	20

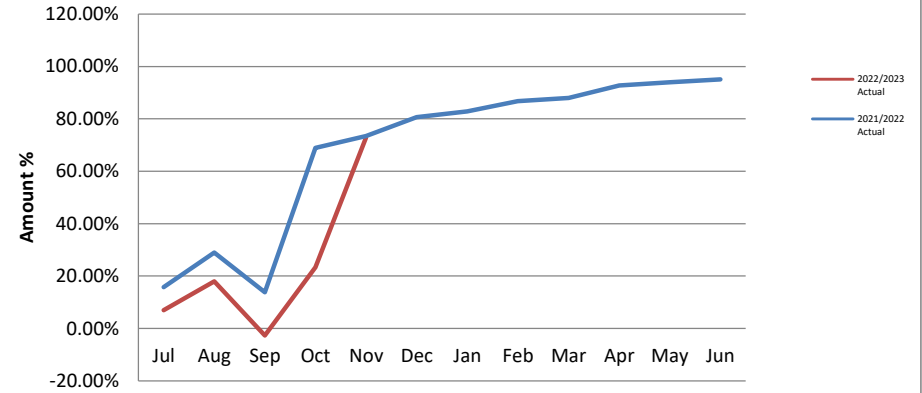
Income and Expenditure Graphs to 30 November 2022



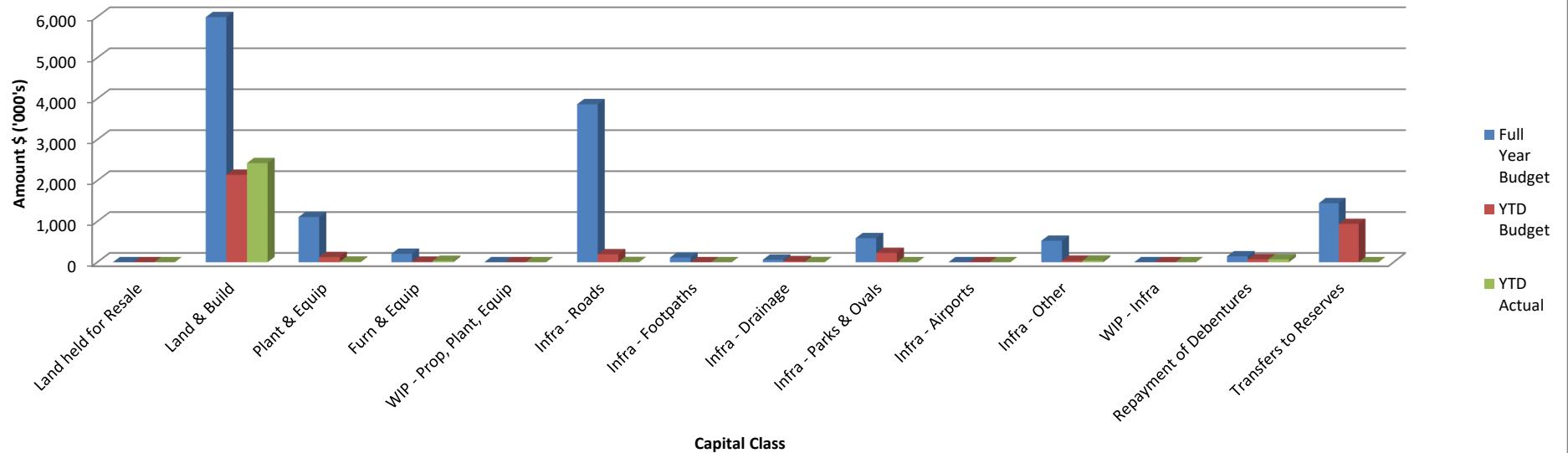
Sundry Debtors Amount O/S



Rates % Collected



Capital Expenditure



**SHIRE OF RAVENSTHORPE
STATEMENT OF FINANCIAL ACTIVITY**

FOR THE PERIOD ENDED 30 NOVEMBER 2022

	NOTE	2022/2023 Adopted Budget \$	NOVEMBER 2022 Y-T-D Budget \$	NOVEMBER 2022 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
Operating							
Revenues/Sources							
Governance		20,000	8,330	(5,608)	(13,938)	(67.32%)	
General Purpose Funding		1,830,835	943,319	998,360	55,041	105.83%	
Law, Order, Public Safety		1,192,151	313,267	138,697	(174,570)	44.27%	▲
Health		5,300	1,325	69	(1,256)	5.21%	
Education and Welfare		843,300	356,394	346,750	(9,644)	97.29%	
Housing		18,200	7,351	52,271	44,920	711.07%	
Community Amenities		1,096,509	986,306	616,819	(369,487)	62.54%	▲
Recreation and Culture		5,755,832	2,416,123	2,387,667	(28,456)	98.82%	
Transport		2,702,691	748,167	728,876	(19,291)	97.42%	
Economic Services		314,318	57,905	114,204	56,299	197.23%	
Other Property and Services		168,500	52,525	110,405	57,880	210.20%	
		<u>13,947,635</u>	<u>5,891,012</u>	<u>5,488,510</u>	<u>(402,502)</u>	<u>93.17%</u>	
(Expenses)/(Applications)							
Governance		(1,166,701)	(455,731)	(570,006)	(114,275)	(125.08%)	▲
General Purpose Funding		(283,779)	(116,747)	(79,972)	36,775	(68.50%)	
Law, Order, Public Safety		(1,261,693)	(472,981)	(368,290)	104,691	(77.87%)	▲
Health		(388,986)	(159,994)	(148,376)	11,618	(92.74%)	
Education and Welfare		(1,321,810)	(552,750)	(417,603)	135,147	(75.55%)	▲
Housing		(207,737)	(92,101)	(82,623)	9,478	(89.71%)	
Community Amenities		(1,580,799)	(635,084)	(512,592)	122,492	(80.71%)	▲
Recreation & Culture		(2,092,512)	(949,678)	(518,531)	431,147	(54.60%)	▲
Transport		(5,346,122)	(2,196,221)	(1,086,858)	1,109,363	(49.49%)	▲
Economic Services		(456,747)	(173,103)	(136,995)	36,108	(79.14%)	
Other Property and Services		(185,534)	(170,806)	66,989	237,795	39.22%	▼
		<u>(14,292,420)</u>	<u>(5,975,196)</u>	<u>(3,854,857)</u>	<u>2,120,339</u>	<u>(64.51%)</u>	
Net Operating Result Excluding Rates		(344,785)	(84,184)	1,633,653	1,717,837	(1940.57%)	
Adjustments for Non-Cash (Revenue) and Expenditure							
(Profit)/Loss on Asset Disposals	2	(20,200)	0	0	0	0.00%	
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0.00%	
Movement in Employee Benefit Provisions		0	0	0	0	0.00%	
Rounding		0	0	0	0	0.00%	
Depreciation on Assets		4,603,791	1,924,717	0	(1,924,717)	0.00%	
Capital Revenue and (Expenditure)							
Purchase of Land and Buildings	1	(6,050,987)	(2,166,160)	(2,423,667)	(257,507)	(111.89%)	▲
Purchase of Furniture & Equipment	1	(205,167)	(11,665)	(41,473)	(29,808)	(355.53%)	
Purchase of Plant & Equipment	1	(1,100,503)	(124,030)	(12,494)	111,536	(10.07%)	▲
Purchase of WIP - PP & E	1	0	0	0	0	0.00%	
Purchase of Infrastructure Assets - Roads	1	(3,860,802)	(192,865)	(3,748)	189,117	(1.94%)	
Purchase of Infrastructure Assets - Footpaths	1	(112,500)	0	0	0	0.00%	
Purchase of Infrastructure Assets - Drainage	1	(60,200)	(25,070)	(1,476)	23,594	(5.89%)	
Purchase of Infrastructure Assets - Parks & Ovals	1	(588,162)	(225,640)	(3,803)	221,837	(1.69%)	
Purchase of Infrastructure Assets - Airports	1	(35,000)	0	0	0	0.00%	
Purchase of Infrastructure Assets - Other	1	(464,431)	(11,575)	(29,479)	(17,904)	(254.68%)	
Proceeds from Disposal of Assets	2	246,000	46,665	0	(46,665)	0.00%	
Repayment of Leases	2	(124,855)	(31,213)	0	0	0.00%	
Repayment of Debentures	3	(143,522)	(71,761)	(71,219)	542	(99.24%)	
Transfers to Restricted Assets (Reserves)	4	(1,445,128)	(934,830)	0	934,830	0.00%	
Transfers from Restricted Asset (Reserves)	4	1,790,665	0	0	0	0.00%	
Net Current Assets July 1 B/Fwd	5	2,980,014	2,980,014	2,980,014	0	(100.00%)	
Net Current Assets Year End/To date	5	<u>(80,393)</u>	<u>5,924,121</u>	<u>6,888,585</u>	<u>964,464</u>	<u>(116.28%)</u>	
Amount Raised from Rates		<u>(4,855,379)</u>	<u>(4,851,718)</u>	<u>(4,862,277)</u>	<u>(10,559)</u>	<u>100.22%</u>	

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

Material Variances Symbol

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

SHIRE OF RAVENSTHORPE
FOR THE PERIOD ENDED 30 NOVEMBER 2022
Report on Significant variances Greater than 10% and \$100,000

Purpose

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

The Materiality variance adopted by Council is:

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

REPORTABLE OPERATING REVENUE VARIATIONS

04 - Governance

Variance caused by a credit note applied to a prior year invoice.

05 - Law, Order and Public Safety

2022/2023 MAF Grant payments not yet received and the 21/22 Accrual has been reversed showing a negative Income for this area

07 - Health

2022/2023 Budget adopted end of September which has delayed the issuing of health licenses

09 - Housing

Income received on a insurance claim for a damaged staff property that was not captured in the budget

10 - Community Amenities

2022/2023 Budget adopted end of September which has delayed the commencement of projects and consequently the recouping of expenditure from Shire of Jerramungup for the Regional Landfill

11 - Recreation & Culture

Grant income for the Ravensthorpe Cultural Precinct has not yet been received as at 31 October 2022, however \$2.15 Million was received from BBRF in November

13 - Economic Services

Timing issue with Lease invoices already raised, however budgets split equally through the year.

14 - Other Property & Services

Claims for Workers Compensation reimbursements higher than budgeted

REPORTABLE OPERATING EXPENSE VARIATIONS

03 - General Purpose Funding

Rates Legal Fees split over the year, however most proceedings are on pause with Rates due in November. Valuation fees lower than forecast at this stage.

04 - Governance

A journal is yet to be raised to allocate out the 22/23 Insurance to the appropriate schedule.

05 - Law, Order and Public Safety

2022/2023 Budget adopted end of September which has delayed many projects. Depreciation for 22/23 yet to be raised while Audit is finalised

08 - Education and Welfare

2022/2023 Budget adopted end of September which has delayed many projects. Employee costs for childcare centres are lower than forecast due to staff shortages

09 - Housing

Depreciation for 22/23 yet to be raised while Audit is finalised. Some capital items have been costed to building maintenance and will need to be journalled to the correct capital job.

10 - Community Amenities

2022/2023 Budget adopted end of September which has delayed many projects. Depreciation for 22/23 yet to be raised while Audit is finalised

11 - Recreation & Culture

2022/2023 Budget adopted end of September which has delayed many projects. Depreciation for 22/23 yet to be raised while Audit is finalised

12 - Transport

Depreciation for 22/23 yet to be raised while Audit is finalised

13 - Economic Services

Depreciation for 22/23 yet to be raised while Audit is finalised. Peak Tourism season is December to April with YTD expenditure split through the year.

14 - Other Property & Services

Depreciation for 22/23 yet to be raised while Audit is finalised. Allocations for Plant Insurance and Fuel usage to be made, delayed by audit commitments. These costs are captured elsewhere in the financials.

REPORTABLE NON-CASH VARIATIONS

Depreciation to be run for 2022/2023. Will be raised once the Auditors have approved the 21/22 Fair Value Adjustments and Year End asset register balances

REPORTABLE CAPITAL EXPENSE VARIATIONS

2022/2023 Budget adopted end of September which has delayed many projects

REPORTABLE CAPITAL INCOME VARIATIONS

2022/2023 Budget adopted end of September which has delayed many projects

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2022

1. ACQUISITION OF ASSETS	2022/2023 Adopted Budget \$	2022/2023 YTD Budget \$	NOVEMBER 2022 Actual \$
The following assets have been acquired during the period under review:			
By Program			
Law, Order & Public Safety			
<i>Fire Prevention & Control</i>			
Hopetoun Rural Bushfire Shed	520,000	0	0
Water Tank Installation - Jerdacuttup Bfb	30,635	0	0
Water Tank Installation - Ravensthorpe North	30,723	12,800	16,246
<i>Law & Order</i>			
Ravensthorpe Ses Building Upgrades 21/22	23,500	9,790	0
22/23 Senior Ranger Vehicle	60,000	0	0
Education & Welfare			
<i>Child Care Centres</i>			
Little Barrens Building Upgrades	32,240	0	0
Little Barrens - Playground Upgrade	35,000	0	0
Cub House Building Upgrades	5,500	2,285	0
Cub House - Structural Repairs	15,000	6,250	0
Cub House - External Cafe Blinds	6,800	0	0
Cub House - Playground Upgrade	25,000	0	0
Housing			
<i>Staff Housing</i>			
30 Kingsmill Street, Ravensthorpe	16,800	0	0
4 Daw Street	18,500	7,705	0
88 Martin St, Ravensthorpe	12,100	5,030	0
5 Daw Street - Housing Upgrades	8,000	0	0
Lot 79 Esplanade Hopetoun Housing Upgrade	47,000	0	54,059
<i>Other Housing</i>			
Community Amenities			
<i>Sanitation - Household Refuse</i>			
Regional Landfill - Diesel Pump	10,000	4,165	0
Ravensthorpe Transfer Shed Improvements	25,650	10,680	0
Hopetoun Transfer Station	33,000	0	0
Ravensthorpe Regional Landfill	343,623	0	9,919
<i>Sewerage</i>			
2019/20 Purchase Plant - Sewerage Fencing	23,790	0	0
Ravensthorpe Effluent Ponds - Restore Banks	60,200	25,070	1,476
<i>Other Community Amenities</i>			
West Beach Ablutions Updgrade	30,000	12,500	0
Hopetoun Foreshore Ablutions - Upgrades	41,000	17,080	12,941
Cemetary - Backhoe Bucket	3,500	1,455	0
Hopetoun Cemetery Upgrades	60,000	25,000	0
Recreation and Culture			
<i>Public Halls & Civic Centres</i>			
Ravensthorpe Town Hall - Security Lighting	12,000	5,000	0
<i>Other Recreation & Sport</i>			
Munglinup Enclose Verandah For Gym (Lrci)	75,000	0	62,134
New Gym Equipment	56,167	0	0
Munglinup Bowling Green -4 Rinks (Lrci R2)	22,000	0	0
New Goal Posts Ravensthorpe Oval	24,600	0	0
22/23 Toro Mower - P&G Ravensthorpe	38,000	0	0
<i>Libraries</i>			
Libraries Lending System Upgrade	28,000	11,665	17,962

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2022

1. ACQUISITION OF ASSETS (Continued)	2022/2023 Adopted Budget \$	2022/2023 YTD Budget \$	NOVEMBER 2022 Actual \$
The following assets have been acquired during the period under review:			
By Program (Continued)			
Recreation and Culture (Continued)			
<i>Other Culture</i>			
Rcp Architect Services	52,750	21,975	19,300
Rcp Consultants Services	185,920	77,465	44,740
Rcp Project Management	22,033	9,180	25,487
Rcp Building Construction (& Builders	3,664,070	1,526,695	2,180,960
Rcp Project Fees And Charges (Non-Grant)	2,600	1,080	0
Rcp Demolition	30,000	12,500	0
Rcp Contingency	73,450	30,600	0
Rcp Utility Services (External Services)	44,218	18,420	0
Rcp Landscaping And Playground	0	0	0
Rcp Public Art	0	0	0
Rcp Carpark	0	0	0
Rcp (Shire) Admin Building Construction	151,708	63,210	6,000
Rcp (Shire) Dunnart Building Construction	70,000	29,165	0
Rcp (Shire) Earthworks Building Construction	0	0	0
Rcp (Shire) Project Management	0	0	0
Rcp (Shire) Building Construction	90,915	37,880	0
Rcp (Shire) Demolition	0	0	0
Rcp (Shire) Fitout - Contingency	513,120	213,800	1,800
Rcp (Shire) Landscaping	445,700	185,705	3,803
Rcp (Shire) Public Art	0	0	0
Rcp (Shire) Carpark	95,862	39,935	0
Transport			
<i>Construction - Roads, Bridges, Depots</i>			
Roads Construction Council			
Gravel Pit Development	55,000	0	1,885
Roads Mrwa V Of G Constr			
Springdale Road Slk 4 To 5.66	310,000	0	0
Jerdacuttup Road Slk 5.2 To 10	215,000	19,960	0
Jerdacuttup Road - Stabilise Pavement &	250,000	0	0
Roads To Recovery Construction			
Bedford Harbour Road #4 Slk 19.8 To 24.54	118,699	0	0
Moir Road Sealing - Slk Tbc	302,604	0	0
Fence Road - R2R Funded	55,000	0	1,863
Commodity Route Road Construction			
Tamarine Road Reseal Slk 0.0 To 7.4	415,000	172,905	0
Drainage Construction			
Coxall Road 2X Culvert Replace (Lrci Funded)	0	0	0
Bridger Road Culvert	0	0	0
Footpath Construction			
Chittick St/Gibson Way/Forrest Way -	75,000	0	0
Cambewarra Drive Footpath	7,500	0	0
Bike Paths Master Plan	30,000	0	0
Bridges Construction			
Jerdacuttup River Bridge - Springdale Road	2,139,499	0	0
Purchase Land - Roadworks And Depots			
Purchase Land & Buildings - Roadworks			
Ravensthorpe Depot Grounds Upgrades	115,555	0	0
Purchase Furniture & Equipment - Roads			
Street Furniture - Hopetoun (Dcp Funded)	0	0	7,255
Purchase Other Infrastructure - Roads & Depots			
School Bus Shelter - Buckie St, Hopetoun	0	0	8,957

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2022

1. ACQUISITION OF ASSETS (Continued)	2022/2023 Adopted Budget \$	2022/2023 YTD Budget \$	NOVEMBER 2022 Actual \$
The following assets have been acquired during the period under review:			
<u>By Program (Continued)</u>			
<i>Road Plant Purchases</i>			
20/21 Purchase Side Tipper	114,730	0	0
14.6M Tri Axle Low Loader	151,283	0	0
22/23 Plate Compator	15,000	0	12,494
22/23 Excavator	270,000	0	0
22/23 Service Truck Replacement	130,000	0	0
<i>Aerodromes</i>			
Terminal Improvements	20,700	8,615	0
Ravensthorpe Airport Fencing - Boundary	35,000	0	0
Economic Services			
<i>Tourism</i>			
Munglinup Rest Bay Upgrade (Lrci R2)	27,808	11,575	19,560
Other Property & Services			
<i>Works</i>			
22/23 Bmo Trestle Trailer	7,700	3,205	0
22/23 Dual Cab Utility - Eto	60,000	25,000	0
22/23 Dual Cab Utility - Works Supervisor	60,000	25,000	0
22/23 Dual Cab Utility - Ato	60,000	25,000	0
22/23 Dual Cab Utility - Cleaners	50,000	20,830	0
22/23 Single Cab Utility - Cleaners	50,000	20,830	0
<i>Administration</i>			
Computer Upgrades	20,000	0	7,299
Office Furniture And Painting	90,000	0	0
Administration Office Photocopier	11,000	0	0
	<u>12,477,752</u>	<u>2,757,005</u>	<u>2,516,141</u>
<u>By Class</u>			
Land	0	0	0
Buildings	6,050,987	2,166,160	2,423,667
Furniture & Equipment	205,167	11,665	41,473
Plant & Equipment	1,100,503	124,030	12,494
Infrastructure - Roads	3,860,802	192,865	3,748
Infrastructure - Footpaths	112,500	0	0
Infrastructure - Drainage	60,200	25,070	1,476
Infrastructure - Parks & Ovals	588,162	225,640	3,803
Infrastructure - Airports	35,000	0	0
Infrastructure - Other	464,431	11,575	29,479
	<u>12,477,752</u>	<u>2,757,005</u>	<u>2,516,141</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2022

2. DISPOSALS OF ASSETS

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

By Program	Asset #	Plant #	Written Down Value		Sale Proceeds		Profit(Loss)	
			2022/2023 Adopted Budget	2022/2023 YTD Actual	2022/2023 Adopted Budget	2022/2023 YTD Actual	2022/2023 Adopted Budget	2022/2023 YTD Actual
			\$	\$	\$	\$	\$	\$
Transport								
Duraquip Side Tipper No 1	P611	P577	24,900		14,000		0	0
14.6m Tri Axle H P Low Loader S/T	P556	P556	0		35,000		(10,900)	0
8 Wheel Tipper - DAF	P559A	P559A	94,000		65,000		35,000	0
Hino Dual Cab (Road Crew)	P578A	P578A	3,600		20,000		(29,000)	0
Public Works Overheads							16,400	0
18/19 Toyota Hilux Dual Cab - (Pool Car)	P638B	P638B	27,400		17,000		(10,400)	0
Toyota Hilux 4X4 Utility - Works Supervisor	P698A	P698A	38,600		35,000		(3,600)	0
18/19 Toyota Hilux - Admin Tech Officer	P702B	P702B	32,800		30,000		(2,800)	0
Triton Xtra Cab	P632A	P632A	4,500		15,000		10,500	0
Mitsubishi Triton	P705	P705	0		15,000		15,000	0
							0	0
			225,800.00	0.00	246,000.00	0.00	20,200.00	0.00

By Class of Asset	Asset #	Plant #	Written Down Value		Sale Proceeds		Profit(Loss)	
			2022/2023 Adopted Budget	2022/2023 YTD Actual	2022/2023 Adopted Budget	2022/2023 YTD Actual	2022/2023 Adopted Budget	2022/2023 YTD Actual
			\$	\$	\$	\$	\$	\$
Plant & Equipment								
Duraquip Side Tipper No 1	P611	P577	24,900	0	14,000	0	(10,900)	0
14.6m Tri Axle H P Low Loader S/T	P556	P556	0	0	35,000	0	35,000	0
8 Wheel Tipper - DAF	P559A	P559A	94,000	0	65,000	0	(29,000)	0
Hino Dual Cab (Road Crew)	P578A	P578A	3,600	0	20,000	0	16,400	0
18/19 Toyota Hilux Dual Cab - (Pool Car)	P638B	P638B	27,400	0	17,000	0	(10,400)	0
Toyota Hilux 4X4 Utility - Works Supervisor	P698A	P698A	38,600	0	35,000	0	(3,600)	0
18/19 Toyota Hilux - Admin Tech Officer	P702B	P702B	32,800	0	30,000	0	(2,800)	0
Triton Xtra Cab	P632A	P632A	4,500	0	15,000	0	10,500	0
Mitsubishi Triton	P705	P705	0	0	15,000	0	15,000	0
	0	0	0	0	0	0	0	0
			225,800.00	0.00	246,000.00	0.00	20,200	0.00

Summary

Profit on Asset Disposals	76,900	0.00
Loss on Asset Disposals	(56,700)	0.00
	<u>20,200</u>	<u>0.00</u>

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

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2022

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-22	Principal Repayments		Principal Outstanding		Interest Repayments	
		2022/2023 Adopted Budget \$	2022/2023 YTD Actual \$	2022/2023 Adopted Budget \$	2022/2023 YTD Actual \$	2022/2023 Adopted Budget \$	2022/2023 YTD Actual \$
Housing							
Loan 145 Staff Housing	117,270	37,986	18,858	79,284	98,412	4,390	790
Loan 147 Other Housing	187,726	18,188	9,018	169,538	178,708	7,716	2,226
Recreation and Culture							
Loan 146 Hopetoun Community Centre	269,699	15,130	7,498	254,569	262,201	11,628	1,958
Transport							
Loan 138D Town Street	0	0	0	0	0	0	186
Loan 144 Town Street	0	0	0	0	0	0	104
Loan 143B Refinance	105,022	38,200	16,888	66,822	88,134	3,931	708
Loan 138E Refinance	159,917	34,018	18,957	125,899	140,960	6,143	1,076
	839,634	143,522	71,219	696,112	768,415	33,808	7,048

(*) Self supporting loan financed by payments from third parties.

