



## **Attachments**

Ordinary Meeting of Council

Monday, 15 December 2025

Commencing at 6.00pm

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# ATTACHMENT 7.1

7.

**CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

7.1

ORDINARY COUNCIL MEETING MINUTES 18 NOVEMBER 2025

(Attachment: Yellow 7.1) Statutory Environment:

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

**OFFICER RECOMMENDATION:**

**That the minutes and associated attachments of the Ordinary Council Meeting held on 18 November 2025 be CONFIRMED as a true and correct record.**

Moved:\_\_\_\_\_

Seconded:\_\_\_\_\_

**Carried:**\_\_\_\_\_*/*\_\_\_\_



# **Unconfirmed Minutes**

Ordinary Meeting of Council

Tuesday, 18 November 2025

Commencing at 6.00pm

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# NOTICE OF MEETING

Notice is hereby given that the

Shire of Ravensthorpe

Ordinary Council

Meeting

Will be held on Tuesday,

18 November 2025

Commencing at 6.00pm

Located in the

Hopetoun Community Centre

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Matthew Bird  
Chief Executive Officer

**Disclaimer**

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

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

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

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# MINUTES

<b>Mission Statement</b>	<i>To grow our community through the provision of leadership, services and infrastructure.</i>
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## 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 pays respect to Elders past, present, and emerging.

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

Cr Rachel Gibson (Shire President)

Cr Sue Leighton

Cr Robert Miloseski

Cr Bill Auburn

### OFFICERS

Matthew Bird (Chief Executive Officer)

Paul Spencer (Executive Manager Infrastructure Services)

Les Mainwaring (Executive Manager Corporate Services)

### VISITORS

Honorary Freeman Rod Daw, David Tapscott, Ann Tuppen, Ainsley Foulds, Graham Richardson.

### APOLOGIES

Cr Mark Mudie (Deputy President)

Cr Benno Sutherland

Natalie Bell (Executive Manager Project and Regulatory Services)

### LEAVE OF ABSENCE

Nil.

## 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

## 4. PUBLIC QUESTIONS TIME

Ainsley Foulds and Ann Tuppen asked to speak to Report item 12.3.4 Hopetoun Youth and Arts Space 99B Tamar St - Change of Use application to Community Purpose.

Ainsley thanked the Shire planning team for their assistance to date and for Council approvals to date to upgrade the YAS building. The group have applied for third party funding and hope to secure the required funds to undertake the planned upgrades to the Shire owned community building. Ainsley and Ann requested Council consider an amendment to the officer recommendation for report item 12.3.4 point 4 currently presented as "The provision of all services, including augmentation of existing services,

necessary as a consequence of any proposed development shall be at the cost of the developer and at no cost to the Shire of Ravensthorpe." The request to Council to amend point 4 was to acknowledge that current funding applications have not been confirmed and if one or more are unsuccessful then a separate request to Council may be required for consideration in the future. The project proponents asked Council to consider an amended to point 4 to include the words "subject to the outcomes of grant funding applications".

## 5. DECLARATIONS OF INTEREST

Cr Robert Miloseski – Item 12.3.1

CEO Matthew Bird – late confidential item CEO recruitment

## 6. APPLICATIONS FOR LEAVE OF ABSENCE

Cr Mudie applied for leave of absence for period 30 November 2025 to 3 January 2026.

### COUNCIL DECISION:

**Moved by Cr Auburn and seconded by Cr Miloseski Resolution #102/25**

**That Cr Mudie application for leave of absence for period 30 November 2025 to 3 January 2026 inclusive be approved.**

**Carried 4/0**

## 7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

### 7.1 ORDINARY COUNCIL MEETING MINUTES 21 OCTOBER 2025

(Attachment: Yellow 7.1) Statutory Environment:

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

### COUNCIL DECISION:

**Moved by Cr Leighton and seconded by Cr Auburn Resolution # 103/25**

**That the minutes and associated attachments of the Ordinary Council Meeting held on 21 October 2025 be CONFIRMED as a true and correct record.**

**Carried 4/0**

## 8. ANNOUNCEMENTS/REPORTS BY ELECTED MEMBERS

### **Cr Leighton**

- Participated in the CEO selection panel process.

### **Cr Auburn**

- Attended the Hopetoun Progress Association AGM
- Attended the Fitzgerald Business Network Business After Hours event at the new Ravensthorpe café.
- Was unable to attend the GS Regional Road Group meeting held last week.

### **Cr Miloseski**

- Attended the Hopetoun Progress Association AGM, great work the HPA becoming tier 3 housing provider.

- Attended the Remembrance Day event, well done to the Shire President Cr Gibson on an awesome presentation.