All other loan repayments were financed by general purpose revenue.

(b) Lease Repayments

Particulars	Principal 1-Jul-22	Principal Repayments		Principal Outstanding		Interest Repayments	
		2022/2023 Adopted Budget \$	2022/2023 YTD Actual \$	2022/2023 Adopted Budget \$	2022/2023 YTD Actual \$	2022/2023 Adopted Budget \$	2022/2023 YTD Actual \$
Law, Order & Public Safety							
Lease Contract 939384 CESO Vehicle	16,538	13,726	0	2,812		122	0
Community Amenities							
Lease Contract 908707	451,069	75,632	0	375,437		13,165	0
Lease Contract 915953	147,179	35,497	0	111,682		6,283	0
	614,786	124,855	0	489,931	0	19,570	0

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2022

	2022/2023 Adopted Budget \$	2022/2023 YTD Actual \$
4. RESERVES		
Cash Backed Reserves		
(a) Plant Reserve		
Opening Balance	276,503	276,503
Amount Set Aside / Transfer to Reserve	867,219	0
Amount Used / Transfer from Reserve	<u>(813,013)</u>	<u>0</u>
	<u>330,709</u>	<u>276,503</u>
(b) Emergency Farm Water Reserve		
Opening Balance	12,295	12,295
Amount Set Aside / Transfer to Reserve	365	0
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>12,660</u>	<u>12,295</u>
(c) Building Reserve		
Opening Balance	305,726	305,726
Amount Set Aside / Transfer to Reserve	161,089	0
Amount Used / Transfer from Reserve	<u>(336,679)</u>	<u>0</u>
	<u>130,136</u>	<u>305,726</u>
(d) Road & Footpath Reserve		
Opening Balance	299,396	299,396
Amount Set Aside / Transfer to Reserve	328,027	0
Amount Used / Transfer from Reserve	<u>(370,833)</u>	<u>0</u>
	<u>256,590</u>	<u>299,396</u>
(e) Swimming Pool Upgrade Reserve		
Opening Balance	45,253	45,255
Amount Set Aside / Transfer to Reserve	1,345	0
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>46,598</u>	<u>45,255</u>
(f) Recreation Reserve		
Opening Balance	20,000	20,000
Amount Set Aside / Transfer to Reserve	20,594	0
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>40,594</u>	<u>20,000</u>
(g) Airport Reserve		
Opening Balance	340,656	340,656
Amount Set Aside / Transfer to Reserve	10,126	0
Amount Used / Transfer from Reserve	<u>(47,500)</u>	<u>0</u>
	<u>303,282</u>	<u>340,656</u>
(h) Waste & Sewerage Reserve		
Opening Balance	319,282	319,282
Amount Set Aside / Transfer to Reserve	29,490	0
Amount Used / Transfer from Reserve	<u>(202,640)</u>	<u>0</u>
	<u>146,132</u>	<u>319,282</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2022

	2022/2023 Adopted Budget \$	2022/2023 YTD Actual \$
4. RESERVES (Continued)		
(i) IT & Equipment Reserve		
Opening Balance	20,000	20,000
Amount Set Aside / Transfer to Reserve	25,594	0
Amount Used / Transfer from Reserve	(20,000)	0
	<u>25,594</u>	<u>20,000</u>
(j) Leave Reserve		
Opening Balance	43,015	43,015
Amount Set Aside / Transfer to Reserve	1,279	0
Amount Used / Transfer from Reserve		0
	<u>44,294</u>	<u>43,015</u>
Total Cash Backed Reserves	<u><u>1,336,589</u></u>	<u><u>1,682,128</u></u>
All of the above reserve accounts are to be supported by money held in financial institutions.		
Summary of Transfers		
To Cash Backed Reserves		
Transfers to Reserves		
Plant Reserve	867,219	0
Emergency Farm Water Reserve	365	0
Building Reserve	161,089	0
Road & Footpath Reserve	328,027	0
Swimming Pool Upgrade Reserve	1,345	0
Recreation Reserve	20,594	0
Airport Reserve	10,126	0
Waste & Sewerage Reserve	29,490	0
IT & Equipment Reserve	25,594	0
Leave Reserve	1,279	0
	<u>1,445,128</u>	<u>0</u>
Transfers from Reserves		
Plant Reserve	(813,013)	0
Emergency Farm Water Reserve	0	0
Building Reserve	(336,679)	0
Road & Footpath Reserve	(370,833)	0
Swimming Pool Upgrade Reserve	0	0
UHF Repeater Reserve	0	0
Airport Reserve	(47,500)	0
Waste & Sewerage Reserve	(202,640)	0
State Barrier Fence Reserve	(20,000)	0
Leave Reserve	0	0
	<u>(1,790,665)</u>	<u>0</u>
Total Transfer to/(from) Reserves	<u><u>(345,537)</u></u>	<u><u>0</u></u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2022

4. RESERVES (Continued)

Cash Backed Reserves (Continued)

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

Plant Reserve

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

Emergency Farm Water Reserve

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

Building Reserve

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

Road and Footpath Reserve

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

Swimming Pool Upgrade Reserve

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

Recreation Reserve

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

Airport Reserve

To be used for the construction, reconstruction, repairs or modification of facilities including buildings,

Waste and Sewerage Reserve

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

IT & Equipment Reserve

To be used for the upgrade and renewal of hardware, communication and software technological

Leave Reserve

To be used to fund long service leave and non-current annual leave requirements

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2022

	2021/2022 B/Fwd Per 2022/2023 Budget \$	2021/2022 B/Fwd Per Financial Report \$	NOVEMBER 2022 Actual \$
5. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	3,376,199	3,309,209	5,602,092
Cash - Restricted Unspent Grants		0	
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	1,615,137	1,682,127	1,682,127
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	254,694	255,501	1,519,719
Sundry Debtors	228,968	272,773	537,345
Provision for Doubtful Debts	0	0	0
Gst Receivable	143,796	147,793	75,832
Accrued Income/Payments In Advance	9,416	984,641	55,130
Payments in Advance	0	0	0
Inventories	25,554	57,073	227,504
	<u>5,653,764</u>	<u>6,709,117</u>	<u>9,699,749</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(386,181)	(386,635)	(125,572)
Accrued Interest On Loans	(17,895)	(27,768)	(17,895)
Accrued Salaries & Wages	(44,293)	(28,180)	0
Income In Advance	(32,261)	(935,272)	(32,261)
Gst Payable	(29,329)	(29,585)	(239,786)
Payroll Creditors	(114,053)	(114,053)	(126,142)
Accrued Expenses	0	(128,435)	(128,435)
PAYG Liability	0	0	0
Right of Use Assets - Current	(124,397)	(124,855)	(124,855)
Trust	0	0	0
Other Payables	(322,514)	(397,048)	(458,946)
Current Employee Benefits Provision	(520,534)	(567,239)	(567,239)
Current Loan Liability	0	(143,522)	(72,303)
	<u>(1,591,457)</u>	<u>(2,882,592)</u>	<u>(1,893,434)</u>
NET CURRENT ASSET POSITION	4,062,307	3,826,525	7,806,315
Less: Cash - Reserves - Restricted	(1,615,137)	(1,682,127)	(1,682,127)
Less: Cash - Unspent Grants - Restricted	0	0	
Less: Movements Associated with Change in Accounting Standards	0		
Add Back : Component of Leave Liability not Required to be Funded	520,534	567,239	567,239
Add Back : Current Loan Liability	0	143,522	72,303
ADD: Current Portion of Lease Liability	322,514	124,855	124,855
Adjustment for Trust Transactions Within Muni		0	0
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>3,290,218</u>	<u>2,980,014</u>	<u>6,888,585</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2022

6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2022/2023 Rate Revenue \$	2022/2023 Interim Rates \$	2022/2023 Back Rates \$	2022/2023 Total Revenue \$	2022/2023 Budget \$
General Rate								
GRV Residential	0.112618	782	12,472,188	1,404,593			1,404,593	1,404,593
GRV Commercial	0.168599	29	1,233,784	208,015			208,015	208,015
GRV industrial	0.138256	36	628,700	86,922			86,922	86,922
GRV - Transient & Short Stay Accom	0.289034	2	1,000,000	289,034			289,034	289,034
UV - Mining	0.081471	72	2,705,577	220,426	10,603	1,955	232,984	220,426
UV - Other	0.006149	324	349,193,000	2,147,188	866	414	2,148,468	2,147,187
Non-Rateable							0	0
Sub-Totals		1,245	367,233,249	4,356,178	11,468	2,369	4,370,015	4,356,177
Minimum Rates	Minimum \$							
GRV Residential	937.00	376	13,498,155	352,312		0	352,312	352,312
GRV Commercial	937.00	14	44,740	13,118		0	13,118	13,118
GRV Industrial	937.00	10	45,268	9,370		0	9,370	10,307
GRV - Transient & Short Stay Accom	915.00	1	0	915		0	915	915
UV - Mining	345.00	62	125,311	21,390		0	21,390	21,390
UV - Other	915.00	104	6,633,252	95,160		0	95,160	95,160
Sub-Totals		567	20,346,726	492,265	0	0	492,265	493,202
				4,848,443			4,862,280	4,849,379
Back Rates								1,000
Interim Rates								5,000
Total Amount Raised From Rates							4,862,280	4,855,379
Ex Gratia Rates		check after rates raised					67,710	67,710
Total Rates							4,929,990	4,923,089

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

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

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

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2022

7. TRUST FUNDS

Monies previously held in Trust are now recognised as a current liability, although they are treated differently to other current liabilities in that they are required to be cash backed.

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2022

8. OPERATING STATEMENT BY PROGRAM

	NOVEMBER 2022 Actual \$	2022/2023 Adopted Budget \$	2021/2022 Actual \$
OPERATING REVENUES			
Governance	(5,608)	20,000	62,937
General Purpose Funding	5,860,640	6,686,214	7,574,066
Law, Order, Public Safety	138,697	1,192,151	455,624
Health	69	5,300	15,508
Education and Welfare	346,750	843,300	831,047
Housing	52,271	18,200	64,578
Community Amenities	616,819	1,096,509	816,390
Recreation and Culture	2,387,667	5,755,832	2,185,987
Transport	728,876	2,702,691	1,689,932
Economic Services	114,204	314,318	413,178
Other Property and Services	110,405	168,500	493,269
TOTAL OPERATING REVENUE	10,350,790	18,803,014	14,602,515
OPERATING EXPENSES			
Governance	(570,006)	(1,166,701)	(877,349)
General Purpose Funding	(79,972)	(283,779)	(306,010)
Law, Order, Public Safety	(368,290)	(1,261,693)	(1,006,544)
Health	(148,376)	(388,986)	(335,917)
Education and Welfare	(417,603)	(1,321,810)	(1,088,324)
Housing	(82,623)	(207,737)	(265,903)
Community Amenities	(512,592)	(1,580,799)	(1,416,863)
Recreation & Culture	(518,531)	(2,092,512)	(1,942,924)
Transport	(1,086,858)	(5,346,122)	(5,431,461)
Economic Services	(136,995)	(456,747)	(582,263)
Other Property and Services	66,989	(185,534)	(823,681)
TOTAL OPERATING EXPENSE	(3,854,857)	(14,292,420)	(14,077,240)
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>6,495,933</u>	<u>4,510,594</u>	<u>525,275</u>

SHIRE OF RAVENSTHORPE
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022

8. OPERATING STATEMENT BY NATURE & TYPE

	NOVEMBER	2022/2023	2021/2022
	2022	Adopted	Actual
	Actual	Budget	Actual
	\$	\$	\$
OPERATING REVENUES			
Rates	4,929,989	4,923,089	4,707,550
Operating Grants, Subsidies and Contributions	788,444	1,909,054	4,136,421
Non-Operating Grants, Subsidies and Contributions	3,089,147	8,612,968	2,286,165
Fees and Charges	1,278,852	2,508,918	2,471,915
Service Charges	0	0	0
Interest Earnings	25,828	134,000	55,137
Profit on Asset Disposals	0	76,900	57,579
Proceeds on Disposal of Assets	0	246,000	301,091
Realisation on Disposal of Assets	0	(246,000)	(301,091)
Other Revenue	238,527	638,086	887,749
TOTAL OPERATING REVENUE	10,350,787	18,803,015	14,602,516
OPERATING EXPENSES			
Employee Costs	(2,143,784)	(4,883,741)	(4,939,941)
Materials and Contracts	(1,138,771)	(3,814,351)	(3,233,857)
Utility Charges	(90,887)	(291,730)	(261,083)
Depreciation on Non-Current Assets	0	(4,603,791)	(4,823,315)
Interest Expenses	(7,048)	(53,357)	(88,866)
Insurance Expenses	(363,465)	(240,558)	(342,536)
Loss on Asset Disposals	0	(56,700)	(2,192)
FV Adjustment of Non-Current assets	0	0	0
Other Expenditure	(110,904)	(348,192)	(385,451)
TOTAL OPERATING EXPENSE	(3,854,859)	(14,292,420)	(14,077,241)
CHANGE IN NET ASSETS			
RESULTING FROM OPERATIONS	<u>6,495,928</u>	<u>4,510,595</u>	<u>525,275</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2022

9. STATEMENT OF FINANCIAL POSITION

	NOVEMBER	2021/2022
	2022	Actual
	Actual	Actual
	\$	\$
CURRENT ASSETS		
Cash and Cash Equivalents	7,284,219	4,991,336
Trade and Other Receivables	2,188,026	1,660,708
Inventories	227,504	57,073
TOTAL CURRENT ASSETS	9,699,749	6,709,117
NON-CURRENT ASSETS		
Other Receivables	10,509	10,509
Inventories	0	0
Property, Plant and Equipment	49,651,927	47,183,250
Infrastructure	120,214,065	120,166,603
TOTAL NON-CURRENT ASSETS	169,876,501	167,360,362
TOTAL ASSETS	179,576,250	174,069,479
CURRENT LIABILITIES		
Trade and Other Payables	1,129,037	2,046,975
Right of Use Asset	124,855	124,855
Long Term Borrowings	72,303	143,522
Provisions	567,239	567,239
TOTAL CURRENT LIABILITIES	1,893,434	2,882,591
NON-CURRENT LIABILITIES		
Trade and Other Payables	0	0
Long Term Borrowings	696,112	696,112
Right of Use Assets	576,240	576,240
Provisions	88,145	88,145
TOTAL NON-CURRENT LIABILITIES	1,360,497	1,360,497
TOTAL LIABILITIES	3,253,931	4,243,088
NET ASSETS	176,322,319	169,826,391
Retained Surplus	46,092,510	39,490,644
Reserves - Cash Backed	1,682,127	1,682,127
Revaluation Surplus	128,183,008	128,183,008
TOTAL EQUITY	175,957,646	169,355,779

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2022

10. FINANCIAL RATIOS

	2022 YTD	2021	2020	2019
Current Ratio	6.05	2.17	3.01	1.64
Operating Surplus Ratio	0.54	(0.23)	3.29	(0.24)

The above ratios are calculated as follows:

Current Ratio	$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$
Operating Surplus Ratio	$\frac{\text{operating revenue minus operating expense}}{\text{own source operating revenue}}$

12.2 CORPORATE SERVICES

12.2.2 SCHEDULE OF ACCOUNT PAYMENTS – NOVEMBER 2022

File Reference:	GR.ME.8
Location:	Shire of Ravensthorpe
Applicant:	Shire of Ravensthorpe
Author:	Accountant
Authorising Officer	Executive Manager of Corporate Services
Date:	15 December 2022
Disclosure of Interest:	Nil.
Attachments: <u>RED</u>	Schedule of Payments 30 November 2022 Credit Card Transactions to 01 November 2022 Creditors List of Accounts Paid November 2022
Previous Reference:	Nil.

OFFICER RECOMMENDATION

That Council:

Pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, the payment of accounts for the month of November 2022 be noted.

Moved: _____

Seconded: _____

Carried: /

ATTACHMENT

04 OCTOBER 2022 - 01 NOVEMBER 2022

All credit card purchased items have accompanying receipts, purchase orders or statutory declarations

Business Credit Card - Matthew Bird

Date	Payment to	Description	Amount	GST
2/10/2022	CROWN PERTH NOODLE	Councillor meals - WALGA Conference	\$ 103.40	\$ 9.40
4/10/2022	GM CABS PTY LTD	Taxi - WALGA Conference	\$ 14.44	\$ 1.31
4/10/2022	SPOTTO WA	Taxi - WALGA Conference	\$ 48.25	\$ 4.39
4/10/2022	BWC	Taxi - WALGA Conference	\$ 16.80	\$ 1.53
5/10/2022	WANEWS	WA News Subscription	\$ 28.00	\$ 2.55
18/10/2022	HOPETOON IGA	Lollies - RCG Meeting	\$ 20.16	\$ 1.83
18/10/2022	SHIPWRECKED GOURMET BAKERY	Catering - RCG Meeting	\$ 147.00	\$ 12.00
18/10/2022	THE PORT HOTEL	Councillor Meals	\$ 382.00	\$ 34.73
21/10/2022	CROWN PERTH	Accommodation Cr Livingston - WALGA Conference	\$ 1,025.64	\$ 93.24
27/10/2022	IBIS STYLES ALBANY	Accommodation CDS - Great Southern Regional EHO Meeting Albany	\$ 242.11	\$ 22.01
31/10/2022	DE DAW & SONS PTY LTD	Catering - Corporate Discussion	\$ 300.00	\$ 27.27
31/10/2022	POLICE DOWN UNDER	Advertising Police Down Under	\$ 705.89	\$ 64.17
Total Purchases for M.Bird			\$ 3,033.69	\$ 274.43

Business Credit Card - Leslie Mainwaring

Date	Payment to	Description	Amount	GST
17/10/2022	QUEST MIDLENAD	Accommodation - Ranger - Dog & Cat Management Training	\$ 1,025.00	\$ 93.18
Total Purchases for L. Mainwaring			\$ 1,025.00	\$ 93.18

Business Credit Card - Evelyn Houghton

Date	Payment to	Description	Amount	GST
11/10/2022	HOPETOUN IGA	Various Food Items - Parent Meeting - LB	\$ 56.12	\$ 0.24
13/10/2022	GEARUP PROMOTIONS	2 x Hats	\$ 49.50	\$ 4.50
13/10/2022	THE THERAPY STORE	1 x Howda Hug Petite, 1 x Calm Down Bottle & 1 x Eggserciser - LB	\$ 166.80	\$ 15.16
15/10/2022	WOOLWORTHS ONLINE	Various Food items - LB	\$ 98.55	\$ 3.55
17/10/2022	SP BUTLER DIARIES	1 X 2023 OSHC Programming Diary, 2 x 2023 Childcare Centre Diary & 6 x 2023 Programming and Reflection Diary - LB & TCH	\$ 484.62	\$ 44.06
Total Purchases for E. Houghton			\$ 855.59	\$ 67.51

Business Credit Card - Edward Kilbey

Date	Payment to	Description	Amount	GST
4/10/2022	RAVENSTHORPE BUILDING SUPPLIES	Hacksaw Square Frame - Hopetoun Depot	\$ 32.95	\$ 3.00
6/10/2022	RAVENSTHORPE AGENCIES	8.5kg Gas bottle - Ravensthorpe Depot	\$ 44.00	\$ 4.00
10/10/2022	RAVENSTHORPE POST OFFICE	Shredder - Ravensthorpe Depot	\$ 79.00	\$ 7.18
18/10/2022	HOPETOUN IGA	Catering - Toolbox meeting	\$ 62.36	\$ -
20/0/2022	FE DAW & SONS	Catering - Training	\$ 26.85	\$ 2.01
25/10/2022	RAVY COUNTRY KITCHEN	Catering - Training	\$ 156.00	\$ 14.18
26/10/2022	SP NEWSIGNS	No truck turn around sign - Hopetoun Dump Point	\$ 156.00	\$ 14.18
27/10/2022	RAVY COUNTRY KITCHEN	Catering - Training	\$ 148.00	\$ 13.45
28/10/2022	RAVENSTHORPE AGENCIES	Grease & Spray - Depot	\$ 253.20	\$ 23.02
28/10/2022	RAVY COUNTRY KITCHEN	Catering - Training	\$ 160.00	\$ 14.55
Total Purchases for E.Kilbey			\$ 1,118.36	\$ 95.57

Business Credit Card - Russell Palmer

Date	Payment to	Description	Amount	GST
4/10/2022	FE DAW & SONS	Various food items - West River Brigade Training	\$ 44.30	\$ 1.97
6/10/2022	SPACETOCO	Room Hire - Shire of Ravensthorpe	\$ 170.00	\$ 15.45
9/10/2022	SPACETOCO	Room Hire - Shire of Ravensthorpe - REFUND	-\$ 170.00	-\$ 15.45
12/10/2022	BP BREMER BAY	Lunch Pt Henry Inspections - Shire of Jerramungup	\$ 10.40	\$ 0.95
13/10/2022	BP BREMER BAY	Lunch for Fire Inspection Team - Pt Henry Inspections - Shire of Jerramungup	\$ 39.10	\$ 3.55
14/10/2022	BREMER BAY RESORT	Accommodation - Pt Henry Inspections - Shire of Jerramungup	\$ 569.00	\$ 51.73
17/10/2022	WOOLWORTHS	Various food items - Jacup Brigade Training - Shire of Jerramungup	\$ 86.85	\$ 0.23
Total Purchases for R. Palmer			\$ 749.65	\$ 58.43

Business Credit Card - Paul Spencer

Date	Payment to	Description	Amount	GST
26/10/2022	RAVENSTHORPE BUILDING SUPPLIES	5 X SHACKLES	\$ 42.35	\$ 3.85
31/10/2022	BANKWEST	REWARD FEE - CORPORATE	\$ 39.00	\$ -
Total Purchases for R. Palmer			\$ 81.35	\$ 3.85

Business Credit Card - Miscellaneous Fees and Charges Bankwest

Date	Payment to	Description	Amount	GST
				\$ -
Total fees and charges			\$ -	\$ -
Total Bankwest Corporate MasterCard Statement			\$ 6,863.64	\$ 592.96

Business Debit Card - Les Mainwaring

Date	Payment to	Description	Amount
10/11/2022	SHIRE OF RAVENSTHORPE	Admin Petty Cash Recoup	\$ 963.35
16/11/2022	RAVENSTHORPE POST OFFICE	APOST Cash Withdrawal - Petty Cash Replenishment	-\$ 963.35
Closing Balance for Debit Card - Les Mainwaring			\$ -

Date: 08/12/2022
Time: 3:05:23PM

Shire of Ravensthorpe
Creditor List of Accounts November 2022

USER: Mackenzie Edwards
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
528	03/11/2022	Horizon Power	125308 - 46 ALAN ROSE DRIVE HOPETOUN WA - 19/08/2022 - 20/10/2022	1		1,248.77
INV 2101473121/10/2022		Horizon Power	125308 - 46 ALAN ROSE DRIVE HOPETOUN WA - 19/08/2022 - 20/10/2022		1,248.77	
529	17/11/2022	Horizon Power	136499 - HOPETOUN LAMPS - 01/10/2022 - 31/10/2022	1		4,968.90
INV 2101481501/11/2022		Horizon Power	136499 - HOPETOUN LAMPS - 01/10/2022 - 31/10/2022		4,752.89	
INV 2101487008/11/2022		Horizon Power	142028 - 2 TUBADA STREET MUNGLINUP - 08/09/2022 - 07/11/2022		216.01	
EFT15714	03/11/2022	4 Rivers Plumbing Gas & Civil Contracting WA	MASON BAY PUMP OUT & TRACKING FEE	1		8,814.50
INV 0000191125/10/2022		4 Rivers Plumbing Gas & Civil Contracting WA	TWELVE & TWO MILE BEACH PUMP OUT & TRACKING FEE		2,006.00	
INV 0000191025/10/2022		4 Rivers Plumbing Gas & Civil Contracting WA	HOPETOUN DUMP POINT PUMP OUT & TRACKING FEE		1,219.50	
INV 0000190825/10/2022		4 Rivers Plumbing Gas & Civil Contracting WA	KUNDIP PUMP OUT & TRACKING FEE		812.50	
INV 0000190925/10/2022		4 Rivers Plumbing Gas & Civil Contracting WA	LEE CREEK PUMP OUT		742.50	
INV 0000191526/10/2022		4 Rivers Plumbing Gas & Civil Contracting WA	JUBILEE 7 RANGEVIEW PARK PUMP OUT & TRACKING FEE		1,610.00	
INV 0000193831/10/2022		4 Rivers Plumbing Gas & Civil Contracting WA	MASON BAY PUMP OUT & TRACKING FEE		2,424.00	
EFT15715	03/11/2022	Arpels Pty Ltd T/as Cmm Technology	RECERTIFICATION 2 X LION ALCOLMETER SD-400	1		220.00
INV 0004985916/09/2022		Arpels Pty Ltd T/as Cmm Technology	RECERTIFICATION 2 X LION ALCOLMETER SD-400		220.00	
EFT15716	03/11/2022	BP Australia Pty Ltd	FUEL CARD - SEPTEMBER 2022	1		4,735.64
INV 1230015030/09/2022		BP Australia Pty Ltd	FUEL CARD - SEPTEMBER 2022		4,735.64	
EFT15717	03/11/2022	Best Office Systems	PRINTER READINGS - RAVENSTHORPE OFFICE - 20/09/2022 - 20/10/2022	1		2,219.72
INV 608738	24/10/2022	Best Office Systems	PRINTER READINGS - RAVENSTHORPE OFFICE - 20/09/2022 - 20/10/2022		1,826.31	
INV 608879	25/10/2022	Best Office Systems	PRINTER FAULT - RAVENSTHORPE OFFICE - ADMIN PRINTER		159.50	

Date: 08/12/2022
 Time: 3:05:23PM

Shire of Ravensthorpe
Creditor List of Accounts November 2022

USER: Mackenzie Edwards
 PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 609035	27/10/2022	Best Office Systems	PRINTER READINGS - HOPETOUN OFFICE - 20/09/2022 - 20/10/2022		233.91	
EFT15718	03/11/2022	Bill Auburn	REIMBURSEMENT - ESPERANCE LOCK SERVICES - 6 X KEYS CUT	1		38.00
INV REIMBU01/11/2022		Bill Auburn	REIMBURSEMENT - ESPERANCE LOCK SERVICES - 6 X KEYS CUT		38.00	
EFT15719	03/11/2022		SALARY SACRIFICE - FORTNIGHT ENDING 31/10/2022	1		380.00
INV SAL SAC31/10/2022			SALARY SACRIFICE - FORTNIGHT ENDING 31/10/2022		380.00	
EFT15720	03/11/2022	City of Albany	SLWA REGIONAL SUBSIDY CIVICA MIGRATION	1		23,835.90
INV 98538	07/10/2022	City of Albany	ANNUAL LICENSE AND SUPPORT FOR LIBRARY		4,077.70	
INV 98539	07/10/2022	City of Albany	SLWA REGIONAL SUBSIDY CIVICA MIGRATION		19,758.20	
EFT15721	03/11/2022		REIMBURSEMENT - MEALS - DOG & CAT MANAGEMENT TAFE	1		115.29
INV REIMBU28/10/2022			REIMBURSEMENT - MEALS - DOG & CAT MANAGEMENT TAFE		115.29	
EFT15722	03/11/2022	Devlyn Construction	PROGRESS CLAIM 11 - HEAD CONTRACTOR WORKS FOR THE RAVENSTHORPE CULTURAL PRECINCT	1		450,914.60
INV 2123	14/10/2022	Devlyn Construction	PROGRESS CLAIM 11 - HEAD CONTRACTOR WORKS FOR THE RAVENSTHORPE CULTURAL PRECINCT		450,914.60	
EFT15723	03/11/2022		REIMBURSEMENT - RBS - CABLE TIES - PUTTING UP FIRE BANNERS	1		69.60
INV REIMBU26/10/2022			REIMBURSEMENT - RBS - CABLE TIES - PUTTING UP FIRE BANNERS		69.60	
EFT15724	03/11/2022	HJ Lochner GP	PRE-EMPLOYMENT MEDICAL EXAMINATION	1		462.00
INV 14745	04/07/2022	HJ Lochner GP	PRE-EMPLOYMENT MEDICAL EXAMINATION		242.00	
INV 14776	05/07/2022	HJ Lochner GP	PRE-EMPLOYMENT DRUG TEST		220.00	

Date: 08/12/2022
Time: 3:05:23PM

Shire of Ravensthorpe
Creditor List of Accounts November 2022

USER: Mackenzie Edwards
PAGE: 3

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT15725	03/11/2022	Helene Pty Ltd (Lo-Go Appointments)	ADMINISTRATION SERVICES - - PROJECT	1		2,803.62
INV H1606	18/10/2022	Helene Pty Ltd (Lo-Go Appointments)	ADMINISTRATION OFFICER - W/E 15/10/2022		1,401.81	
INV H1641	25/10/2022	Helene Pty Ltd (Lo-Go Appointments)	ADMINISTRATION SERVICES - - PROJECT		1,401.81	
			ADMINISTRATION OFFICER - W/E 22/10/2022			
EFT15726	03/11/2022	Hopetoun Earthworks	54T OF SAND FOR HOPETOUN OVAL & 18T OF SAND FOR MCCULLOCH PARK	1		1,188.00
INV 0000273119/10/2022		Hopetoun Earthworks	54T OF SAND FOR HOPETOUN OVAL & 18T OF SAND FOR MCCULLOCH PARK		1,188.00	
EFT15727	03/11/2022	Hopetoun Tyres & Batteries	SUPPLY & FIT 4 X TOYO 265/65R17 120R OPAT2 TYRES (RA-106) & DISPOSAL OF 4 4X4 TYRES	1		1,443.20
INV INV-099124/10/2022		Hopetoun Tyres & Batteries	SUPPLY & FIT 4 X TOYO 265/65R17 120R OPAT2 TYRES (RA-106) & DISPOSAL OF 4 4X4 TYRES		1,443.20	
EFT15728	03/11/2022		REIMBURSEMENT - AUSTRALIAN RED CROSS - FIRST AID	1		99.00
INV REIMBU31/10/2022			REIMBURSEMENT - AUSTRALIAN RED CROSS - FIRST AID		99.00	
EFT15729	03/11/2022	Kindyhub	KINDYHUB AND SMART CENTRAL MONTHLY SUBSCRIPTION - OCTOBER 2022	1		325.60
INV K095-15010/10/2022		Kindyhub	KINDYHUB AND SMART CENTRAL MONTHLY SUBSCRIPTION - OCTOBER 2022		150.70	
INV K0295-1410/10/2022		Kindyhub	KINDYHUB AND SMART CENTRAL MONTHLY SUBSCRIPTION - OCTOBER 2022		174.90	
EFT15730	03/11/2022	Kleen West Distributors	REODOUR KLEEN 1L & REODOUR KLEEN 20L	1		260.10
INV 0007294328/09/2022		Kleen West Distributors	REODOUR KLEEN 1L & REODOUR KLEEN 20L		260.10	
EFT15731	03/11/2022	Kleenheat Gas Pty Ltd (wesfarmers)	4.30KL BULK TANK - FACILITY FEE / CYLINDER SERVICE CHARGE YR	1		1,386.55
INV 4466587	31/10/2022	Kleenheat Gas Pty Ltd (wesfarmers)	4.30KL BULK TANK - FACILITY FEE / CYLINDER SERVICE CHARGE YR		1,293.05	
INV 4465664	31/10/2022	Kleenheat Gas Pty Ltd (wesfarmers)	45KG VAP CYL - FACILITY FEE / CYLINDER SERVICE CHARGE YR - 79 ESPLANADE		93.50	
EFT15732	03/11/2022		REIMBURSMENET - TRAVEL AND MEAL EXPENSES - GREAT SOUTHERN EHO MEETING	1		499.36

Date: 08/12/2022
Time: 3:05:23PM

Shire of Ravensthorpe
Creditor List of Accounts November 2022

USER: Mackenzie Edwards
PAGE: 4

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV REIMBU31/10/2022			REIMBURSMENET - TRAVEL AND MEAL EXPENSES - GREAT SOUTHERN EHO MEETING		499.36	
EFT15733	03/11/2022	Livingston Medical Pty Ltd	PRE EMPLOYMENT MEDICAL INC D&A, HEARING & MUSCULOSKELETAL -	1		551.80
INV 77897	18/10/2022	Livingston Medical Pty Ltd	PRE EMPLOYMENT MEDICAL INC D&A, HEARING & MUSCULOSKELETAL -		551.80	
EFT15734	03/11/2022	Lloydey's Power Services	REPLACE FAULTY CONTROL MODEL AND SENSOR TO HAND DRYERS X 2	1		1,045.44
INV INV-106926/10/2022		Lloydey's Power Services	REPLACING OF FAULTY GLOBES - 88 MARTIN STREET		143.44	
INV INV-103626/10/2022		Lloydey's Power Services	REPLACE FAULTY CONTROL MODEL AND SENSOR TO HAND DRYERS X 2		902.00	
EFT15735	03/11/2022		REIMBURSMENT - HOPETOUN IGA - SCHOOL HOLIDAY PROGRAM EXPENSES	1		61.51
INV REIMBU30/10/2022			REIMBURSMENT - HOPETOUN IGA - SCHOOL HOLIDAY PROGRAM EXPENSES		61.51	
EFT15736	03/11/2022	Perfect Computer Solutions Pty Ltd	IT SERVICE DESK AND ASSOCIATED IT SUPPORT 14/10/2022- 25/10/2022	1		1,232.50
INV 27583	27/10/2022	Perfect Computer Solutions Pty Ltd	IT SERVICE DESK AND ASSOCIATED IT SUPPORT 14/10/2022- 25/10/2022		1,232.50	
EFT15737	03/11/2022	Price's Fabrication And Steel	SUPPLY & INSTALL PIONEER WATER TANK - RAVENSTHORPE NORTH BFB - FINAL PAYMENT	1		11,273.85
INV 0000215225/10/2022		Price's Fabrication And Steel	SUPPLY & INSTALL PIONEER WATER TANK - RAVENSTHORPE NORTH BFB - FINAL PAYMENT		11,273.85	
EFT15738	03/11/2022	R And R Heavy Diesel Services	30,000KM SERVICE - REPLACE REARVIEW MIRROR AND UHF AERIAL - IGDJ 430 TOYOTA HILUX	1		2,433.31
INV 6159	21/10/2022	R And R Heavy Diesel Services	30,000KM LUBRICATION SERVICE AND INSPECTION RA-292		538.00	
INV 6180	26/10/2022	R And R Heavy Diesel Services	POWER FAULT RO BEACON AND FRIDGE- REPAIR ELECTRICAL AND REPLACE DEEP CYCLE BATTERY RA3280		710.13	
INV 6179	26/10/2022	R And R Heavy Diesel Services	30,000KM SERVICE - REPLACE REARVIEW MIRROR AND UHF AERIAL - IGDJ 430 TOYOTA HILUX		1,185.18	
EFT15739	03/11/2022	Ravensthorpe Agencies	10 x ROUNDUP ULTRAMAX 20L	1		3,181.20

Date: 08/12/2022
Time: 3:05:23PM

Shire of Ravensthorpe
Creditor List of Accounts November 2022

USER: Mackenzie Edwards
PAGE: 5

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 12715	19/10/2022	Ravensthorpe Agencies	10 x ROUNDUP ULTRAMAX 20L		3,016.20	
INV 12800	24/10/2022	Ravensthorpe Agencies	DELIVERY OF GAS BOTTLE TO 79 THE ESPLANADE		165.00	
EFT15740	03/11/2022	Ravensthorpe Building Supplies	PIPE AND FITTINGS	1		905.45
INV 24483	13/10/2022	Ravensthorpe Building Supplies	16 X PINE SLEEPERS, 2 X RETAIN-IT END POSTS & 2 X RETAIN-IT JOINER POSTS - FREIGHT		445.45	
INV 25035	31/10/2022	Ravensthorpe Building Supplies	PIPE AND FITTINGS		460.00	
EFT15741	03/11/2022	Ravensthorpe Community Resource Centre	MATCH GRANT FUNDING - THANK A VOLUNTEER DAY	1		2,200.00
INV INV-390428/10/2022		Ravensthorpe Community Resource Centre	MATCH GRANT FUNDING - THANK A VOLUNTEER DAY		2,200.00	
EFT15742	03/11/2022	Scott Smalley Partnership PTY LTD	VARIATION TO EXISTING RCP CONTRACT FOR ADDITIONAL STRUCTURAL & ENGINEERING SERVICES WORK OUTSIDE SCOPE	1		9,954.45
INV 3526	24/10/2022	Scott Smalley Partnership PTY LTD	VARIATION TO EXISTING RCP CONTRACT FOR ADDITIONAL STRUCTURAL & ENGINEERING SERVICES WORK OUTSIDE SCOPE		9,954.45	
EFT15743	03/11/2022	Toll IPEC Ipec Pty Ltd	FREIGHT - FRONTLINE	1		153.38
INV 0542-S3009/10/2022		Toll IPEC Ipec Pty Ltd	FREIGHT - FRONTLINE		153.38	
EFT15744	03/11/2022	Vanguard Distribution	BROCHURE STORAGE AND MONTHLY DISTRIBUTION COSTS TO 30/09/2022 - HANDLING AND WAREHOUSE FEES	1		71.01
INV 0003536030/09/2022		Vanguard Distribution	BROCHURE STORAGE AND MONTHLY DISTRIBUTION COSTS TO 30/09/2022 - HANDLING AND WAREHOUSE FEES		71.01	
EFT15745	04/11/2022	Telstra	TELSTRA CHARGES TO 10 OCTOBER 2022	1		9,938.38
INV K 419 94418/10/2022		Telstra	TELSTRA CHARGES TO 10 OCTOBER 2022		9,232.03	
INV T311	22/10/2022	Telstra	SATELLITE PHONE 22/10/2022 - 21/11/2022		135.00	
INV T311	25/10/2022	Telstra	SMS / TMS SERVICES 25/09/2022 - 24/10/2022		571.35	
EFT15746	10/11/2022	4 Rivers Plumbing Gas & Civil Contracting WA	PUMP OUT THE SEPTIC TANK AT CUB HOUSE DAYCARE AND DISPOSE OF WASTE	1		2,070.50

Date: 08/12/2022
Time: 3:05:23PM

Shire of Ravensthorpe
Creditor List of Accounts November 2022

USER: Mackenzie Edwards
PAGE: 6

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0000193031/10/2022		4 Rivers Plumbing Gas & Civil Contracting WA	REPLACE BROCKEN SHOWER TAP AND UNBLOCK SEPTIC - 88 MARTIN STREET		258.50	
INV 0000193231/10/2022		4 Rivers Plumbing Gas & Civil Contracting WA	PUMP OUT THE SEPTIC TANK AT CUB HOUSE DAYCARE AND DISPOSE OF WASTE		972.00	
INV 0000193131/10/2022		4 Rivers Plumbing Gas & Civil Contracting WA	PUMP OUT AND DISPOSE OF THE WASTE FROM RAVENSTHORPE TENNIS PAVILLION SEPTICS		840.00	
EFT15747	10/11/2022	AMPAC Debt Recovery (WA) Pty Ltd	DEBTORS LEGAL EXPENSES FOR DEBT COLLECTION TO 21/10/2022	1		774.75
INV 89972	27/10/2022	AMPAC Debt Recovery (WA) Pty Ltd	DEBTORS LEGAL EXPENSES FOR DEBT COLLECTION TO 21/10/2022		774.75	
EFT15748	10/11/2022	Aerodrome Management Services Pty Ltd	AERODROME MANAGEMENT SERVICES FEE - OCTOBER 2022	1		2,982.67
INV AMSINV24/10/2022		Aerodrome Management Services Pty Ltd	AERODROME MANAGEMENT SERVICES FEE - OCTOBER 2022		2,982.67	
EFT15749	10/11/2022	Airport Security Pty Ltd	ASIC APPLICATION	1		220.00
INV INV147627/10/2022		Airport Security Pty Ltd	ASIC APPLICATION		220.00	
EFT15750	10/11/2022	Anne Banks-McAllister Consulting	CEO PROBATIONARY PERFORMANCE REVIEW	1		4,356.00
INV 2022011	26/10/2022	Anne Banks-McAllister Consulting	CEO PROBATIONARY PERFORMANCE REVIEW		3,036.00	
INV 2022009	26/10/2022	Anne Banks-McAllister Consulting	CULTURE IMPROVEMENT PROJECT ACTION PLAN - REVIEW		1,320.00	
EFT15751	10/11/2022	Australian Taxation Office (ATO)	ATO - ACTIVITY STATEMENT ERROR INTEREST CHARGED	1		783.50
INV 0015267409/11/2022		Australian Taxation Office (ATO)	ATO - ACTIVITY STATEMENT ERROR INTEREST CHARGED		783.50	
EFT15752	10/11/2022	BE Stearne & Co Pty Ltd	REGLAZE FIXED WINDOW AT 67 MARTIN STREET	1		569.00
INV 107340	21/10/2022	BE Stearne & Co Pty Ltd	REGLAZE FIXED WINDOW AT 67 MARTIN STREET		569.00	
EFT15753	10/11/2022	Best Office Systems	PRINTER READINGS - RAVENSTHORPE DEPOT - 20/09/2022 - 20/10/2022	1		137.32
INV 609278	31/10/2022	Best Office Systems	PRINTER READINGS - RAVENSTHORPE DEPOT - 20/09/2022 - 20/10/2022		137.32	

Date: 08/12/2022
Time: 3:05:23PM

Shire of Ravensthorpe
Creditor List of Accounts November 2022

USER: Mackenzie Edwards
PAGE: 7

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT15754	10/11/2022	Central Regional TAFE	ROCS 1 15-18 NOVEMBER & ROCS 2 29 NOVEMBER - 2 DECEMBER	1		885.25
INV I0020274	19/10/2022	Central Regional TAFE	ROCS 1 15-18 NOVEMBER & ROCS 2 29 NOVEMBER - 2 DECEMBER		885.25	
EFT15755	10/11/2022	Cleanaway Pty Ltd	STARVATION BAY CAMPSITE RUBBISH COLLECTION - OCTOBER 2022	1		1,091.92
INV 2170450531	10/2022	Cleanaway Pty Ltd	MASONS BAY CAMPSITE RUBBISH COLLECTION - OCTOBER 2022		447.02	
INV 2170450431	10/2022	Cleanaway Pty Ltd	STARVATION BAY CAMPSITE RUBBISH COLLECTION - OCTOBER 2022		644.90	
EFT15756	10/11/2022	DDAGroup Corporate Communications PTY LTD T/A Wayfound	DESIGN AND SUPPLY ARTWORK OF MUNGLINUP COASTAL MAP	1		1,232.00
INV 9944	20/10/2022	DDAGroup Corporate Communications PTY LTD T/A Wayfound	DESIGN AND SUPPLY ARTWORK OF MUNGLINUP COASTAL MAP		1,232.00	
EFT15757	10/11/2022	Department of Transport (Shire Licensing)	VEHICLE LICENCE AND MOTOR INJURY INSURANCE POLICY - RA201 TO 31/07/2023	1		298.75
INV B9609 R	24/10/2022	Department of Transport (Shire Licensing)	VEHICLE LICENCE AND MOTOR INJURY INSURANCE POLICY - RA201 TO 31/07/2023		298.75	
EFT15758	10/11/2022	EDAB Consulting Pty Ltd	CONSULTANCY SERVICES FOR FLOATER ROAD PROJECT - NEVILLE BINNING - 4.5HRS	1		990.00
INV 2022/5	14/10/2022	EDAB Consulting Pty Ltd	CONSULTANCY SERVICES FOR FLOATER ROAD PROJECT - NEVILLE BINNING - 4.5HRS		990.00	
EFT15759	10/11/2022	Esperance Fire Services	ROUTINE TESTING AND JACKING PUMP SITE - MORGAN STREET 13/10/2022	1		324.50
INV S2233	19/10/2022	Esperance Fire Services	ROUTINE TESTING AND JACKING PUMP SITE - MORGAN STREET 13/10/2022		324.50	
EFT15760	10/11/2022	Freight Lines Group	FREIGHT - CONPLANT	1		436.57
INV 0013829413	10/2022	Freight Lines Group	FREIGHT - SIGMA		168.01	
INV 0013931828	10/2022	Freight Lines Group	FREIGHT - CONPLANT		268.56	
EFT15761	10/11/2022	Fulton Hogan Industries	2 PALLETS (96 UNITS) 20KG BAGS OF EZ STREET POTHOLE REPAIR - BLACK	1		3,590.40

Date: 08/12/2022
Time: 3:05:23PM

Shire of Ravensthorpe
Creditor List of Accounts November 2022

USER: Mackenzie Edwards
PAGE: 8

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1697655428/10/2022		Fulton Hogan Industries	2 PALLETS (96 UNITS) 20KG BAGS OF EZ STREET POTHOLE REPAIR - BLACK		3,590.40	
EFT15762	10/11/2022	George Kirk	REFUND - DOG REGISTRATION DOG NOW STERILISED	1		50.00
INV REFUND04/11/2022		George Kirk	REFUND - DOG REGISTRATION DOG NOW STERILISED		50.00	
EFT15763	10/11/2022	Grants Empire	DEVELOPMENT OF EVERY CLUB GRANT APPLICATION - SPORT & RECREATION CLUB DEVELOPMENT - PAYMENT 1	1		990.00
INV 0000211403/11/2022		Grants Empire	DEVELOPMENT OF EVERY CLUB GRANT APPLICATION - SPORT & RECREATION CLUB DEVELOPMENT - PAYMENT 1		990.00	
EFT15764	10/11/2022	Helene Pty Ltd (Lo-Go Appointments)	ADMINISTRATION SERVICES - ANNE ALLISON - PROJECT ADMINISTRATION OFFICER - W/E 29/10/2022	1		1,401.81
INV H1677	01/11/2022	Helene Pty Ltd (Lo-Go Appointments)	ADMINISTRATION SERVICES - ANNE ALLISON - PROJECT ADMINISTRATION OFFICER - W/E 29/10/2022		1,401.81	
EFT15765	10/11/2022	Hopetoun And District Bush Fire Brigade	FOOD AND REFRESHMENTS FOR BRIGADE MEETING AND TRAINING - 05/10/2022 KAITLIN SHED	1		557.72
INV HRFB 2	08/10/2022	Hopetoun And District Bush Fire Brigade	FOOD AND REFRESHMENTS FOR BRIGADE MEETING AND TRAINING - 05/10/2022 KAITLIN SHED		379.70	
INV HRFB 1	01/11/2022	Hopetoun And District Bush Fire Brigade	MEAL SUPPLIES FOR TRUCK TRAINING - 12/10/2022 KAITLIN SHED		178.02	
EFT15766	10/11/2022	Hopetoun Tyres & Batteries	2 X 265/65R17 TOYO ATII TYRE - RA222	1		704.00
INV INV-102106/11/2022		Hopetoun Tyres & Batteries	2 X 265/65R17 TOYO ATII TYRE - RA222		704.00	
EFT15767	10/11/2022	Kleen West Distributors	COFFEE, MILK, NAPKINS, DUSTER, BROOM HANDLE & HEAD, BIN LINERS & TOILET ROLL	1		440.13
INV 0007366326/10/2022		Kleen West Distributors	COFFEE, MILK, NAPKINS, DUSTER, BROOM HANDLE & HEAD, BIN LINERS & TOILET ROLL		440.13	
EFT15768	10/11/2022	Landgate	GROSS RENTAL VALUATIONS CHARGABLE - G2022/6	1		113.95
INV 379012	18/10/2022	Landgate	MINING TENEMENTS CHARGABLE M2022/9		42.15	
INV 379339	25/10/2022	Landgate	GROSS RENTAL VALUATIONS CHARGABLE - G2022/6		71.80	

Date: 08/12/2022
 Time: 3:05:23PM

Shire of Ravensthorpe
Creditor List of Accounts November 2022

USER: Mackenzie Edwards
 PAGE: 9

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT15769	10/11/2022	Livingston Medical Pty Ltd	PRE-EMPLOYMENT MEDICAL INC D&A,	1		536.80
INV 78537	28/10/2022	Livingston Medical Pty Ltd	MUSCULOSKELETAL & HEARING TEST- MICHAEL CARSS PRE-EMPLOYMENT MEDICAL INC D&A, MUSCULOSKELETAL & HEARING TEST- MICHAEL CARSS		536.80	
EFT15770	10/11/2022	Market Creations Agency Pty Ltd	BRAND STYLE GUIDE - LETTERHEAD & WORD DOC, REPORT COVER DESIGN, A4 NEWSLETTER, A4 FLYER, SIGNAGE TEMPLATE	1		3,454.00
INV IT92-1	28/10/2022	Market Creations Agency Pty Ltd	BRAND STYLE GUIDE - LETTERHEAD & WORD DOC, REPORT COVER DESIGN, A4 NEWSLETTER, A4 FLYER, SIGNAGE TEMPLATE		3,454.00	
EFT15771	10/11/2022		REIMBURSMENT - LGPRO MEMBERSHIP, ACCOMMODATION & TELSTRA	1		1,540.67
INV REIMBU31/10/2022			REIMBURSMENT - LGPRO MEMBERSHIP, ACCOMMODATION & TELSTRA		1,540.67	
EFT15772	10/11/2022	Meridian Agencies (Weistermann Family Trust)	REFLEX A4 PAPER	1		730.96
INV INV-045601/11/2022		Meridian Agencies (Weistermann Family Trust)	AAA BATERIES, TAB DIVIDERS, BLUE PENS, BLUE TACK, HIGHLIGHTERS, SHEET PROTECTORS		131.96	
INV INV-045501/11/2022		Meridian Agencies (Weistermann Family Trust)	REFLEX A4 PAPER		599.00	
EFT15773	10/11/2022	Perfect Computer Solutions Pty Ltd	IT SERVICE DESK AND ASSOCIATED IT SUPPORT - 26/10/2022 - 02/11/2022	1		212.50
INV 27606	03/11/2022	Perfect Computer Solutions Pty Ltd	IT SERVICE DESK AND ASSOCIATED IT SUPPORT - 26/10/2022 - 02/11/2022		212.50	
EFT15774	10/11/2022	Peter Hobbs Architects	SITE VISIT - PATRICK BEALE 17 & 18/10/2022 - PETER HOBBS & ISABEL GRIFFITHS 20/10/2022	1		3,300.00
INV 517	31/10/2022	Peter Hobbs Architects	SITE VISIT - PATRICK BEALE 17 & 18/10/2022 - PETER HOBBS & ISABEL GRIFFITHS 20/10/2022		3,300.00	
EFT15775	10/11/2022	Peterkin	4000 X CAMPGROUND PAYMENT ENVELOPES- STARVATION AND MASONS BAY	1		1,689.60
INV PET962626/10/2022		Peterkin	4000 X CAMPGROUND PAYMENT ENVELOPES- STARVATION AND MASONS BAY		1,689.60	
EFT15776	10/11/2022	Quality Press	SUPPLY OF PERMIT BOOKS	1		184.80
INV INV0619814/10/2022		Quality Press	SUPPLY OF PERMIT BOOKS		184.80	

Date: 08/12/2022
Time: 3:05:23PM

Shire of Ravensthorpe
Creditor List of Accounts November 2022

USER: Mackenzie Edwards
PAGE: 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT15777	10/11/2022	Ravensthorpe Agencies	NEW GAS BOTTLE - 27A CARLISLE STREET	1		330.00
INV 12951	31/10/2022	Ravensthorpe Agencies	NEW GAS BOTTLE - 27A CARLISLE STREET		330.00	
EFT15778	10/11/2022	Ravensthorpe Wildflower Show Inc.	CDF GRANT PAYMENT - HALL HIRE - RAVENSTHORPE WILDFLOWER SHOW	1		1,074.25
INV CDF 22/227/10/2022		Ravensthorpe Wildflower Show Inc.	CDF GRANT PAYMENT - HALL HIRE - RAVENSTHORPE WILDFLOWER SHOW		1,074.25	
EFT15779	10/11/2022	Rodney Clarence Daw	CBFO TELSTRA REIMBURSMENT TO 10 NOV	1		85.19
INV REIMBU24/10/2022		Rodney Clarence Daw	CBFO TELSTRA REIMBURSMENT TO 10 NOV		85.19	
EFT15780	10/11/2022	Roselea Trading	Hopetoun Gym Rent	1		1,103.26
INV RENT	08/11/2022	Roselea Trading	Hopetoun Gym Rent		953.15	
INV RATES	08/11/2022	Roselea Trading	Hopetoun Gym Rates		150.11	
EFT15781	10/11/2022	Scott Smalley Partnership PTY LTD	SITE VISIT - BILL SMALLEY - 20/10/2022	1		3,850.00
INV 3532	02/11/2022	Scott Smalley Partnership PTY LTD	SITE VISIT - BILL SMALLEY - 20/10/2022		3,850.00	
EFT15782	10/11/2022	Selena Olliver T/A Ravy Country Kitchen	CATERING 11/10/2022 COUNCIL CD & CATERING CIP / COUNCIL MEETING 14/10/2022	1		283.80
INV 68	24/10/2022	Selena Olliver T/A Ravy Country Kitchen	CATERING 11/10/2022 COUNCIL CD & CATERING CIP / COUNCIL MEETING 14/10/2022		283.80	
EFT15783	10/11/2022	Shire of Ravensthorpe Social Club	Payroll deductions	1		135.00
INV DEDUCT31/10/2022		Shire of Ravensthorpe Social Club	Payroll deductions		135.00	
EFT15784	10/11/2022	Shire of Ravensthorpe- Petty Cash	RAVENSTHORPE PETTY CASH REIMBURSEMENT 14/07/2022 - 03/11/2022	1		963.35
INV HOPEY M26/10/2022		Shire of Ravensthorpe- Petty Cash	HOPETOUN PETTY CASH REIMBURSMENET - 30/07/2022 - 26/10/2022		63.25	
INV RAVEY M03/11/2022		Shire of Ravensthorpe- Petty Cash	RAVENSTHORPE PETTY CASH REIMBURSEMENT 14/07/2022 - 03/11/2022		900.10	
EFT15785	10/11/2022	Sigma Chemicals	CHLORINE 200L, DRUM POLY, PALLET, HYDROCHLORIC ACID & SODIUM BICARBONATE	1		890.77

Date: 08/12/2022
Time: 3:05:23PM

Shire of Ravensthorpe
Creditor List of Accounts November 2022

USER: Mackenzie Edwards
PAGE: 11

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 161162/0117/10/2022		Sigma Chemicals	CHLORINE 200L, DRUM POLY, PALLET, HYDROCHLORIC ACID & SODIUM BICARBONATE		1,154.77	
EFT15786	10/11/2022	Signs Plus	NAME BADGE - PAUL SPENCER, KAY PEARSON, NATALIE BELL & FRIEGHT	1		50.00
INV 0017858511/10/2022		Signs Plus	NAME BADGE - PAUL SPENCER, KAY PEARSON, NATALIE BELL & FRIEGHT		50.00	
EFT15787	10/11/2022	St John Ambulance WA	FIRST AID COURSE IN RAVENSTHORPE #197212 FOR ELLISON MARINCOWITZ	1		480.00
INV FAINV0130/08/2022		St John Ambulance WA	FIRST AID COURSE IN RAVENSTHORPE #197212 FOR ELLISON MARINCOWITZ		160.00	
INV FAINV0107/09/2022		St John Ambulance WA	FIRST AID COURSE IN RAVENSTHORPE - KELLY POWER		160.00	
INV FAINV0102/11/2022		St John Ambulance WA	FIRST AID COURSE IN RAVENSTHORPE TRINA HENDERSON		160.00	
EFT15788	10/11/2022	Stantec Australia Pty Ltd	CONTACT ADMINISTRATION MECHANICAL, HYDRAULIC, ELECTRICAL	1		1,408.00
INV 1897298	15/09/2022	Stantec Australia Pty Ltd	CONTACT ADMINISTRATION MECHANICAL, HYDRAULIC, ELECTRICAL		1,408.00	
EFT15789	10/11/2022	Stewart & Heaton Clothing Co Pty Ltd	PPE/PPC MUNGLINUP BFB - 5XL T SHIRT SS COTTON NAY	1		22.40
INV SIN-3612/11/10/2022		Stewart & Heaton Clothing Co Pty Ltd	PPE/PPC MUNGLINUP BFB - 5XL T SHIRT SS COTTON NAY		22.40	
EFT15790	10/11/2022	Toll IPEC Ipec Pty Ltd	FREIGHT - STEWART AND HEATON & CUTTING EDGE	1		1,048.51
INV 0543-S30/16/10/2022		Toll IPEC Ipec Pty Ltd	FREIGHT - STEWART AND HEATON & CUTTING EDGE		923.08	
INV 0544-S3023/10/2022		Toll IPEC Ipec Pty Ltd	FREIGHT - FRONTLINE FIRE & PATHWEST		125.43	
EFT15791	10/11/2022	Tyrepower Esperance	WHEEL ALIGNMENT - ETO VEHICLE	1		80.00
INV 119061	09/09/2022	Tyrepower Esperance	WHEEL ALIGNMENT - ETO VEHICLE		80.00	
EFT15792	10/11/2022	Vanguard Distribution	BROCHURE STORAGE AND MONTHLY DISTRIBUTION COSTS - OCTOBER 2022	1		615.69
INV 0003577031/10/2022		Vanguard Distribution	BROCHURE STORAGE AND MONTHLY DISTRIBUTION COSTS - OCTOBER 2022		615.69	

Date: 08/12/2022
Time: 3:05:23PM

Shire of Ravensthorpe
Creditor List of Accounts November 2022

USER: Mackenzie Edwards
PAGE: 12

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT15793	10/11/2022	WALGA	2022 WALGA CONFERENCE - 2 TO 4 OCTOBER - RACHEL LIVINGSTON	1		6,695.00
INV SI-00265105/10/2022	10/10/2022	WALGA	HEADS OF AGENCIES MEETINGS BREAKFAST 3 OCTOBER 2022 - MATT BIRD, KEITH DUNLOP		140.00	
INV SI-00232812/10/2022	12/10/2022	WALGA	2022 WALGA CONFERENCE - 2 TO 4 OCTOBER - MATTHEW BIRD		1,325.00	
INV SI-00233112/10/2022	12/10/2022	WALGA	2022 WALGA CONFERENCE - 2 TO 4 OCTOBER - RACHEL LIVINGSTON		1,500.00	
INV SI-00232612/10/2022	12/10/2022	WALGA	2022 WALGA CONFERENCE - 2 TO 4 OCTOBER - GABRIELLE MAJOR		405.00	
INV SI-00232712/10/2022	12/10/2022	WALGA	2022 WALGA CONFERENCE - 2 TO 4 OCTOBER - MICHAEL LIVINGSTON		405.00	
INV SI-00232512/10/2022	12/10/2022	WALGA	2022 WALGA CONFERENCE - 2 TO 4 OCTOBER - TOM MAJOR		1,420.00	
INV SI-00233112/10/2022	12/10/2022	WALGA	2022 WALGA CONFERENCE - 2 TO 4 OCTOBER - SUE LEIGHTON		1,500.00	
EFT15794	10/11/2022		REIMBURSEMENT - HOPETOUN IGA - BREAKFAST ABC LIVE	1		233.38
INV REIMBU117/09/2022	17/09/2022		REIMBURSEMENT - HOPETOUN IGA - BREAKFAST ABC LIVE		233.38	
EFT15795	17/11/2022	4 Rivers Plumbing Gas & Civil Contracting WA	STARVATION BAY 5 X PUMP OUT AND DIPOSE OF WASTE	1		7,585.10
INV 0000193931/10/2022	10/10/2022	4 Rivers Plumbing Gas & Civil Contracting WA	STARVATION BAY 5 X PUMP OUT AND DIPOSE OF WASTE		7,139.60	
INV 0000195402/11/2022	11/10/2022	4 Rivers Plumbing Gas & Civil Contracting WA	CLEAR ROOTS FROM SHOWER DRAINS AND UNBLOCK TOILETS		313.50	
INV 0000198714/11/2022	11/10/2022	4 Rivers Plumbing Gas & Civil Contracting WA	UNBLOCKING OF MALE TOILET AT JUBILEE PARK		132.00	
EFT15796	17/11/2022	Accwest Pty Ltd	ASSISTANCE WITH FINANCIAL STATEMENTS & NOTES 2021/2022 TO 31/10/2022 - 55 HRS	1		7,260.00
INV 1101	06/11/2022	Accwest Pty Ltd	ASSISTANCE WITH FINANCIAL STATEMENTS & NOTES 2021/2022 TO 31/10/2022 - 55 HRS		7,260.00	
EFT15797	17/11/2022	Aerodrome Management Services Pty Ltd	AIRCRAFT WHEEL CHOCKS (130MM X 455MM X 155MM) & FREIGHT	1		225.89
INV AMSINV28/10/2022	28/10/2022	Aerodrome Management Services Pty Ltd	AIRCRAFT WHEEL CHOCKS (130MM X 455MM X 155MM) & FREIGHT		225.89	

Date: 08/12/2022
Time: 3:05:23PM

Shire of Ravensthorpe
Creditor List of Accounts November 2022

USER: Mackenzie Edwards
PAGE: 13

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT15798	17/11/2022	Australia Post	POSTAL CHARGES TO 03/11/2022	1		1,906.29
INV 1011952603/11/2022		Australia Post	POSTAL CHARGES TO 03/11/2022		1,906.29	
EFT15799	17/11/2022	Australian Taxation Office (ATO)	BAS RETURN OCTOBER 2022	1		37,178.00
INV BAS OCT17/11/2022		Australian Taxation Office (ATO)	BAS RETURN OCTOBER 2022		37,178.00	
EFT15800	17/11/2022	BP Australia Pty Ltd	BP FUEL CARD - OCTOBER 2022	1		2,102.25
INV 1231444731/10/2022		BP Australia Pty Ltd	BP FUEL CARD - OCTOBER 2022		2,102.25	
EFT15801	17/11/2022	Bandalup Bushfire Brigade	REIMBURSEMENT - AGM CATERING & REFRESMENTS & TOOLS - BANDALUP BUSHFIRE BRIGADE	1		359.41
INV REIMBU03/11/2022		Bandalup Bushfire Brigade	REIMBURSEMENT - AGM CATERING & REFRESMENTS & TOOLS - BANDALUP BUSHFIRE BRIGADE		359.41	
EFT15802	17/11/2022	Beecroft Plumbing And Gas	SERVICING & REPAIRING OF WASHTEC DISHWASHER - MATERIALS	1		1,342.78
INV INV-000131/10/2022		Beecroft Plumbing And Gas	SERVICING OF WASHTEC DISHWASHER AND REPLACING OF PARTS		500.00	
INV INV-000131/10/2022		Beecroft Plumbing And Gas	SERVICING & REPAIRING OF WASHTEC DISHWASHER - MATERIALS		842.78	
EFT15803	17/11/2022		SALARY SACRAFICE - FORTNIGHT ENDING 14/11/2022	1		380.00
INV SAL SAC14/11/2022			SALARY SACRAFICE - FORTNIGHT ENDING 14/11/2022		380.00	
EFT15804	17/11/2022	City of Kalgoorlie-Boulder	GOLDFIELDS DAMA PROCESSING FEE - 1 NOMINATION	1		250.00
INV 210486	13/10/2022	City of Kalgoorlie-Boulder	GOLDFIELDS DAMA PROCESSING FEE - 1 NOMINATION		250.00	
EFT15805	17/11/2022	Cocanarup Conservation Alliance Inc	DONATION TO COCANARUP CONSERVATION ALLIANCE	1		250.00
INV 201	04/11/2022	Cocanarup Conservation Alliance Inc	DONATION TO COCANARUP CONSERVATION ALLIANCE		250.00	
EFT15806	17/11/2022	Community Spirit Newspaper Inc	FULL PAGE ADVERT - BIRD COUNT	1		180.00
INV 0002516220/10/2022		Community Spirit Newspaper Inc	FULL PAGE ADVERT - BIRD COUNT		180.00	

Date: 08/12/2022
Time: 3:05:23PM

Shire of Ravensthorpe
Creditor List of Accounts November 2022

USER: Mackenzie Edwards
PAGE: 14

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT15807	17/11/2022	Cutting Edges Equipment Parts Pty Ltd	GRADER BLADE (CAT#5D9559) HT CURV (GREEN) X 20 PLUS PLOWBOLTS X 80 AND NUTS X 80	1		5,688.46
INV 3335230	21/10/2022	Cutting Edges Equipment Parts Pty Ltd	GRADER BLADE (CAT#5D9559) HT CURV (GREEN) X 20 PLUS PLOWBOLTS X 80 AND NUTS X 80		4,603.72	
INV 3336240	08/11/2022	Cutting Edges Equipment Parts Pty Ltd	END BIT FLAT RH X 2 PLUS LH X 2. PLOWBOLT X 24, PLOW NUT X 24 - FREIGHT		1,084.74	
EFT15808	17/11/2022	Dr L D Terrace Practice	1 X EMPLOYEE - PSYCHIATRIST CONSULTANT APPOINTMENT	1		2,999.70
INV 0000778823	10/2022	Dr L D Terrace Practice	1 X EMPLOYEE - PSYCHIATRIST CONSULTANT APPOINTMENT		2,999.70	
EFT15809	17/11/2022	Freight Lines Group	FREIGHT - SIGMA & FULTON HOGAN	1		1,268.78
INV 0013977631	10/2022	Freight Lines Group	FREIGHT - SIGMA & FULTON HOGAN		1,268.78	
EFT15810	17/11/2022		REIMBURSEMENT - RAVENSTHORPE BUILDING SUPPLIES - SHADE CLOTH & CABLE TIES	1		98.96
INV REIMBU09	11/2022		REIMBURSEMENT - RAVENSTHORPE BUILDING SUPPLIES - SHADE CLOTH & CABLE TIES		98.96	
EFT15811	17/11/2022	Guardian Print & Graphics	BUSSINESS CARDS 500 OF EACH - PAUL SPENCER, ELLISON MARINCOWITZ, TED KILBY, RUSSELL PALMER	1		540.00
INV 0001076626	10/2022	Guardian Print & Graphics	BUSSINESS CARDS 500 OF EACH - PAUL SPENCER, ELLISON MARINCOWITZ, TED KILBY, RUSSELL PALMER		540.00	
EFT15812	17/11/2022	Helene Pty Ltd (Lo-Go Appointments)	ADMINISTRATION SERVICES - ANNE ALLISON - PROJECT ADMINISTRATION OFFICER - W/E 05/11/2022	1		1,401.81
INV H1713	08/11/2022	Helene Pty Ltd (Lo-Go Appointments)	ADMINISTRATION SERVICES - ANNE ALLISON - PROJECT ADMINISTRATION OFFICER - W/E 05/11/2022		1,401.81	
EFT15813	17/11/2022	Hopetoun Tyres & Batteries	15 X TYRES OF VARIOUS SIZES FOR VARIOUS VEHICLES	1		5,632.00
INV INV-102006	11/2022	Hopetoun Tyres & Batteries	15 X TYRES OF VARIOUS SIZES FOR VARIOUS VEHICLES		5,632.00	
EFT15814	17/11/2022	Inglewood Products Group	PROGRESS PAYMENT ON MACHINING YSB	1		9,900.00
INV 0007831811	11/2022	Inglewood Products Group	PROGRESS PAYMENT ON MACHINING YSB		9,900.00	
EFT15815	17/11/2022	Jasmine Heke	REFUND - GYM BOND	1		30.00

Date: 08/12/2022
Time: 3:05:23PM

Shire of Ravensthorpe
Creditor List of Accounts November 2022

USER: Mackenzie Edwards
PAGE: 15

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV T2107	11/11/2022	Jasmine Heke	REFUND - GYM BOND	1	30.00	
EFT15816	17/11/2022	Livingston Medical Pty Ltd	PRE-EMPLOYMENT MEDICAL INCL D&A, HEARING, MUSCULOSKELTAL-	1		536.80
INV 78881	04/11/2022	Livingston Medical Pty Ltd	PRE-EMPLOYMENT MEDICAL INCL D&A, HEARING, MUSCULOSKELTAL-		536.80	
EFT15817	17/11/2022	Lloydey's Power Services	REPLACE ELECTRONIC MODULE SENSOR KIT TO TOILET IN LIBRARY INCLUDING TRAVEL, FREIGHT	1		865.15
INV INV-108906/11/2022		Lloydey's Power Services	MATERIALS & LABOUR - CONNECTION TO NEW AIR CONDITIONING INSTALLATION - 30 KINGSMILL STREET		403.15	
INV INV-107408/11/2022		Lloydey's Power Services	REPLACE ELECTRONIC MODULE SENSOR KIT TO TOILET IN LIBRARY INCLUDING TRAVEL, FREIGHT		462.00	
EFT15818	17/11/2022	Meridian Agencies (Weistermann Family Trust)	GBC FUSION 1100LA3 LAMINATOR	1		199.99
INV INV-045701/11/2022		Meridian Agencies (Weistermann Family Trust)	GBC FUSION 1100LA3 LAMINATOR		199.99	
EFT15819	17/11/2022	Nicola Jane Crane	SWIMMING POOL INDUCTION - 29/10/2022	1		400.00
INV 93 B	31/10/2022	Nicola Jane Crane	SWIMMING POOL INDUCTION - 29/10/2022		200.00	
INV 93 A	31/10/2022	Nicola Jane Crane	SWIMMING POOL INDUCTION - 13/10/2022		200.00	
EFT15820	17/11/2022		REIMBURSEMENT - ALBANY CENTRAL APARTMENTS - ACCOMMODATION	1		188.27
INV REIMBU110/11/2022			REIMBURSEMENT - ALBANY CENTRAL APARTMENTS - ACCOMMODATION		188.27	
EFT15821	17/11/2022	Perfect Computer Solutions Pty Ltd	SURFACE PRO, KEYBOARD CASE, STYLUS PEN & SET UP FOR RANGER2 ACCOUNT CATHRYNE CASARSA	1		3,562.50
INV 27610	08/11/2022	Perfect Computer Solutions Pty Ltd	SURFACE PRO, KEYBOARD CASE, STYLUS PEN & SET UP FOR RANGER2 ACCOUNT CATHRYNE CASARSA		2,330.00	
INV 27622	10/11/2022	Perfect Computer Solutions Pty Ltd	IT SERVICE DESK AND ASSOCIATED IT SUPPORT - 26/10/2022		85.00	
INV 27621	10/11/2022	Perfect Computer Solutions Pty Ltd	IT SERVICE DESK AND ASSOCIATED IT SUPPORT - 03/11/2022 - 08/11/2022		1,147.50	
EFT15822	17/11/2022	Peter Hobbs Architects	RAVENSTHORPE CULTURAL PRECINCT - CONTRACT ADMINISTRATION - 97% COMPLETE	1		2,750.00

Date: 08/12/2022
Time: 3:05:23PM

Shire of Ravensthorpe
Creditor List of Accounts November 2022

USER: Mackenzie Edwards
PAGE: 16

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 516	31/10/2022	Peter Hobbs Architects	RAVENSTHORPE CULTURAL PRECINCT - CONTRACT ADMINISTRATION - 97% COMPLETE		2,750.00	
EFT15823	17/11/2022	R And R Heavy Diesel Services	REPLACE BOTH WINDOW REGULATORS ON DAF CF 7585 8x4 TIPPER	1		3,522.61
INV 6199	31/10/2022	R And R Heavy Diesel Services	REPLACE BOTH WINDOW REGULATORS ON DAF CF 7585 8x4 TIPPER		1,880.41	
INV 6210	02/11/2022	R And R Heavy Diesel Services	30,000KM LUBRICATION SERVICE AND INSPECTION - IHJK-181- HILUX P654A		415.61	
INV 6211	02/11/2022	R And R Heavy Diesel Services	GENUINE CAT PREMIX COOLANT 20L DRUM, VALTORQUE C4-30 20L DRUM AND 2 X TYRE CHUCKS		538.56	
INV 6224	08/11/2022	R And R Heavy Diesel Services	CLEAN AND INSPECT MOTOR CUTTING OUT AND RECTIFY		158.40	
INV 6234	09/11/2022	R And R Heavy Diesel Services	CLEAN AND INSPECT MOTOR CUTTING OUT AND RECTIFY		529.63	
EFT15824	17/11/2022	Ravensthorpe Agencies	1 x LARGE GAS BOTTLE SWAP - 27C CARLISLE ST	1		165.00
INV 12195	19/09/2022	Ravensthorpe Agencies	1 x LARGE GAS BOTTLE SWAP - 27C CARLISLE ST		165.00	
EFT15825	17/11/2022	Ravensthorpe Building Supplies	TRIMMER LINE, EDGER BLADE, SUDDEN IMPACT, SEASOL BLACK SPOT, GRINDING DISC, WHEELBARROW	1		714.00
INV 25265	07/11/2022	Ravensthorpe Building Supplies	TRIMMER LINE, EDGER BLADE, SUDDEN IMPACT, SEASOL BLACK SPOT, GRINDING DISC, WHEELBARROW		714.00	
EFT15826	17/11/2022	Ravensthorpe Community Resource Centre	RCP LANDSCAPE WORKSHOP MATERIALS	1		150.00
INV INV-391904/11/2022		Ravensthorpe Community Resource Centre	CRC CONFERENCE ROOM - RCP LANDSCAPING WORKSHOP - 2 HOURS		40.00	
INV INV-392004/11/2022		Ravensthorpe Community Resource Centre	RCP LANDSCAPE WORKSHOP MATERIALS		110.00	
EFT15827	17/11/2022	Ravensthorpe State Emergency Service	ESL PAYMENT - QTR 1 2022/2023	1		6,450.00
INV 0000005614/10/2022		Ravensthorpe State Emergency Service	ESL PAYMENT - QTR 1 2022/2023		6,450.00	
EFT15828	17/11/2022	Safetycare Australia Pty Ltd	SAFETYHUB - 12 MONTH SAFETYHUB SUBSCRIPTION - FOR 65 EMPLOYEES AT SHIRE OF RAVENSTHORPE	1		1,650.00
INV 135151	10/11/2022	Safetycare Australia Pty Ltd	SAFETYHUB - 12 MONTH SAFETYHUB SUBSCRIPTION - FOR 65 EMPLOYEES AT SHIRE OF RAVENSTHORPE		1,650.00	

Date: 08/12/2022
Time: 3:05:23PM

Shire of Ravensthorpe
Creditor List of Accounts November 2022

USER: Mackenzie Edwards
PAGE: 17

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT15829	17/11/2022	South Coast Foodservice * DO NOT USE *	LUCKY BAY NATURAL SPRING WATER 600ML X 24 & LIVI I/L HAND TOWEL ESSENTIALS 1401	1		444.00
INV 4357564	31/10/2022	South Coast Foodservice * DO NOT USE *	LUCKY BAY NATURAL SPRING WATER 600ML X 24 & LIVI I/L HAND TOWEL ESSENTIALS 1401		444.00	
EFT15830	17/11/2022		REIMBURSEMENT - STAFF UNIFORM	1		153.94
INV REIMBU14	14/11/2022		REIMBURSEMENT - STAFF UNIFORM		153.94	
EFT15831	17/11/2022	T-Quip	ROLLER- DECK X 2 , SHAFT ROLLER TORO MOWER X 1, ROLLER X 1, BOLT FLANGE X 1& NUT UNC NYLOCK X 1	1		434.75
INV 114805 #207	17/11/2022	T-Quip	ROLLER- DECK X 2 , SHAFT ROLLER TORO MOWER X 1, ROLLER X 1, BOLT FLANGE X 1& NUT UNC NYLOCK X 1		434.75	
EFT15832	17/11/2022	Telstra	TELSTRA CHARGES 14/11/2022 - 13/12/2022 - HOPETOUN DEPOT	1		63.87
INV T 311	14/11/2022	Telstra	TELSTRA CHARGES 14/11/2022 - 13/12/2022 - HOPETOUN DEPOT		63.87	
EFT15833	17/11/2022	WA Fuel Supply PTY LTD	19,779 LITRES - DIESEL - OCTOBER 2022	1		47,634.55
INV 0009544331	10/2022	WA Fuel Supply PTY LTD	19,779 LITRES - DIESEL - OCTOBER 2022		47,634.55	
EFT15834	17/11/2022	WINC Australia Pty Ltd	NET53463525 - VARIOUS CONSUMABLES - TCH	1		431.13
INV 9040736628	10/2022	WINC Australia Pty Ltd	NET53463525 - VARIOUS CONSUMABLES - TCH		431.13	
EFT15835	21/11/2022	Department of Water and Environment Regulation	ANNUAL LICENCE FEE FOR LICENCE NUMBER L8839/2014/1 - RAVENSTHORPE WASTE DISPOSAL SITE	1		6,952.00
INV WL8839/1	17/11/2022	Department of Water and Environment Regulation	ANNUAL LICENCE FEE FOR LICENCE NUMBER L8839/2014/1 - RAVENSTHORPE WASTE DISPOSAL SITE		6,952.00	
EFT15836	24/11/2022	4 Rivers Plumbing Gas & Civil Contracting WA	PUMP OUT TANKS TO ALLOW REPLACEMENT OF PUMP, INSTALL NEW PUMP, FLOATS AND RED WARNING LIGHT ON THE BOX, TEST - TCH	1		11,105.93
INV 0000201115	11/2022	4 Rivers Plumbing Gas & Civil Contracting WA	PUMP OUT TANKS TO ALLOW REPLACEMENT OF PUMP, INSTALL NEW PUMP, FLOATS AND RED WARNING LIGHT ON THE BOX, TEST - TCH		6,380.33	
INV 0000201215	11/2022	4 Rivers Plumbing Gas & Civil Contracting WA	PUMP OUT MUNGLINUP TOILETS AND DISPOSE OF THE WASTE		1,804.00	

Date: 08/12/2022
Time: 3:05:23PM

Shire of Ravensthorpe
Creditor List of Accounts November 2022

USER: Mackenzie Edwards
PAGE: 18

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0000201015/11/2022		4 Rivers Plumbing Gas & Civil Contracting WA	REPLACE ALL SHOWER TAPS AND CISTERN FOR THE URINAL AT THE RAVENSTHORPE SWIMMING POOL		1,595.00	
INV 0000200915/11/2022		4 Rivers Plumbing Gas & Civil Contracting WA	CHECK & REPLACE HOT WATER SYSTEM - 41 KINGSMILL STREET		1,326.60	
EFT15837	24/11/2022		REIMBURSEMENT - PRE EMPLOYMENT MEDICAL & DRUG AND ALCOHOL	1		763.40
INV REIMBU117/11/2022			REIMBURSEMENT - PRE EMPLOYMENT MEDICAL & DRUG AND ALCOHOL		763.40	
EFT15838	24/11/2022	Cleanaway Pty Ltd	RUBBISH COLLECTION - OCTOBER	1		21,739.69
INV 2170651131/10/2022		Cleanaway Pty Ltd	RUBBISH COLLECTION - OCTOBER		21,739.69	
EFT15839	24/11/2022	Conplant Pty Ltd	DPU4045YEHZF - REVERSIBLE VIBRATING PLATE - KEY START - DIESEL	1		13,475.00
INV 377425	24/10/2022	Conplant Pty Ltd	DPU4045YEHZF - REVERSIBLE VIBRATING PLATE - KEY START - DIESEL		13,475.00	
EFT15840	24/11/2022	Guardian Print & Graphics	3000X LETTERHEADS	1		375.00
INV 0001084009/11/2022		Guardian Print & Graphics	3000X LETTERHEADS		375.00	
EFT15841	24/11/2022	Helene Pty Ltd (Lo-Go Appointments)	ADMINISTRATION SERVICES - ANNE ALLISON - PROJECT ADMINISTRATION OFFICER - W/E 12/11/2022	1		1,401.81
INV H1748	16/11/2022	Helene Pty Ltd (Lo-Go Appointments)	ADMINISTRATION SERVICES - ANNE ALLISON - PROJECT ADMINISTRATION OFFICER - W/E 12/11/2022		1,401.81	
EFT15842	24/11/2022	Hopetoun Community Resource Centre	SLWA - LIBRARY BOARD AWARD PRIZE 2022 - FITZY FILES/UNEARTHED	1		2,992.48
INV 1312	19/09/2022	Hopetoun Community Resource Centre	SLWA TRAVEL GRANT - SPYDUS TRAINING ALBANY - NO GST		492.48	
INV 1315	10/10/2022	Hopetoun Community Resource Centre	SLWA - LIBRARY BOARD AWARD PRIZE 2022 - FITZY FILES/UNEARTHED		2,500.00	
EFT15843	24/11/2022	Kindyhub	KINDYHUB AND SMART CENTRAL MONTHLY SUBSCRIPTION - NOVEMBER 2022	1		325.60
INV K0307-1510/11/2022		Kindyhub	KINDYHUB AND SMART CENTRAL MONTHLY SUBSCRIPTION - NOVEMBER 2022		174.90	
INV K0307-1510/11/2022		Kindyhub	KINDYHUB AND SMART CENTRAL MONTHLY SUBSCRIPTION- NOVEMBER 2022		150.70	

Date: 08/12/2022
Time: 3:05:23PM

Shire of Ravensthorpe
Creditor List of Accounts November 2022

USER: Mackenzie Edwards
PAGE: 19

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT15844	24/11/2022	Lloydey's Power Services	INSTALLATION OF NEW LED PANEL LIGHTS TO RECEPTION AREA AT HOPETOUN ADMIN OFFICE INCL. TRAVEL AND ERECTING OF SCAFFOLDING	1		880.00
INV INV-107724/10/2022		Lloydey's Power Services			880.00	
EFT15845	24/11/2022	Perfect Computer Solutions Pty Ltd	4 X 4TB PORTABLE HARD DRIVES FOR SERVER BACKUP ROTATION	1		1,238.00
INV 27629	17/11/2022	Perfect Computer Solutions Pty Ltd	IT SERVICE DESK AND ASSOCIATED IT SUPPORT - 08/11/2022 - 16/11/2022		510.00	
INV 27635	17/11/2022	Perfect Computer Solutions Pty Ltd	4 X 4TB PORTABLE HARD DRIVES FOR SERVER BACKUP ROTATION		728.00	
EFT15846	24/11/2022	R And R Heavy Diesel Services	250HR LUBRICATION SERVICE AND INSPECTION. FIT OVERHAULED HYDRAULIC RAM TO RIPPERS - CATD6	1		14,135.44
INV 6200	31/10/2022	R And R Heavy Diesel Services	CARRY OUT SERVICE LUBRICATION & INSPECTION, REPLACE K-HITCH LOCKS SPRINGS & PLATE - RA3751		2,350.79	
INV 6250	14/11/2022	R And R Heavy Diesel Services	500HOUR LUBRICATION SERVICE AND INSPECTION - 1GOA-197		1,631.87	
INV 6254	15/11/2022	R And R Heavy Diesel Services	REPLACE BRAKE SHOES AND DRUMS, BROKEN SIDE LED CLEARANCE, INDICATOR LIGHTS, BROKEN WIRING. SOR SUPPLIED 4 X BRAKE DRUMS AND 6 X SET OF BRAKES - 1TQX-844		3,550.00	
INV 6257	15/11/2022	R And R Heavy Diesel Services	50,000KM LUBRICATION SERVICE AND INSPECTION TOYOTA HILUX - RA233		444.42	
INV 6256	15/11/2022	R And R Heavy Diesel Services	250HR LUBRICATION SERVICE AND INSPECTION. FIT OVERHAULED HYDRAULIC RAM TO RIPPERS - CATD6		5,977.93	
INV 6265	17/11/2022	R And R Heavy Diesel Services	ADJUST AND GREASE BRAKES AND GREASE THE TRAILER & TIGHTEN AIRLINE FITTINGS - ITJX-049		180.43	
EFT15847	24/11/2022	Ravensthorpe Agencies	DELIVERY OF NEW GAS BOTTLE REFILL - 2 X 1/29 DUNN STREET & 1 X 41 KINGSMILL STREET	1		495.00
INV 13131	10/11/2022	Ravensthorpe Agencies	DELIVERY OF NEW GAS BOTTLE REFILL - 2 X 1/29 DUNN STREET & 1 X 41 KINGSMILL STREET		495.00	
EFT15848	24/11/2022	Shire of Jerramungup	BUSHFIRE RISK PLANNING COORDINATOR FUNDING - QUARTER 1 2022-2023	1		10,188.89
INV 17115	15/11/2022	Shire of Jerramungup	BUSHFIRE RISK PLANNING COORDINATOR FUNDING - QUARTER 1 2022-2023		10,188.89	

Date: 08/12/2022
Time: 3:05:23PM

Shire of Ravensthorpe
Creditor List of Accounts November 2022

USER: Mackenzie Edwards
PAGE: 20

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT15849	24/11/2022	Shire of Ravensthorpe Social Club	Payroll deductions	1		145.00
INV DEDUCT14/11/2022		Shire of Ravensthorpe Social Club	Payroll deductions		145.00	
EFT15850	24/11/2022	Sigma Chemicals	4 X CHLORINE, 4 X 200L DRUM POLY, 2 X PALLETISING, 4 X HYDROCHLORIC ACID, 4 X 20L DRUM POLY & SODIUM BICARBONATE	1		1,275.63
INV 161664/0114/11/2022		Sigma Chemicals	4 X CHLORINE, 4 X 200L DRUM POLY, 2 X PALLETISING, 4 X HYDROCHLORIC ACID, 4 X 20L DRUM POLY & SODIUM BICARBONATE		1,132.63	
INV 161983/0115/11/2022		Sigma Chemicals	50 X COMPARATOR PHEN RED, 50 X COMPARATOR DPD NO1 & 25 X COMPARATOR ALKAVIS		143.00	
EFT15851	24/11/2022	Toll IPEC Ipec Pty Ltd	FREIGHT - QUALITY PRESS, PCS, CORSIGN & PATHWEST	1		495.46
INV 0545-S3030/10/2022		Toll IPEC Ipec Pty Ltd	FREIGHT - QUALITY PRESS, PCS, CORSIGN & PATHWEST		495.46	
EFT15852	24/11/2022	Training Momentum Pty Ltd	WHITE CARD CONSTRUCTION SAFETY AWARENESS COURSE X 4 PARTICIPANTS	1		200.00
INV 0000036312/11/2022		Training Momentum Pty Ltd	WHITE CARD CONSTRUCTION SAFETY AWARENESS COURSE X 4 PARTICIPANTS		200.00	
EFT15853	24/11/2022	Ultimate Detailing & Auto Glass	2 X GLASS REPAIR, 5 X WINDSCREEN REPLACEMENT, 7 X CHIP REPAIR & TRAVEL	1		5,269.00
INV 3797	15/11/2022	Ultimate Detailing & Auto Glass	2 X GLASS REPAIR, 5 X WINDSCREEN REPLACEMENT, 7 X CHIP REPAIR & TRAVEL		5,269.00	
EFT15854	24/11/2022	WINC Australia Pty Ltd	MONTHLY CONSUMABLES ORDER WINC NET3276454	1		1,223.66
INV 9040550311/10/2022		WINC Australia Pty Ltd	MONTHLY CONSUMABLES ORDER WINC NET3276454		567.35	
INV 9040550211/10/2022		WINC Australia Pty Ltd	MONTHLY CONSUMABLES ORDER WINC NET 53330760		193.46	
INV 9040550111/10/2022		WINC Australia Pty Ltd	MONTHLY CONSUMABLES ORDER WINC NET 53330760		20.92	
INV 9040551512/10/2022		WINC Australia Pty Ltd	MONTHLY CONSUMABLES ORDER WINC NET3276454		13.43	
INV 9040828608/11/2022		WINC Australia Pty Ltd	MONTHLY WINC ORDER NET53509118		391.48	
INV 9040838109/11/2022		WINC Australia Pty Ltd	MONTHLY CONSUMABLES ORDER NET52830710		10.84	
INV 9040904116/11/2022		WINC Australia Pty Ltd	MONTHLY CONSUMABLES ORDER WINC NET 53330760		26.18	

Date: 08/12/2022
Time: 3:05:23PM

Shire of Ravensthorpe
Creditor List of Accounts November 2022

USER: Mackenzie Edwards
PAGE: 21

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT15855	24/11/2022	Water Technology Pty Ltd	HOPETOUN COASTAL HAZARD RISK MANAGEMENT ADAPTATION PLAN 01/10/2022 - 31/10/2022	1		20,005.59
INV WT0100531/10/2022		Water Technology Pty Ltd	HOPETOUN COASTAL HAZARD RISK MANAGEMENT ADAPTATION PLAN 01/10/2022 - 31/10/2022		20,005.59	
EFT15856	24/11/2022	Wren Oil	OIL WASTE DISPOSAL ADMIN AND COMPLIANCE FEES	1		16.50
INV 141036	07/11/2022	Wren Oil	OIL WASTE DISPOSAL ADMIN AND COMPLIANCE FEES		16.50	
DD6474.1	14/11/2022	Aware Super	Payroll deductions	1		8,319.31
INV SUPER	14/11/2022	Aware Super	Superannuation contributions	1	8,270.47	
INV DEDUCT	14/11/2022	Aware Super	Payroll deductions	1	48.84	
DD6474.2	14/11/2022	IOOF Employer Super	Payroll deductions	1		1,669.33
INV SUPER	14/11/2022	IOOF Employer Super	Superannuation contributions	1	569.33	
INV DEDUCT	14/11/2022	IOOF Employer Super	Payroll deductions	1	1,100.00	
DD6474.3	14/11/2022	Australian Super Pty Ltd	Superannuation contributions	1		654.45
INV SUPER	14/11/2022	Australian Super Pty Ltd	Superannuation contributions	1	654.45	
DD6474.4	14/11/2022	Hostplus Superannuation	Superannuation contributions	1		802.35
INV SUPER	14/11/2022	Hostplus Superannuation	Superannuation contributions	1	802.35	
DD6474.5	14/11/2022	C-Bus Super	Superannuation contributions	1		800.07
INV SUPER	14/11/2022	C-Bus Super	Superannuation contributions	1	800.07	
DD6474.6	14/11/2022	MLC Superannuation	Superannuation contributions	1		518.66
INV SUPER	14/11/2022	MLC Superannuation	Superannuation contributions	1	518.66	
DD6474.7	14/11/2022	Alaska Superannuation Fund	Superannuation contributions	1		471.20
INV SUPER	14/11/2022	Alaska Superannuation Fund	Superannuation contributions	1	471.20	

Date: 08/12/2022
Time: 3:05:23PM

Shire of Ravensthorpe
Creditor List of Accounts November 2022

USER: Mackenzie Edwards
PAGE: 22

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD6474.8	14/11/2022	IOOF Lifetrack Personal Super	Superannuation contributions	1		364.14
INV SUPER	14/11/2022	IOOF Lifetrack Personal Super	Superannuation contributions	1	364.14	
DD6474.9	14/11/2022	Commonwealth Essential Super	Superannuation contributions	1		254.05
INV SUPER	14/11/2022	Commonwealth Essential Super	Superannuation contributions	1	254.05	
DD6483.1	28/11/2022	Aware Super	Payroll deductions	1		8,926.58
INV SUPER	28/11/2022	Aware Super	Superannuation contributions	1	8,756.67	
INV DEDUCT	28/11/2022	Aware Super	Payroll deductions	1	111.30	
INV DEDUCT	28/11/2022	Aware Super	Payroll deductions	1	58.61	
DD6483.2	28/11/2022	IOOF Employer Super	Payroll deductions	1		1,792.60
INV SUPER	28/11/2022	IOOF Employer Super	Superannuation contributions	1	692.60	
INV DEDUCT	28/11/2022	IOOF Employer Super	Payroll deductions	1	1,100.00	
DD6483.3	28/11/2022	Australian Super Pty Ltd	Superannuation contributions	1		711.37
INV SUPER	28/11/2022	Australian Super Pty Ltd	Superannuation contributions	1	711.37	
DD6483.4	28/11/2022	Hostplus Superannuation	Superannuation contributions	1		768.51
INV SUPER	28/11/2022	Hostplus Superannuation	Superannuation contributions	1	768.51	
DD6483.5	28/11/2022	C-Bus Super	Superannuation contributions	1		800.07
INV SUPER	28/11/2022	C-Bus Super	Superannuation contributions	1	800.07	
DD6483.6	28/11/2022	MLC Superannuation	Superannuation contributions	1		518.66
INV SUPER	28/11/2022	MLC Superannuation	Superannuation contributions	1	518.66	
DD6483.7	28/11/2022	Alaska Superannuation Fund	Superannuation contributions	1		491.17
INV SUPER	28/11/2022	Alaska Superannuation Fund	Superannuation contributions	1	491.17	

Date: 08/12/2022
 Time: 3:05:23PM

Shire of Ravensthorpe
Creditor List of Accounts November 2022

USER: Mackenzie Edwards
 PAGE: 23

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD6483.8	28/11/2022	IEOF Lifetrack Personal Super	Superannuation contributions	1		332.19
INV SUPER	28/11/2022	IEOF Lifetrack Personal Super	Superannuation contributions	1	332.19	
DD6483.9	28/11/2022	VIC Super	Superannuation contributions	1		63.51
INV SUPER	28/11/2022	VIC Super	Superannuation contributions	1	63.51	
DD6492.1	30/11/2022	Department of Transport (Shire Licensing)	DOT PAYMENT BY AUTHORITY - NOVEMBER 2022	1		35,077.35
INV NOV 20230/11/2022	20230/11/2022	Department of Transport (Shire Licensing)	DOT PAYMENT BY AUTHORITY - NOVEMBER 2022	1	35,077.35	
DD6492.2	22/11/2022	Synergy	SYNERGY PAYMENT BY AUTHORITY - NOVEMBER 2022	1		2,449.10
INV NOV 20222/11/2022	20222/11/2022	Synergy	SYNERGY PAYMENT BY AUTHORITY - NOVEMBER 2022	1	2,449.10	
DD6492.3	23/11/2022	Water Corporation	WATER CORP PAYMENT BY AUTHORITY - NOVEMBER 2022	1		9,126.75
INV NOV 20223/11/2022	20223/11/2022	Water Corporation	WATER CORP PAYMENT BY AUTHORITY - NOVEMBER 2022	1	9,126.75	
DD6492.4	25/11/2022	Westnet Pty Ltd	WESTNET PAYMENT BY AUTHORITY - NOVEMBER 2022	1		18.50
INV 1343886525/11/2022	1343886525/11/2022	Westnet Pty Ltd	WESTNET PAYMENT BY AUTHORITY - NOVEMBER 2022	1	18.50	
DD6492.5	15/11/2022	SG Fleet	SG FLEET PAYMENT BY AUTHORITY - NOVEMBER 2022	1		13,237.11
INV AUSG00315/11/2022	15/11/2022	SG Fleet	SG FLEET PAYMENT BY AUTHORITY - NOVEMBER 2022	1	13,237.11	
DD6496.1	21/11/2022	BANKWEST Corporate Mastercard	OCTOBER 2022 STATEMENT - PAUL SPENCER	1		6,863.64
INV OCT 20221/11/2022	20221/11/2022	BANKWEST Corporate Mastercard	OCTOBER 2022 STATEMENT - EDWARD KILBEY	1	1,118.36	
INV OCT 20221/11/2022	20221/11/2022	BANKWEST Corporate Mastercard	OCTOBER 2022 STATEMENT - EVELYN HOUGHTON	1	855.59	
INV OCT 20221/11/2022	20221/11/2022	BANKWEST Corporate Mastercard	OCTOBER 2022 STATEMENT - RUSSEL PALMER	1	749.65	
INV OCT 20221/11/2022	20221/11/2022	BANKWEST Corporate Mastercard	OCTOBER STATEMENT 2022 - LES MAINWARING	1	1,025.00	
INV OCT 20221/11/2022	20221/11/2022	BANKWEST Corporate Mastercard	OCTOBER 2022 STATEMENT - MATTHEW BIRD	1	3,033.69	
INV OCT 20221/11/2022	20221/11/2022	BANKWEST Corporate Mastercard	OCTOBER 2022 STATEMENT - PAUL SPENCER	1	81.35	

Date: 08/12/2022
 Time: 3:05:23PM

Shire of Ravensthorpe
Creditor List of Accounts November 2022

USER: Mackenzie Edwards
 PAGE: 24

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD6474.10	14/11/2022	Public Sector Superannuation Accumulation Plan (PSSap)	Superannuation contributions	1		99.50
INV SUPER	14/11/2022	Public Sector Superannuation Accumulation Plan (PSSap)	Superannuation contributions	1	99.50	
DD6474.11	14/11/2022	WA Local Government Super Plan	Payroll deductions	1		1,958.97
INV DEDUCT	14/11/2022	WA Local Government Super Plan	Payroll deductions	1	360.00	
INV DEDUCT	14/11/2022	WA Local Government Super Plan	Payroll deductions	1	203.52	
INV DEDUCT	14/11/2022	WA Local Government Super Plan	Payroll deductions	1	1,008.49	
INV DEDUCT	14/11/2022	WA Local Government Super Plan	Payroll deductions	1	82.77	
INV DEDUCT	14/11/2022	WA Local Government Super Plan	Payroll deductions	1	53.23	
INV DEDUCT	14/11/2022	WA Local Government Super Plan	Payroll deductions	1	50.19	
INV DEDUCT	14/11/2022	WA Local Government Super Plan	Payroll deductions	1	200.77	
DD6474.12	14/11/2022	Australian Superannuation (Formally Westscheme)	Payroll deductions	1		2,272.68
INV SUPER	14/11/2022	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	1,458.23	
INV DEDUCT	14/11/2022	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	555.00	
INV DEDUCT	14/11/2022	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	159.44	
INV DEDUCT	14/11/2022	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	100.01	
DD6474.13	14/11/2022	BT Super for Life	Superannuation contributions	1		552.87
INV DEDUCT	14/11/2022	BT Super for Life	Payroll deductions	1	290.35	
INV SUPER	14/11/2022	BT Super for Life	Superannuation contributions	1	262.52	
DD6474.14	14/11/2022	BUSSQ	Superannuation contributions	1		497.83
INV DEDUCT	14/11/2022	BUSSQ	Payroll deductions	1	121.42	
INV SUPER	14/11/2022	BUSSQ	Superannuation contributions	1	376.41	
DD6474.15	14/11/2022	Colonial First State	Superannuation contributions	1		1,053.94

Date: 08/12/2022
 Time: 3:05:23PM

Shire of Ravensthorpe
Creditor List of Accounts November 2022

USER: Mackenzie Edwards
 PAGE: 25

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUCT	14/11/2022	Colonial First State	Payroll deductions	1	25.00	
INV DEDUCT	14/11/2022	Colonial First State	Payroll deductions	1	250.96	
INV SUPER	14/11/2022	Colonial First State	Superannuation contributions	1	777.98	
DD6474.16	14/11/2022	MLC MasterKey Business Super	Superannuation contributions	1		455.24
INV DEDUCT	14/11/2022	MLC MasterKey Business Super	Payroll deductions	1	167.31	
INV SUPER	14/11/2022	MLC MasterKey Business Super	Superannuation contributions	1	287.93	
DD6474.17	14/11/2022	BT Super	Superannuation contributions	1		1,558.49
INV SUPER	14/11/2022	BT Super	Superannuation contributions	1	1,558.49	
DD6474.18	14/11/2022	Superannuation	Superannuation contributions	1		382.50
INV SUPER	14/11/2022	Superannuation	Superannuation contributions	1	382.50	
DD6474.19	14/11/2022	Rest Superannuation	Superannuation contributions	1		389.55
INV SUPER	14/11/2022	Rest Superannuation	Superannuation contributions	1	389.55	
DD6483.10	28/11/2022	Commonwealth Essential Super	Superannuation contributions	1		171.32
INV SUPER	28/11/2022	Commonwealth Essential Super	Superannuation contributions	1	171.32	
DD6483.11	28/11/2022	Public Sector Superannuation Accumulation Plan (PSSap)	Superannuation contributions	1		184.19
INV SUPER	28/11/2022	Public Sector Superannuation Accumulation Plan (PSSap)	Superannuation contributions	1	184.19	
DD6483.12	28/11/2022	Australian Superannuation (Formally Westscheme)	Payroll deductions	1		1,747.38
INV SUPER	28/11/2022	Australian Superannuation (Formally Westscheme)	Superannuation contributions	1	1,434.39	
INV DEDUCT	28/11/2022	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	55.00	
INV DEDUCT	28/11/2022	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	135.40	
INV DEDUCT	28/11/2022	Australian Superannuation (Formally Westscheme)	Payroll deductions	1	122.59	

Date: 08/12/2022
 Time: 3:05:23PM

Shire of Ravensthorpe
Creditor List of Accounts November 2022

USER: Mackenzie Edwards
 PAGE: 26

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD6483.13	28/11/2022	WA Local Government Super Plan	Payroll deductions	1		1,923.19
INV DEDUCT	28/11/2022	WA Local Government Super Plan	Payroll deductions	1	360.00	
INV DEDUCT	28/11/2022	WA Local Government Super Plan	Payroll deductions	1	207.02	
INV DEDUCT	28/11/2022	WA Local Government Super Plan	Payroll deductions	1	967.35	
INV DEDUCT	28/11/2022	WA Local Government Super Plan	Payroll deductions	1	82.77	
INV DEDUCT	28/11/2022	WA Local Government Super Plan	Payroll deductions	1	55.09	
INV DEDUCT	28/11/2022	WA Local Government Super Plan	Payroll deductions	1	50.19	
INV DEDUCT	28/11/2022	WA Local Government Super Plan	Payroll deductions	1	200.77	
DD6483.14	28/11/2022	BT Super for Life	Superannuation contributions	1		565.02
INV DEDUCT	28/11/2022	BT Super for Life	Payroll deductions	1	293.31	
INV SUPER	28/11/2022	BT Super for Life	Superannuation contributions	1	271.71	
DD6483.15	28/11/2022	BUSSQ	Superannuation contributions	1		506.85
INV DEDUCT	28/11/2022	BUSSQ	Payroll deductions	1	123.62	
INV SUPER	28/11/2022	BUSSQ	Superannuation contributions	1	383.23	
DD6483.16	28/11/2022	Colonial First State	Superannuation contributions	1		1,053.94
INV DEDUCT	28/11/2022	Colonial First State	Payroll deductions	1	25.00	
INV DEDUCT	28/11/2022	Colonial First State	Payroll deductions	1	250.96	
INV SUPER	28/11/2022	Colonial First State	Superannuation contributions	1	777.98	
DD6483.17	28/11/2022	MLC MasterKey Business Super	Superannuation contributions	1		455.24
INV DEDUCT	28/11/2022	MLC MasterKey Business Super	Payroll deductions	1	167.31	
INV SUPER	28/11/2022	MLC MasterKey Business Super	Superannuation contributions	1	287.93	
DD6483.18	28/11/2022	BT Super	Superannuation contributions	1		1,579.32
INV SUPER	28/11/2022	BT Super	Superannuation contributions	1	1,579.32	

Date: 08/12/2022
 Time: 3:05:23PM

Shire of Ravensthorpe
Creditor List of Accounts November 2022

USER: Mackenzie Edwards
 PAGE: 27

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD6483.19	28/11/2022	Superannuation	Superannuation contributions	1		382.50
INV SUPER	28/11/2022	Superannuation	Superannuation contributions	1	382.50	
DD6483.20	28/11/2022	Rest Superannuation	Superannuation contributions	1		389.55
INV SUPER	28/11/2022	Rest Superannuation	Superannuation contributions	1	389.55	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	Municipal Bank Account	989,835.11
TOTAL		989,835.11

12.4 DEVELOPMENT AND COMMUNITY

12.4.1 LEASE – SHIRE OF RAVENSTHORPE AND HOPETOUN SENIOR CITIZENS AND ASSOCIATES INCORPORATED

File Reference:

Location:	Shire of Ravensthorpe
Applicant:	Acting Executive Manager Development and Community
Author:	Acting Executive Manager Development and Community
Authorising Officer	Chief Executive Officer
Date:	08 November 2022
Disclosure of Interest:	Nil
Attachments: (GREEN)	Lease – Mary Ann Haven Community Centre, Veal Street, Hopetoun –Shire of Ravensthorpe - Hopetoun Senior and Associates Incorporated
Citizens	
Previous Reference:	Nil

OFFICER RECOMMENDATION

That Council **APPROVE** the Draft Lease for the Hopetoun Senior Citizens and Associates Incorporated, subject to the Minister for Lands approval of the use of the land by the Shire under a new Order of Management.

Moved: _____

Seconded: _____

Carried: /

ATTACHMENT



Lease –
Mary Ann Haven Community
Centre, Veal Street,
Hopetoun, WA 6348

Shire of Ravensthorpe

Hopetoun Senior Citizens and Associates
Incorporated



Copyright notice

McLeods owns the copyright in this document and commercial use of the document without the permission of McLeods is prohibited.



Table of Contents

Copyright notice	ii
Details	6
Agreed terms	6
1. Defined terms and interpretation	6
1.1 Defined terms	6
1.2 Interpretation	8
1.3 Guidance on construction of Lease	9
2. Grant of lease	9
3. Quiet enjoyment	10
4. Rent and other payments	10
4.1 Rent	10
4.2 Outgoings	10
4.3 Interest	11
4.4 Costs	11
4.5 Payment of money	11
4.6 Accrual of amounts payable	11
5. Rent review	11
5.1 Rent review	11
5.2 Methods of review	11
5.3 CPI review	12
5.4 Market Review	12
5.5 Rent will not decrease	12
5.6 Lessor's right to review	12
6. Use of Premises	13
6.1 Permitted use	13
6.2 No Warranty	13
6.3 No harm or stress	13
6.4 No nuisance	13
6.5 No dangerous compound or substance to be stored	13
6.6 No signs	13
6.7 No smoking	13
6.8 Consumption of alcohol	13
6.9 Sale of alcohol	14
6.10 Sale of food	14
6.11 No pollution	14
6.12 No breach of copyright	14
6.13 Keys and access	14
6.14 Indemnity for costs	15
7. Maintenance, repair and cleaning	15
7.1 General maintenance	15
7.2 Cleaning	15
7.3 Maintain surroundings	16
7.4 Comply with all reasonable conditions	16



7.5	Responsibility for securing the Premises	16
7.6	Lessor's fixtures and fittings	16
8.	Damage to Premises	16
9.	Alterations	17
9.1	Restriction	17
9.2	Consent	17
9.3	Cost of works	17
9.4	Conditions	17
10.	Insurance	18
10.1	Insurance required	18
10.2	Building insurance to be effected by the Lessor	18
10.3	Maintain insurance	18
10.4	Details and receipts	18
10.5	Not to invalidate	18
10.6	Settlement of claim	18
10.7	Lessor as attorney	19
10.8	Lessee's equipment and possessions	19
11.	Indemnity	19
11.1	Lessee responsibilities	19
11.2	Indemnity	19
11.3	Obligations continuing	20
11.4	Release	20
11.5	Limit of Lessor's liability	20
12.	Statutory obligations and notices	20
12.1	Comply with Written Laws	20
12.2	Safety and testing obligations	21
12.3	Indemnity if lessee fails to comply	21
13.	Lessor's right of entry	21
13.1	Entry on reasonable notice	21
13.2	Costs of rectifying breach	22
14.	Report to Lessor	22
15.	Option to renew	22
16.	Default	22
16.1	Events of default	22
16.2	Lessor's rights	23
16.3	Lessor may remedy breach	23
16.4	Acceptance of Amount Payable by Lessor	23
16.5	Essential Terms	23
16.6	Breach of Essential Terms	24
17.	Damage or destruction of premises	24
17.1	Abatement of rent	24
17.2	Total damage or destruction	24
18.	Holding over	25
19.	Obligations on termination	25
19.1	Restore premises	25
19.2	Peacefully surrender	25



19.3	Remove property prior to termination	25
19.4	Lessor can remove property on re-entry	25
19.5	Lessor may require Lessee to remove all buildings and improvements	26
19.6	Clause to survive termination	26
20.	Assignment, Subletting and charging	26
20.1	No assignment without consent	26
20.2	No subletting or sublicensing without consent	27
20.3	Property Law Act 1969	27
20.4	No mortgage or charge	27
20.5	Caveat	27
20.6	Hire	27
21.	Prior notice of proposal to change rules	28
22.	Provision of information	28
23.	Disputes	28
24.	Notice	29
25.	Additional terms and conditions	29
26.	General provisions	30
26.1	GST	30
26.2	No fetter	30
26.3	Lessor's consent	30
26.4	Acts by agents	31
26.5	Moratorium	31
26.6	Entire agreement – no warranty	31
26.7	Further assurance	31
26.8	Severability	31
26.9	Variation	31
26.10	Modification and waiver	31
26.11	Laws of Western Australia apply	32
	Schedule	33
	Signing page	35
	Annexure 1 – Plan of Premises	36
	Annexure 2 - Consent of the Minister for Lands	37



Details

Parties

Shire of Ravensthorpe

of 65 Morgans Street, Ravensthorpe, Western Australia, 6346

ABN 52 674 538 418

Contact: Chief Executive Officer

Phone: (08) 9839 0000

Facsimile: (08) 9838 1282

Email: shire@ravensthorpe.wa.gov.au

(Lessor)

Hopetoun Senior Citizens and Associates Inc

of 37 Veal Street, Hopetoun 6348, Registration Number A1009513B

ABN 99155140455

Contact: Kay Wilson

Phone: 98383874

Email: hopetounseniors@gmail.com

(Lessee)

Background

- A The Lessor has the care, control and management of the Land under a Management Order
- B Subject to the consent of the Minister for Lands, the Lessor has agreed to lease and the Lessee has agreed to take a lease of the premises described in **Item 2** of the Schedule (**Premises**).
- C The Lessor and the Lessee enter into this Lease to set out the terms and conditions on which the lease is granted.

Agreed terms

1. Defined terms and interpretation

1.1 Defined terms

In this Lease, unless otherwise required by the context or subject matter:

Amounts Payable means the Rent and any other money payable by the Lessee under this Lease;

Authorised Person means:

- (a) an agent, contractor, employee, invitee or sub-lessee of the Lessee; and
- (b) any person on the Premises by the authority of a person specified in paragraph (a);

Chief Executive Officer (CEO) means the Chief Executive Officer of the Lessor or any person authorised to act on his or her behalf;



Commencement Date means the date on which the Term commences as stipulated in **Item 3** of the Schedule;

Claim means each and every claim, demand, writ, summons, action, suit, statutory obligation or requirement, direction, prosecution, proceeding, judgment, order, decree, damages, costs (including legal costs), loss and expense of any nature;

Contaminated Sites Act means the *Contaminated Sites Act 2003 (WA)*;

CPI means the Consumer Price Index (All Groups) Perth number published from time to time by the Australian Bureau of Statistics;

CPI Review means the Rent review process described in **clause 5.3**;

Encumbrance means a mortgage, charge, lien, pledge, easement, restrictive covenant, writ, warrant or caveat and the claim stated in the caveat or anything described as an encumbrance on the Certificate of Title for the Land;

Environmental Contamination has the same meaning as the word 'contaminated' in the *Contaminated Sites Act*;

Further Terms means the further terms (if any) specified in **Item 5** of the Schedule;

Good Repair means good and substantial tenantable repair and in clean, good working order and condition;

GST has the same meaning as in the *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and any legislation substituted for, replacing or amending that Act, levied on a supply including but not limited to the Rent or other money payable to the Lessor for goods or services or property or any other thing under this Lease;

Interest Rate means the rate at the time the payment falls due being 2% greater than the Lessor's general overdraft rate on borrowings from its bankers on amounts not exceeding \$100,000.00;

Land means the land described at **Item 1** of the Schedule;

Lease means this deed, including each schedule, as supplemented, amended or varied from time to time;

Lessee's Covenants means the covenants, agreements and obligations set out or implied in this Lease to be performed and observed by the Lessee;

Lessor's Covenants means the covenants, agreements and obligations set out or implied in this Lease to be performed and observed by the Lessor;

Lessor's Fixtures and Fittings means all fixtures, fittings and equipment installed in or provided to the Premises by the Lessor at the Commencement Date or at any time during the Term;

Maintenance Schedule means the maintenance, cleaning and repair schedule annexed to this Lease as **Annexure 3**;

Management Order means the management order under which the Lessor is vested with care, control and management of the Land by the Minister for Lands;



Minister for Lands means the Minister for Lands in her or his capacity as the body corporate continued under section 7 of the *Land Administration Act 1997*;

Notice means each notice, demand, consent or authority given or made to any person under this Lease;

Party means a party to this Lease;

Permitted Purpose means the use set out in **Item 8** of the Schedule;

Premises means the premises specified in **Item 2** of the Schedule;

Rent means the rent specified in **Item 6** of the Schedule as varied from time to time under this Lease;

Rent Review Date means the date/s specified in **Item 7** of the Schedule;

Schedule means the Schedule to this Lease, unless otherwise stipulated;

Supply means a good or service or any other thing supplied by the Lessor under this Lease and includes but is not limited to a grant of a right to possession of the Premises;

Term means the term of this Lease as stipulated in **Item 4** of the Schedule and, where the context permits, includes any further term; and

Termination means the date of:

- (a) expiry of the Term or any Further Term by effluxion of time;
- (b) sooner determination of the Term or any Further Term; or
- (c) determination of any period of holding over;

Waste has the same meaning as in the *Waste Avoidance and Resource Recovery Act 2007*; and

Written Law has the same meaning given to that term in the *Interpretation Act 1984*.

1.2 Interpretation

In this Lease, unless inconsistent with the context:

- (a) headings and bolding are for convenience only and do not affect the interpretation of this Lease;
- (b) words importing the singular include the plural and vice versa;
- (c) a reference to a gender includes a reference to each other gender;
- (d) a reference to a person or individual includes a reference to a firm, corporation or other corporate body, local government, authorities and vice versa;
- (e) where a term is assigned a particular meaning, other grammatical forms of that term have a corresponding meaning;
- (f) 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;
- (g) a reference to a Party includes that Party, its legal personal representatives, successors, permitted assigns, receivers, administrators, executors, substitutes and liquidators;
- (h) a reference to this Lease includes a reference to both express and implied provisions;
- (i) a reference to this Lease, or any other document includes a reference to the Lease or other document as amended, rectified or replaced from time to time and to any document so amending, rectifying or replacing the document;
- (j) the meaning of general words or phrases is not limited by specific examples introduced by 'including', 'for example' or similar expressions;
- (k) a reference to 'approved' means approved in writing;
- (l) a reference to '\$' or 'dollars' is a reference to Australian dollars;
- (m) a reference to a right includes a benefit, remedy, discretion, authority or power;
- (n) a reference to an obligation includes a warranty or representation and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;
- (o) writing includes any mode of representing or reproducing words in tangible and permanently visible form and includes facsimile transmissions;
- (p) unless expressly stated otherwise, a reference to a clause, subclause, paragraph or part, is a reference to a clause, subclause, paragraph or part of this Lease; and
- (q) if a Party comprises two or more persons, the covenants and agreements on their part bind them and must be observed and performed by them jointly and each of them severally, and may be enforced against any one or more of them; and
- (r) the Schedule and Annexures (if any) form part of the Lease.

1.3 **Guidance on construction of Lease**

- (1) This Lease records the entire agreement between the Parties in relation to its subject matter.
- (2) As far as possible, all provisions of this Lease are to be construed so as not to be void or otherwise unenforceable.
- (3) If anything in this Lease is void or otherwise unenforceable it is to be severed and the rest of the Lease remains in force.
- (4) A provision of this Lease is not to be construed to the disadvantage of a Party because the Party proposed that provision or was responsible for the preparation of this Lease or any part of it.

2. **Grant of lease**

- (1) Subject to paragraph (2) below, the Lessor leases to the Lessee the Premises for the Term, subject to:



- (a) all Encumbrances;
 - (b) the payment of the Amounts Payable; and
 - (c) the performance and observance of the Lessee's Covenants.
- (2) This Lease is subject to and conditional on the approval in writing of the Minister for Lands under section 18 of the *Land Administration Act 1997*. The parties acknowledge that a copy of the Minister's Consent Letter is attached to this Lease at **Annexure 2**.
- (3) The parties acknowledge and agree that this Lease automatically terminates if the Management Order is revoked. If the Lease is terminated in accordance with this clause, the Lessee will not be entitled to any form of compensation or damages as a result of the termination.

3. Quiet enjoyment

Except as provided in the Lease and subject to the performance and observance of the Lessee's Covenants, the Lessee may quietly hold and enjoy the Premises during the Term without any interruption or disturbance from the Lessor or persons lawfully claiming through or under the Lessor.

4. Rent and other payments

4.1 Rent

The Lessee must pay to the Lessor the Rent in the manner set out at **Item 6** of the Schedule on and from the Commencement Date clear of any deductions.

4.2 Outgoings

- (1) The Lessee must pay to the Lessor on demand and punctually all the following outgoings or charges (if applicable), assessed or incurred in respect of the Premises:
 - (a) local government rates, services and other charges (including but not limited to rubbish collection charges and the emergency services levy);
 - (b) water, drainage and sewerage rates, charges for disposal of stormwater, meter rent and water consumption charges including excess water charges;
 - (c) telephone charges, wiring, internet and telephone connections;
 - (d) electricity and power consumption charges including meter rents;
 - (e) gas consumption charges including meter rents;
 - (f) any fee or charge for the connection of any service to the Premises;
 - (g) premiums, excess and other costs arising from the insurance obtained by the Lessor in respect of the Premises; and
 - (h) any other consumption charge or cost, statutory impost or other obligation incurred or payable by reason of the Lessee's use and occupation of the Premises.



- (2) If the Premises are not separately charged or assessed the Lessee will pay to the Lessor a proportionate part of any charges or assessments referred to in **clause 4.2(1)** being the proportion that the Premises bears to the total area of the land or premises included in the charge or assessment.

4.3 **Interest**

Without affecting the rights, power and remedies of the Lessor under this Lease, the Lessee covenants to pay to the Lessor interest on demand on any Amounts Payable which are unpaid for 7 days computed from the due date for payment until payment is made and any interest payable under this paragraph will be charged at the Interest Rate.

4.4 **Costs**

The Lessee must pay to the Lessor on demand, all costs, legal fees, disbursements and payments incurred by the Lessor (or for which the Lessor becomes liable) in connection with or incidental to:

- (a) the preparation, review, negotiation, execution and registration of this Lease (including any statutory duty, taxes or registration fees payable in connection with this Lease);
- (b) the Amounts Payable or obtaining or attempting to obtain payment of the Amounts Payable under this Lease;
- (c) any breach of covenant by the Lessee or an Authorised Person;
- (d) the preparation and service of a notice under section 81 of the *Property Law Act 1969* requiring the Lessee to remedy a breach even though forfeiture for the breach may be avoided in a manner other than by relief granted by a Court;
- (e) any work done at the Lessee's request; and
- (f) any action or proceedings arising out of or incidental to any matters referred to in this clause or any matter arising out of this Lease.

4.5 **Payment of money**

Amounts Payable to the Lessor under this Lease must be paid to the Lessor at the address of the Lessor referred to in this Lease or as otherwise directed by the Lessor by Notice.

4.6 **Accrual of amounts payable**

The parties agree that Amounts Payable accrue on a daily basis.

5. **Rent review**

5.1 **Rent review**

The Rent will be reviewed on and from each Rent Review Date to determine the Rent to be paid by the Lessee until the next Rent Review Date.

5.2 **Methods of review**

The review will be based either on CPI Review or a Market Review. The basis of each rent review is specified for each Rent Review Date in **Item 7** of the Schedule.



5.3 **CPI review**

- (1) A rent review based on CPI will increase the amount of Rent payable during the immediately preceding period by the percentage of any increase in CPI having regard to the quarterly March CPI published immediately prior to the later of the Commencement Date or the last Rent Review Date as the case may be and the quarterly March CPI published immediately prior to the relevant Rent Review Date.
- (2) If there is a decrease in CPI having regard to the relevant CPI publications the Rent payable from the relevant Rent Review Date will be the same as the Rent payable during the immediately preceding period.
- (3) Should the CPI be discontinued or suspended at any time or its method of computation substantially altered, the parties will endeavour to agree on the substitution of the CPI with an equivalent index, or failing agreement by the parties, the substitution shall be made by a valuer appointed under **clause 5.4**.

5.4 **Market Review**

- (1) A rent review based on market rent will establish the current market rent for the Premises (which will not be less than the Rent payable in the period immediately preceding the Rent Review Date) by agreement between the parties and failing agreement, will be determined in accordance with the following provisions.
- (2) If agreement as to the current market rent for the Premises is not reached at least one (1) month prior to the relevant Rent Review Date then the current market rent for the Premises will be determined at the equal expense of the Lessee and Lessor by a valuer (Valuer) licensed under the *Land Valuers Licensing Act 1978*, to be appointed, at the request of either party, by the President for the time being of the Australian Property Institute (Western Australian Division) (or if that body no longer exists, another body which is then substantially performing the functions performed at the Commencement Date by that Institute).
- (3) The Valuer will act as an expert and not as an arbitrator and his or her decision will be final and binding on the parties. The parties will be entitled to make submissions to the Valuer.
- (4) In this clause, 'current market rent' means the rent obtainable for the Premises in a free and open market if the Premises were unoccupied and offered for rental for the use for which the Premises are permitted pursuant to this Lease and on the same terms and conditions contained in this Lease, but will not include:
 - (a) any improvements made or effected to the Premises by the Lessee; and
 - (b) any rent free periods, discounts or other rental concessions.

5.5 **Rent will not decrease**

Despite the provisions in this clause, the Rent payable from any Rent Review will not be less than the Rent payable in the period immediately preceding the Rent Review Date.

5.6 **Lessor's right to review**

The Lessor may institute a rent review even though the Rent Review Date has passed and the Lessor did not institute a rent review on or prior to that Rent Review Date, and in which case the Rent agreed or determined will date back to and be payable from the Rent Review Date for which the review is made.



6. Use of Premises

6.1 Permitted use

- (1) The Lessee must ensure that the Premises are used only for the Permitted Purpose.
- (2) The Lessee must use the Premises only in accordance with all Written Laws from time to time in force relating to the Premises, the Lessee's use of the Premises or any directly or indirectly associated activity.
- (3) The Lessee must ensure that the Premises are not used for any harmful, offensive or illegal act.
- (4) The Lessee must ensure that the Premises are not used as a residence or sleeping place of any person.

6.2 No Warranty

The Lessor gives no warranty:

- (a) as to the use to which the Premises may be put; or
- (b) that the Lessor will issue any consents, approvals, authorities, permits or licences required by the Lessee under any statute for its use of the Premises.

6.3 No harm or stress

The Lessee must ensure that no act or thing, which could result in excessive stress or harm to any part of any building in the Premises, is done or placed on the Premises.

6.4 No nuisance

The Lessee must ensure that the Premises are not used for any act which causes a nuisance, damage or disturbance to the Lessor or to owners or occupiers of adjoining properties.

6.5 No dangerous compound or substance to be stored

The Lessee must ensure that no dangerous compound or substance is stored on or in the Premises.

6.6 No signs

The Lessee must not affix any signs, notices or advertisements on the Premises without the prior written consent of the Lessor, which may be withheld or granted subject to conditions, at the absolute discretion of the Lessor.

6.7 No smoking

The Lessee must do all things necessary to prevent a person smoking inside any building or other enclosed area on the Premises.

6.8 Consumption of alcohol

The Lessee must do all things necessary to, prevent a person consuming alcohol on the Premises, or using the Premises for the consumption of alcohol, without first obtaining the written consent of the Lessor.



6.9 **Sale of alcohol**

The Lessee must ensure that the Premises are not used for the sale or supply of liquor, without first obtaining written consent of the Lessor, which may be withheld or granted subject to conditions, at the absolute discretion of the Lessor.

6.10 **Sale of food**

The Lessee can only sell food within the Premises if the Lessor's written consent is first obtained and then only in accordance with the *Food Act 2008* and any other relevant Written Laws that may be in force from time to time.

6.11 **No pollution**

The Lessee must do all things necessary to prevent pollution or contamination of the Premises by Waste.

6.12 **No breach of copyright**

The Lessee must ensure that no act, that constitutes a breach or infringement of copyright under the *Copyright Act 1968* (Cth) is done on the Premises.

6.13 **Keys and access**

- (1) The Lessee acknowledges the receipt of the keys, and any other security device, specified in **Item 9** of the Schedule.
- (2) The Lessee must use and keep the keys, and any other security device, strictly in accordance with any instructions specified in **Item 9** of the Schedule.
- (3) The Lessee must not copy any key, or other security device, and must return all keys and security devices at the end of the Term.
- (4) The Lessee must notify the Lessor of any loss of keys or access cards immediately. The Lessor will arrange for replacement keys to be issued to the Lessee at the Lessee's cost, to ensure all keys conform to the Lessor's master keys.
- (5) The Lessee must not change any of the Premises' locks, without the prior approval of the Lessor. If the locks are changed the Lessee must provide the Lessor with keys to access all areas of the Premises.
- (6) If the Lessor requires access to the Premises pursuant to its powers under this Lease, and is unable to access the Premises due to an unauthorised change in locks, the Lessor may take all measures necessary to enter the Premises and to re-secure the Premises, and the Lessee will bear all costs associated with the measures.

6.14 **Risk and safety**

The Lessee agrees to implement appropriate risk management policies for its use of the Premises, including without limitation the development of an emergency and evaluation policy and procedures for the Premises and its Authorised Persons.



6.15 Indemnity for costs

The Lessee indemnifies the Lessor against any claims or demands for all costs, on a solicitor client basis, reasonably incurred by the Lessor by reason of any claim in relation to any matters set out in this **clause 6**.

7. Maintenance, repair and cleaning

7.1 General maintenance

- (1) Subject to paragraph (2) below and **clause 7.4**, the Lessee AGREES during the Term and for so long as the Lessee remains in possession or occupation of the Premises to maintain, replace, repair, clean and keep the Premises (which for the avoidance of doubt includes the Lessor's fixtures and fittings) clean and in Good Repair, including but not limited to any electrical installations, gas and water pipes and fittings, toilets, sanitary appliances, exhaust fans, drains, paths, paving, park or garden furniture, retaining walls, fences and reticulation.
- (2) If any buildings are constructed on the Premises and are treated by the Lessor to be assets of the Lessor, the Lessor will be responsible for the structural maintenance and electrical wiring of such buildings EXCEPT when such maintenance, repair or replacement is necessary because of any act or omission of or on the part of the Lessee or an Authorised Person or by the Lessee's particular use or occupancy of the Premises.
- (3) The Lessee must where installing, maintaining, replacing or repairing in or on the Premises:
 - (a) any electrical fittings and fixtures;
 - (b) any plumbing;
 - (c) any air-conditioning fittings and fixtures; and
 - (d) any gas fittings and fixtures, in or on the Premises,use only licensed trades persons, or such trades persons as may be approved by the Lessor and notified to the Lessee, which approval will not be unreasonably withheld.
- (4) If the Lessor is responsible for structural maintenance pursuant to paragraph (2) above, the Lessee acknowledges and agrees that the Lessor may have limited, or no, funds set aside within its budget for structural repair of the Premises, and as a consequence the Lessor will not be able to rectify any major maintenance or structural defect or problem unless it has sufficient monies set aside in its budget for such purpose and/or the Lessor's Council has approved such expenditure.
- (5) Despite any other provision of this Lease, the Lessee will be responsible for any repair or replacement which is necessary because of any act or omission of or on the part of the Lessee or an Authorised Person, or the Lessor's insurances are invalidated by any act, neglect or default by the Lessee or an Authorised Person.

7.2 Cleaning

The Lessee must keep the Premises clean, tidy and free from rubbish at all times.



7.3 **Maintain surroundings**

- (1) The Lessee must regularly inspect and maintain in good condition any part of the Premises which surrounds any buildings including but not limited to any flora, gardens lawns, shrubs, hedges and trees.
- (2) The Lessee must comply with and implement any landscaping, reticulation and similar plans approved by the Lessor (in its capacity as responsible local authority) pursuant to any condition or conditions of development approval for the Premises.
- (3) The Lessee must care for such trees on the Premises as the Lessor may from time to time reasonably require.
- (4) Unless permitted to do so under a development approval, the Lessee may not remove any trees, shrubs or hedges without first consulting with and obtaining the approval of the Lessor, except where necessary for urgent safety reasons.

7.4 **Maintenance Schedule**

- (5) Notwithstanding any other provision of this Lease, the Lessee covenants and agrees to comply with and be responsible for those items listed as the responsibility of the Lessee in the Maintenance Schedule.
- (6) The Lessee and the Lessor agree that the provisions of the Maintenance Schedule, and responsibilities listed in the Maintenance Schedule, will prevail over any contrary provision in this Lease.

7.5 **Comply with all reasonable conditions**

The Lessee must comply with all reasonable conditions that may be imposed by the Lessor from time to time in relation to the Lessee's maintenance or cleaning of the Premises.

7.6 **Responsibility for securing the Premises**

The Lessee must ensure the Premises, including the Lessor's Fixtures and Fittings, are appropriately secured at all times.

7.7 **Lessor's fixtures and fittings**

- (1) The Lessor's Fixtures and Fittings will remain the property of the Lessor and must not be removed from the Premises at any time.
- (2) The Lessor's Fixtures and Fittings must be present and accounted for at the expiry of each 12 month period of the Term.

8. **Damage to Premises**

- (1) The Lessee must report to the Lessor any damage to the Premises (including damage to any of the Lessor's Fixtures or Fittings), immediately when the Lessee or its Authorised Persons become aware of the damage.
- (2) The Lessee will be responsible for the cost of the repair, rehabilitation or making good any damage referred to in **clause 8(1)**, caused by or arising out of or in relation to or incidental to, the use of the Premises by the Lessee or an Authorised Person, or resulting from an act or omission of the Lessee or an Authorised Person, and must if required by the Lessor repair and make good the damage.



- (3) The Lessee must pay to the Lessor the costs of any repair, rehabilitation or making good of damage to the Premises within 7 days of receipt of a written demand for such payment being made by the Lessor.

9. Alterations

9.1 Restriction

The Lessee must not:

- (a) make or cause, suffer or permit to be placed on the Premises any improvements, alterations, buildings, structures or other fixtures, fittings or equipment of any kind; or
- (b) carry out any modifications or alterations whatsoever to the Premises,

unless the Lessee has first obtained the prior written approval of the Lessor (which may be withheld, or may be granted subject to conditions, at the absolute discretion of the Lessor) and all necessary approvals, licences and permits required under Written Law have been obtained.

9.2 Consent

- (1) If the Lessor and any other person whose consent is required under this Lease or at law consents to any matter referred to in **clause 9.1** the Lessor may grant consent subject to conditions and:

- (a) require that work be carried out in accordance with plans and specifications approved by the Lessor or any other person giving consent; and
- (b) require that any alteration be carried out to the satisfaction of the Lessor under the supervision of an engineer or other consultant.

- (2) If the Lessor consents to any matter referred to in **clause 9.1**:

- (a) the Lessor gives no warranty that the Lessor will issue any consents, approvals, authorities, permits or policies under any statute for such matters; and
- (b) the Lessee must apply for and obtain all such consent approvals, authorities, permits or policies as are required at law before undertaking any alterations, additions, improvements or demolitions.

9.3 Cost of works

All works undertaken under this **clause 9** will be carried out at the Lessee's expense.

9.4 Conditions

If any of the consents given by the Lessor or other persons whose consent is required under this Lease or at law require other works to be done by the Lessee as a condition of giving consent, then the Lessee must at the option of the Lessor either:

- (a) carry out those other works at the Lessee's expense; or
- (b) permit the Lessor to carry out those other works at the Lessee's expense,

in accordance with the Lessor's requirements.



10. Insurance

10.1 Insurance required

- (1) The Lessee must effect and maintain with reputable insurers, noting the Lessor's right and interests in the Premises for the time being, adequate public liability insurance for a sum not less than the sum set out at **Item 10** of the Schedule, in respect of any one claim or such greater amount as the Lessor may from time to time reasonably require (**Public liability Insurance**).
- (2) The Lessee must effect and maintain a policy of insurance in respect of any fixtures, fittings, equipment, stock or property of the Lessee kept in or on the Premises (**Contents Insurance**).
- (3) The Lessee must effect and maintain a policy of employers' indemnity insurance including workers' compensation insurance in respect of all employees of the Lessee employed in, about or on the Premises (**Workers Compensation Insurance**).
- (4) In the event that the Lessor does not obtain building insurance pursuant to **clause 10.2** and provides written notice to the Lessee that it will not be obtaining building insurance, the Lessee must effect and maintain insurance to the full insurable value on a replacement or reinstatement value basis of any building constructed on the Premises against damage arising from fire, tempest, storm, earthquake, explosion, aircraft, or other aerial device including items dropped from any device, riot, commotion, flood, lightning, fusion, smoke, rainwater, leakage, impact by vehicle, machinery breakdown and malicious acts or omissions and other standard insurable risks (**Building Insurance**).

10.2 Building insurance to be effected by the Lessor

Subject to **clause 10.1(4)**, the Lessor will effect and maintain policies of insurance in relation to any risk relating to the Lessor's ownership or interest in the Land and the Premises including, without limitation, insurance for fire and insurance for the Lessor's fixtures, and the Lessee must punctually reimburse the Lessor for any premiums or other costs arising therefrom including without limitation any excesses.

10.3 Maintain insurance

The Lessee must not cancel any policy of insurance referred to in **clause 10.1** and in the event the insurance referred to in **clause 10.1** is cancelled, this Lease will terminate immediately and the Lessee will have no claim against the Lessor for any loss suffered as a result of such termination.

10.4 Details and receipts

The Lessee must on request, produce copies of the certificates of currency or receipts confirming the currency of any policy or policies of insurance referred to in **clause 10.1**.

10.5 Not to invalidate

The Lessee must not do or omit to do any act or thing, or bring or keep anything of the Premises, which might render the insurance required by this clause void or voidable or cause the rate of a premium to be increased.

10.6 Settlement of claim

The Lessor may, but the Lessee may not without prior written consent of the Lessor, settle or compromise any claims under any policy of insurance required by **clause 10.1**.



10.7 Lessor as attorney

The Lessee irrevocably appoints the Lessor as the Lessee's attorney during the Term:

- (a) in respect to all matters and questions which may arise in relation to any insurances required by **clause 10.1**;
- (b) with full power to demand, sue for and recover and receive from any insurance company or society or person liable to pay the insurance money as are payable for the risks covered by the insurances required by **clause 10.1**;
- (c) to give good and effectual receipts and discharges for the insurance; and
- (d) to settle, adjust, arbitrate and compromise all claims and demands and generally to exercise all powers of absolute owner.

10.8 Lessee's equipment and possessions

The Lessee acknowledges it is responsible to obtain all relevant insurances to cover any damage and/or theft to its property. The Lessor does not take any responsibility for the loss or damage of the Lessee's property.

11. Indemnity

11.1 Lessee responsibilities

The Lessee is responsible and liable for all acts or omissions of the Lessee and an Authorised Person on the Premises and for any breach by them of any covenants or terms in this Lease required to be performed or complied with by the Lessee.

11.2 Indemnity

- (1) The Lessee is liable for, and must indemnify the Lessor and the Minister for Lands and at all times keep the Lessor and the Minister for Lands indemnified against, any Claim which may be commenced or brought against those parties or which those parties may suffer or incur in connection with:

- (a) any loss whatsoever (including loss of use);
- (b) any personal injury including illness to, or death of, any person; and
- (c) any loss, use, destruction of, or injury or damage to, any real or personal property (including property of the Lessor),

arising out of or in the course of, or caused by, the Lessee or an Authorised Person's use or occupation of the Premises, any work carried out by or on behalf of the Lessee on the Premises, the performance of the Lessee's obligations under this Lease, any act or omission of the Lessee or an Authorised Person, or any directly or indirectly associated activity.

- (2) Nothing in this clause requires the Lessee to indemnify the Lessor and the Minister for Lands to the extent that any Claim arises out of a negligent act or omission of the Lessor.



11.3 Obligations continuing

The Lessee's obligation to indemnify the Lessor and the Minister for Lands under this Lease or at law:

- (a) are not affected by the Lessee's obligation to insure under **clause 10** or at law and the indemnity under this clause is paramount; and
- (b) continue after the expiration or earlier determination of this Lease in respect of any act, omission, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

11.4 Release

- (1) The Lessee will occupy and use the Premises at its own risk.
- (2) The Lessee releases to the full extent permitted by law, the Lessor and the Minister for Lands from:
 - (a) any liability which may arise in respect of any accident or damage to property, the death of any person, injury to any person, or illness suffered by any person, occurring on the Premises or arising from the Lessee or an Authorised Person's use or occupation of the Premises;
 - (b) loss of or damage to the Premises or personal property of the Lessee (or an Authorised Person); and
 - (c) all Claims arising from or connected with (directly or indirectly) the presence of any Environmental Contamination or pollution in, on or under the Premises or surrounding area, except to the extent that any loss or damage arises out of a negligent act or omission of the Lessor.
- (3) The release by the Lessee continues after the expiration or earlier determination of this Lease in respect of any act, omission, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

11.5 Limit of Lessor's liability

- (1) The Lessor is only liable for breaches of the Lessor's Covenants set out in this Lease which occur while the Lessor is the management body.
- (2) The Lessor will not be liable for any failure to perform and observe any of the Lessor's Covenants due to any cause beyond the Lessor's control.

12. Statutory obligations and notices

12.1 Comply with Written Laws

The Lessee must:

- (a) comply promptly with all Written Laws from time to time in force relating to the Premises and the Lessee's use of the Premises;
- (b) apply for, obtain and maintain in force all consents, approval, authorities, licences and permits required under any Written Law for the Lessee's use of the Premises, or any directly or indirectly associated activity;



- (c) ensure that all obligations in regard to payment for copyright or licensing fees are paid to the appropriate person for all performances, exhibitions or displays held on the Premises; and
- (d) comply promptly with all orders, notices, requisitions or directions of any competent authority relating to the Premises or the Lessee's use of the Premises, or any directly or indirectly associated activity.

12.2 Safety and testing obligations

The Lessee must, at its cost, ensure that any fittings located in the Premises, are regularly tested, maintained and inspected to ensure that any fittings located in the Premises comply with all statutory requirements and are safe for use.

12.3 Indemnity if lessee fails to comply

The Lessee indemnifies the Lessor and the Minister for Lands against:

- (a) failing to perform, discharge or execute any of the items referred to in **clause 12**; and
- (b) any claims, demands, costs or other payments of or incidental to any of the items referred to in **clause 12**.

13. Lessor's right of entry

13.1 Entry on reasonable notice

The Lessee must permit entry by the Lessor or any Authorised Person onto the Premises without notice in the case of an emergency, and otherwise on reasonable notice:

- (a) at all reasonable times;
- (b) with or without workmen and others; and
- (c) with or without plant, equipment, machinery and materials,

for each of the following purposes:

- (d) to inspect the state of repair of the Premises and to ensure compliance with the terms of this Lease;
- (e) to carry out any survey or works which the Lessor considers necessary, however the Lessor will not be liable to the Lessee for any compensation for such survey or works provided they are carried out in a manner which causes as little inconvenience as is reasonably possible to the Lessee;
- (f) to comply with the Lessor's Covenants or to comply with any notice or order of any authority in respect of the Premises for which the Lessor is liable; and
- (g) to do all matters or things to rectify any breach by the Lessee of any term of this Lease, but the Lessor is under no obligation to rectify any breach and any rectification is without prejudice to the Lessor's other rights, remedies or powers under this Lease.



13.2 **Costs of rectifying breach**

All costs and expenses incurred by the Lessor as a result of any breach referred to at **clause 13.1(g)** together with any interest payable on such sums will be a debt due to the Lessor and payable to the Lessor by the Lessee on demand.

14. Report to Lessor

The Lessee must immediately report to the Lessor:

- (a) any act of vandalism which occurs on or near the Premises;
- (b) any occurrence or circumstances in or near the Premises, of which it becomes aware, which might reasonably be expected to cause, in or on the Premises, pollution of or damage to the environment; and
- (c) all notices, orders and summonses received by the Lessee and which affect the Premises and immediately give them to the Lessor.

15. Option to renew

If the Lessee at least 3 months, but not earlier than 6 months, prior to the date for commencement of the Further Term gives the Lessor a notice to grant the Further Term and:

- (a) all consents and approvals required by the terms of this Lease or at law have been obtained; and
- (b) there is no subsisting breach of this Lease by the Lessee,

the Lessor will grant to the Lessee a lease of the Premises for the Further Term at the Rent and on the same terms and conditions as are contained or implied in this Lease, other than this clause in respect of any Further Term previously taken or the subject of the present exercise and on such other terms and conditions as the Lessor may consider appropriate.

16. Default

16.1 **Events of default**

A default occurs if:

- (a) any Amounts Payable remain unpaid after becoming due and remain unpaid for 14 days after written notice has been given to the Lessee to pay the Amounts Payable;
- (b) the Lessee is in breach of the Lessee's Obligations for a period of 28 days after written notice has been given on the Lessee to rectify the breach;
- (c) where the Lessee is an association which is incorporated under the *Associations Incorporation Act 2015*, the association is wound up whether voluntarily or otherwise;
- (d) where the Lessee is an association which is incorporated under the *Associations Incorporation Act 2015*, the Lessee passes a special resolution under the *Associations Incorporation Act 2015* altering its rules of association in a way that makes its objects or purposes inconsistent with the use permitted by this Lease;



- (e) the Premises are vacated, or otherwise not used, in the Lessor's reasonable opinion, for the Permitted Purpose for a six-month period; or
- (f) a person other than the Lessee or a permitted sublessee or assignee is in occupation of the Premises.

16.2 Lessor's rights

- (1) On the occurrence of any of the events of default specified in **clause 16.1** the Lessor may terminate this Lease:
 - (a) without notice or demand at any time enter the Premises and on re-entry the Term will immediately determine;
 - (b) by notice in writing to the Lessee determine this Lease and from the date of giving such notice this Lease will be absolutely determined;
 - (c) by notice to the Lessee elect to convert the unexpired portion of the Term into a tenancy from month to month when this Lease will be determined as from the giving of the notice and until the tenancy is determined the Lessee will hold the Premises from the Lessor as a tenant from month to month under **clause 18**,

but without prejudice to the right of action or other remedy of the Lessor for arrears of the Rent, any Amounts Payable or damages for breach of the Lessee's Covenants or releasing the Lessee from liability in respect of the Lessee's Covenants.

- (2) On termination of the Lease the parties acknowledge that the Lessee shall not be entitled to any refund of the Rent, in respect of any unexpired portion of the Term.

16.3 Lessor may remedy breach

If the Lessee:

- (a) fails or neglects to pay the Amounts Payable by the Lessee under this Lease; or
- (b) does or fails to do anything which constitutes a breach of the Lessee's Covenants,

then, after the Lessor has given to the Lessee notice of the breach and the Lessee has failed to rectify the breach within a reasonable time, the Lessor may without affecting any right, remedy or power arising from that default pay the money due or do or cease the doing of the breach as if it were the Lessee and the Lessee must pay to the Lessor on demand the Lessor's cost and expenses of remedying each breach or default.

16.4 Acceptance of Amount Payable by Lessor

Demand for or acceptance of the Amounts Payable by the Lessor after an event of default has occurred will not affect the exercise by the Lessor of the rights and powers conferred on the Lessor by the terms of the Lease or at law and will not operate as an election by the Lessor to exercise or not to exercise any right or power.

16.5 Essential Terms

Each of the Lessee's Covenants in **clauses 4** (Rent and Other Payments), **6** (Use of Premises), **7** (Maintenance, Repair and Cleaning), **10** (Insurance), **11** (Indemnity), **20** (Assignment, Subletting



and Charging) and **26.1** (Goods and Services Tax), is an essential term of this Lease but this **clause 16.5** does not mean or imply that there are no other essential terms in this Lease.

16.6 Breach of Essential Terms

If the Lessee breaches an essential term of this Lease then, in addition to any other remedy or entitlement of the Lessor:

- (a) the Lessee must compensate the Lessor for the loss or damage suffered by reason of the breach of that essential term;
- (b) the Lessor will be entitled to recover damages against the Lessee in respect of the breach of an essential term; and
- (c) the Lessee covenants with the Lessor that if the Term is determined:
 - (i) for breach of an essential term or the acceptance by the Lessor of a repudiation of this Lease by the Lessee; or
 - (ii) following the failure by the Lessee to comply with any notice given to the Lessee to remedy any default,

the Lessee must pay to the Lessor on demand the total of the Amounts Payable under this Lease which would have been payable by the Lessee for the unexpired balance of the Term as if the Term had expired by effluxion of time together with the losses incurred or reasonably expected to be incurred by the Lessor as a result of the early determination including but not limited to the costs of re-letting or attempting to re-let the Premises;

- (d) the Lessee agrees that the covenant set out in this **clause 16.6(c)** will survive termination or any deemed surrender at law of the estate granted by this Lease; and
- (e) the Lessor must take reasonable steps to mitigate its losses and endeavour to re-let the Premises at a reasonable rent and on reasonable terms but the Lessor is not required to offer or accept rent or terms which are the same or similar to the rent or terms contained or implied in this Lease.

17. Damage or destruction of premises

17.1 Abatement of rent

If the Premises are at any time during the Term, without neglect or default of the Lessee, destroyed or damaged by fire or other risk covered by insurance so as to render the same unfit for the occupation and use of the Lessee, then the Rent or a proportionate part of the Rent (according to the nature and extent of the damage) will abate until the Premises have been rebuilt or made fit for the occupation and use of the Lessee, and in case of any dispute arising under this provision the same will be referred to arbitration under the provisions of the *Commercial Arbitration Act 2012* and the full Rent must be paid without any deduction or abatement until the date of the arbitrator's award where the Lessor will refund to the Lessee any Rent which according to the award appears to have been overpaid.

17.2 Total damage or destruction

If the premises are at any time during the Term destroyed or damaged to an extent as to be wholly unfit for the occupation and use of the Lessee either party may by notice in writing to the other of them given within sixty (60) days after the event elect to cancel and terminate this Lease. The term



will terminate on the notice being given and the Lessee must vacate the premises and surrender the same to the Lessor, but the termination will be without prejudice to the liability of the Lessee under this Lease up to the date of termination.

18. Holding over

- (1) If the Lessee remains in possession of the Premises after the expiry of the Term with the consent of the Lessor, the Lessee will be a monthly Lessee of the Lessor at a Rent equivalent to one twelfth of the Rent for the period immediately preceding expiry of the Term and otherwise on the same terms and conditions of this Lease provided that all consents required under this Lease or at law have been obtained to the Lessee being in possession of the Premises as a monthly Lessee.
- (2) The parties acknowledge and agree that if the Lessee is in possession of the Premises pursuant to this clause, that this Lease may be terminated by either party on 2 months written notice to the other party and on termination **clause 19** will apply.

19. Obligations on termination

19.1 Restore premises

Prior to Termination, the Lessee at the Lessee's expense must restore the Premises to a condition consistent with the observance and performance by the Lessee of the Lessee's Covenants under this Lease.

19.2 Peacefully surrender

Subject to **clause 19.5**, on Termination the Lessee must:

- (a) peacefully surrender and yield up to the Lessor the Premises in a condition consistent with the observance and performance of the Lessee's Covenants under this Lease. For the avoidance of doubt, the Lessee acknowledges and agrees that following Termination ownership in any building on the Premises will vest in the Lessor and the Lessee must ensure that any such building is yielded to the Lessor in a structurally sound and statutory compliant condition; and
- (b) surrender to the Lessor all keys and security access devices and combination for locks providing an access to or within the Premises held by the Lessee whether or not provided by the Lessor.

19.3 Remove property prior to termination

Prior to Termination, unless otherwise mutually agreed between the parties, the Lessee must remove from the Premises all property of the Lessee other than air-conditioning plant and fire equipment, security alarms and security systems and other fixtures and fittings which in the opinion of the Lessor form an integral part of the Premises and promptly make good, to the satisfaction of the Lessor, any damage caused by the removal.

19.4 Lessor can remove property on re-entry

- (1) On re-entry the Lessor will have the right to remove from the Premises any property of the Lessee and the Lessee indemnifies the Lessor against all damage caused by the removal of and the cost of storing that property.



- (2) The Lessor may, at any time after the expiration or sooner determination of the Term, give the Lessee a notice (**Abandonment Notice**) requiring the Lessee to remove all fittings, plant, equipment or other articles not previously removed by the Lessee in accordance with the requirement of this clause (**Remaining Items**). On the Lessee's receipt of an Abandonment Notice, the Lessee shall have TWO (2) days within which to remove all Remaining Items and failing removal within that TWO (2) day period, all Remaining Items still on the Premises or in the Lessor's custody shall be deemed absolutely abandoned by the Lessee and shall automatically become the absolute property of the Lessor and may be sold by the Lessor or disposed of at any time and without further notice or obligation to the Lessee. The Lessor shall be entitled to keep the proceeds of any sales and those proceeds shall not be taken into account to reduce any arrears, damages or other moneys for which the Lessee may be liable.

19.5 Lessor may require Lessee to remove all buildings and improvements

- (1) Notwithstanding any other provision of this Lease, the Lessor may, by written notice with three months prior to Termination or within 30 days after the earlier determination of this Lease (**Removal Notice**), require the Lessee at its cost and to the Lessor's satisfaction:
- (a) remove any improvements, the buildings and fixtures constructed or located on the Premises; and
 - (b) following the removal of any improvements, the buildings and fixtures in accordance with paragraph (a) restore the Premises the same or substantially the same condition as it was immediately prior to the erection or construction of such improvements, buildings and fixtures.
- (2) If the Lessee fails to comply with **clause 19.5(1)** within 90 days of the Removal Notice, the Lessor may at its option:
- (a) remove all structures, the building, fixtures and property and recover the cost of doing so from the Lessee as a liquidated debt payable on demand; and
 - (b) rehabilitate and restore the Premises and recover the cost of doing so from the Lessee as a liquidated debt payable on demand.

19.6 Clause to survive termination

The Lessee's obligations under this clause shall survive Termination

20. Assignment, Subletting and charging

20.1 No assignment without consent

- (1) The rights in this Lease are personal to the Lessee, and Lessee may not transfer, assign, mortgage, charge, assign or otherwise part with possession or any way dispose of any of its rights or obligations under this Lease, without the prior written consent of the Lessor and the Minister for Lands and any other person whose consent is required under this Lease or at law. The Lessor and the Minister for Lands may withhold their consent at their absolute discretion.
- (2) In relation to any assignment request, the Lessee will be required to provide satisfactory evidence of the suitability of an assignee and the assignor Lessee will remain liable for the remainder of the Term, despite any assignment.



20.2 **No subletting or sublicensing without consent**

- (1) The Lessee must not sublet the Premises or any part of the Premises, without the prior written consent of the Lessor and the Minister for Lands and any other person whose consent is required under this Lease or at law. The Lessor and the Minister for Lands may withhold their consent at their absolute discretion.
- (2) In relation to any subletting or sublicensing request:
 - (a) the Lessee will be required to provide satisfactory evidence of the suitability of a sublessee or sublicensee to sublet or sublicense the Premises;
 - (b) the terms of any sublease or sublicense (including the permitted purposes) must be consistent with the terms of this Lease. If the proposed Permitted Purpose is inconsistent, a variation of the Lease will be required;
 - (c) the rent or consideration that the Lessee receives from subletting or sublicensing the Premises must not be higher on a pro-rata basis than the Rent payable under this Lease, unless otherwise approved by the Lessor's Council.

20.3 **Property Law Act 1969**

Sections 80 and 82 of the *Property Law Act 1969* are excluded.

20.4 **No mortgage or charge**

The Lessee must not mortgage or charge the Land.

20.5 **Caveat**

The Lessee (or any person on behalf of the Lessee) must not lodge any caveat at Landgate against the certificate of title for the Land, to protect the interest of the Lessee under this Lease.

20.6 **Hire**

- (1) Subject to prior consent of the Lessor, the Lessee may hire out the Premises or any part thereof PROVIDED:
 - (a) such use is consistent at all times with the Permitted Purpose;
 - (b) the rates of hire are consistent with the Lessor's community hire rates, as amended by the Licensor from time to time;
 - (c) the Lessee ensures any hirer complies strictly with the relevant terms of this Licence; and
 - (d) the hirer has appropriate insurances (including in particular public liability insurance) and the Lessee has obtained copies of the certificates of currency for such insurances prior to the hire taking place; and
 - (e) the Lessee has appropriate and adequate hire insurance.
- (2) For the purposes of this Lease, "hire" means any hire of the Premises by the Lessee to a third party for a temporary or short-term period of time and does not include any formal transfer, assignment or sublicense of the Premises.



- (3) The Lessee acknowledges that at all times, including when the Premises are hired to a third party, it remains responsible for the Premises, including without limitation any damage that may be caused or occurs during any hire period.

21. Prior notice of proposal to change rules

The Lessee agrees that it will not change its rules of association under the *Associations Incorporations Act 2015* without notifying the Lessor of its intention to make the change prior to consideration of the required special resolution.

22. Provision of information

The Lessee agrees to provide to the Lessor:

- (a) a copy of the Lessee's audited annual statement of accounts for each year;
- (b) advice of any changes in its office holders during the Term; and
- (c) any information reasonably required by the Lessor.

23. Disputes

- (1) If a dispute arises between the Parties in connection with this Lease, then a Party must give notice of the dispute to the other Party identifying the dispute and providing details of it.
- (2) Except as otherwise provided any dispute arising out of this Lease is to be referred in the first instance in writing to the Lessor's representative as nominated in writing by the Lessor from time to time (**Lessor's Representative**) who will convene a meeting within 10 days of receipt of such notice from the Lessee or such other period of time as is agreed to by the parties between the Lessor's Representative and an officer of the Lessee for the purpose of resolving the dispute (**Original Meeting**).
- (3) In the event the dispute is not resolved in accordance with **clause 23(2)** of this Lease then the dispute shall be referred in writing to the CEO of the Lessor who shall convene a meeting within 10 days of the Original Meeting, or such other date as is agreed to by the parties between the CEO and a senior representative of the Lessee for the purpose of resolving the dispute.
- (4) In the event the dispute is not resolved in accordance with **clause 23(3)** of this Lease then, then the dispute shall be determined by a single arbitrator under the provisions of the *Commercial Arbitration Act 2012* (as amended from time to time) and the Lessor and the Lessee may each be represented by a legal practitioner.
- (5) The Lessee must pay the Amounts Payable without deduction to the date of the award of the Arbitrator or the date of an agreement between the Parties whichever event is the earlier, and if any money paid by the Lessee is not required to be paid within the terms of the award of the Arbitrator or by agreement between the Lessor and the Lessee then the Lessor will refund to the Lessee the monies paid.
- (6) Other than in respect of proceedings for urgent interlocutory or declaratory relief, it is a condition precedent to the right of any Party to arbitrate or litigate a dispute under this Lease that it first has complied with the mediation process in accordance with this clause.



24. Notice

- (1) Any notice, direction or other communication which must or may be given in connection with this Lease:
 - (a) must be in writing in order to be valid;
 - (b) is sufficient if executed by the Party giving the notice or on its behalf by any director, secretary, duly authorised officer or solicitor of that Party;
 - (c) in order to be valid must be given to a Party as follows:
 - (i) delivered or sent by prepaid post to, or left at, the 'notice details' address of that Party as set out in this Lease;
 - (ii) sent to the facsimile number of that Party as set out in this Lease;
 - (iii) sent to the email address of that Party; or
 - (iv) delivered or sent to another address or facsimile number as is notified in writing by that Party to the other Parties from time to time;
 - (d) if given in accordance with **clause 24(1)(c)**, will be deemed to take effect:
 - (i) in the case of prepaid post, on the second business day after the date of posting;
 - (ii) in the case by email, on receipt of return email from the recipient acknowledging receipt of the email;
 - (iii) in the case of facsimile, on receipt of a transmission report from the sending machine confirming successful transmission; and
 - (iv) in the case of delivery by hand, on delivery; and
 - (e) a Notice to a Party may be signed:
 - (i) if given by an individual, by the person giving the Notice;
 - (ii) if given by a corporation, by a director, secretary or manager of that corporation;
 - (iii) if given by a local government, by the CEO;
 - (iv) if given by an association incorporated under the *Associations Incorporation Act 2015*, by any person authorised to do so by the board or committee of management of the association; or
 - (v) by a solicitor or other agent of the individual, corporation, local government or association giving the Notice.

25. Additional terms and conditions

Each of the terms and conditions (if any) specified in **Item 11** of the Schedule are part of this Lease and are binding on the Lessor and the Lessee as if incorporated into the body of this Lease. If there is any inconsistency between the provisions of Error! Reference source not found. of the Schedule



and the remaining provisions of this Lease, the provisions of **Item 11** of the Schedule will prevail to the extent of that inconsistency.

26. General provisions

26.1 GST

- (1) In this clause:
 - (a) **GST Act** means A New Tax System (Goods and Services Tax) Act 1999 (Cth);
 - (b) **GST Law** means the GST Act and any associated legislation including without limitation delegated legislation; and
 - (c) **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 this Lease as 'GST-inclusive', any consideration to be paid or provided for a supply made under or in connection with this Lease 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 this Lease is subject to GST (other than a supply the consideration for which is specifically described in this Lease as GST-inclusive), then:
 - (a) the consideration payable or to be provided for that supply under this Lease will be increased by, and the Recipient must pay to the Supplier, an amount equal to the GST calculated according to the GST Law;
 - (b) the Recipient must 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 supply.
- (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 this Lease, failing which the Recipient will not be obliged to make any payment for that supply until the invoice is provided.

26.2 No fetter

Despite any other provision of this Lease, the Parties acknowledge that the Lessor is a local government established by the *Local Government Act 1995*, and in that capacity, the Lessor may be obliged to determine applications for consents, approvals, authorities, licences and permits having regard to any Written Law governing such applications including matters required to be taken into consideration and formal processes to be undertaken, and the Lessor will not be taken to be in default under this Lease by performing its statutory obligations or exercising its statutory discretions, and a provision of this Lease will not fetter the Lessor in performing its statutory obligations or exercising any discretion.

26.3 Lessor's consent

The Lessee acknowledges and agrees with the Lessor that:



- (a) if the Lessor consents to any matter referred to in this Lease, the Lessor may consent subject to any conditions that it deems reasonably necessary; and
- (b) if the Lessor consents to any matter referred to in this Lease, the Lessee must, to the reasonable satisfaction of the Lessor, comply with any condition imposed by the Lessor.

26.4 Acts by agents

All acts and things which the Lessor is required to do under this Lease may be done by the CEO, an officer or the agent, solicitor or employee of the Lessor.

26.5 Moratorium

The provisions of a statute which would but for this clause extend or postpone the date of payment of money, reduce the rate of interest or abrogate, nullify, postpone or otherwise affect the terms of this Lease do not, to the fullest extent permitted by law, apply to limit the terms of this Lease.

26.6 Entire agreement – no warranty

- (1) Each Party acknowledges that it has entered into this Lease in full reliance on its own enquiries, investigations, examinations and advice and not in reliance on or as a result of any statement, claim, representation or warranty (expressed or implied) made or given by another Party or any employee, agent or other person on behalf of another Party in respect of any matter affecting this Lease.
- (2) The Parties agree that this Lease constitutes the whole and entire agreement between them and supersedes all previous negotiations and agreements written or oral.

26.7 Further assurance

The Parties must execute and do all acts and things necessary or desirable to implement and give full effect to the terms of this Lease.

26.8 Severability

In the event of part of this Lease being or becoming void or unenforceable then that part is to be severed from this Lease with the intention that the balance of this Lease is to remain in full force and effect, unaffected by the severance.

26.9 Variation

This Lease may be varied only by deed executed by the parties subject to such consents as are required by this Lease or at law.

26.10 Modification and waiver

- (1) This Lease 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 this Lease, or waiver or relinquishment of the performance of any term or condition of this Lease, will be effective only if made in writing and executed by or on behalf of the Party granting the waiver.
- (3) A waiver of any one breach of any term or condition of this Lease is not to operate as a waiver of any other breach of the same or other term or condition of this Lease.



26.11 Laws of Western Australia apply

This Lease 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 Land

Reserve number 7661, Lot 641 on Plan P190941, being the whole of the land comprised in Crown Land Title Volume LR 3100 Folio 718.

Item 2 Premises

That part of the Land depicted on the plan annexed hereto as **Annexure 1**, including all buildings, structures, alterations, additions and improvements on that part of the Land, or erected on that part of the Land during the Term.

As shown hatched in red on the attached plan.

Item 3 Commencement Date

15 November 2022

Item 4 Term

10 years commencing on 15 November 2022 and expiring on 14 November 2032

Item 5 Further Term

11 years commencing on 15 November 2032 and expiring on 14 November 2043.

Item 6 Rent

\$1plus GST per annum, payable annually in advance with the first payment due on the Commencement Date and reviewed annually in accordance with the terms of this Lease

Item 7 Rent Review Dates

Not applicable

Item 8 Permitted Purpose

Community and uses reasonably ancillary to that purpose.

Item 9 Keys and Security Device

Not applicable

Item 10 Public Liability Insurance

\$20,000,000.



Item 11 Additional Terms and Conditions

Not applicable.



Signing page

EXECUTED [*add day and month*]

2022

THE COMMON SEAL of the **SHIRE OF RAVENSTHORPE** is affixed in the presence of -

Shire President

(Print Full Name)

Chief Executive Officer

(Print Full Name)

THE COMMON SEAL of Hopetoun Senior Citizens and Associated Incorporated is affixed in accordance with the constitution of the Lessee in the presence of each of the undersigned who each declare by the execution of this document that he or she holds the office in the Lessee indicated under his or her name:

Office Holder Sign

Office Holder Sign

Name

Name

Address

Address

Office Held

Office Held



Annexure 1 – Plan of Premises





Annexure 2 - Consent of the Minister for Lands



Annexure 3 – Maintenance Schedule

- Kitchen extractor fan