**Cr Gibson**

Attended the following events and activities;

- Ravy Community Cooperative meeting,
- Interview with ABC Goldfields,
- Country Womens Association meeting,
- Windspray Arts – Geoff Vivian exhibition,
- Interview with ABC Great Southern,
- CEO selection panel process,
- Jerdacuttup Community Association meeting,
- Interview with Farm Weekly,
- CEO/Shire President regular meeting,
- Remembrance Day, well done to Shire officers Rod and Michelle. Special thank you to Shire team responsible for ensuring the roses looked so great.
- CBH meeting, and
- Rod Daw lookout planning meeting.

**9. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

Nil

**10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Nil

**11. MATTERS ARISING FROM COMMITTEES OF COUNCIL**

Nil

## **12. REPORTS OF OFFICERS**

### **12.1 EXECUTIVE SERVICES**

#### **12.1.1 LOCAL GOVERNMENT EXTRAORDINARY ELECTION 2026 AND THE APPOINTMENT OF THE WESTERN AUSTRALIAN ELECTORAL COMMISSION**

<b>File Reference:</b>	<b>GV.EL.3</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>9 November 2025</b>
<b>Disclosure of Interest:</b>	<b>N/A</b>
<b>Attachments: 12.1.1</b>	<b>Correspondence from the Western Australian Electoral Commission x3</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **PURPOSE**

1. To seek Council endorsement for the appointment of the Western Australian Electoral Commissioner to undertake an extraordinary election to replace a resigning Councillor.

#### **BACKGROUND**

2. In accordance with 2.32 of the Local Government Act 1995 there are various cases in which an extraordinary election occurs when an elected member:
  - a) dies; or
  - b) resigns from the office; or
  - c) does not make the declaration required by section 2.29(1) within 2 months after being declared elected to the office; or
  - d) advises or accepts under section 2.27 that he or she is disqualified, or is declared to be disqualified by the State Administrative Tribunal acting on an application under section 2.27; or
  - e) is disqualified by an order under section 5.113, 5.117 or 5.119 from holding office as a member of a council; or
  - f) is dismissed under section 8.15L or 8.25(2); or
  - g) becomes the holder of any office or position in the employment of the local government; or
  - h) while holding an office of councillor, is elected to the office of elector mayor or president on the council.
3. When an extraordinary vacancy occurs, an extraordinary election must be conducted; the election day must be decided on and fixed within one month of the vacancy.
4. If the Council wishes to conduct the election as a postal ballot, and use the services of the WA Electoral Commission it will need to formally resolve to do so in accordance with Sections 4.20(4) and 4.61(2) of the Local Government Act 1995.

## **COMMENT**

5. A vacancy exists on Ravensthorpe Council and an Extraordinary Election is required to seek to fill this position.
6. The Western Australian Electoral Commission (WAEC) was notified of the vacancy.
7. The WAEC has provided the attached written agreement to conduct the extraordinary election as a postal election in accordance with section 4.20(4) of the Local Government Act 1995.
8. The WAEC has previously been responsible for conducting ordinary and extraordinary elections for the Shire in the past and it is recommended that Council declare the responsibility of the pending extraordinary election to the WAEC.
9. The process for Council to follow in terms of appointing the WAEC to be responsible for the conduct of the extraordinary election and for the election to be a postal election is as follows:
  - a) Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the extraordinary election, and
  - b) Decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the extraordinary election will be as a postal election.
10. The use of the WAEC to provide a postal ballot is the most commonly used option for local governments, and is the method used by the Shire for numerous years.
11. The WAEC can accommodate any further resignations from Councillors no later than Friday 23 January 2026 in order to be included in the March extraordinary election.

## **CONSULTATION**

12. Western Australian Electoral Commission
13. Executive Team

## **STATUTORY ENVIRONMENT**

14. Local Government Act 1995
  - section 2.32 – How extraordinary vacancies occur in offices elected by electors
  - section 4.8 – Extraordinary Elections
  - section 4.9 – Election Day for extraordinary elections
  - section 4.20 – CEO to be the returning officer unless other arrangements made
  - section 4.61 – Choice of methods of conducting election

## **POLICY IMPLICATIONS**

15. Nil.

## **FINANCIAL IMPLICATIONS**

16. If approved, the notional budget allocation for conducting this extraordinary election as indicated by the WA Electoral Commission is \$14,500 (GST excluded).

## RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (operational); elections must be compliant and should be viewed as independent, transparent and impartial (Operational)	Possible	Moderate	Medium	Engage the WAEC to conduct the extraordinary election by postal vote.

## ALTERNATE OPTIONS

18. Nil.

## STRATEGIC ALIGNMENT

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

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

Item	Objectives and Strategies
5.1	The Shire's community is engaged and involved
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 vison for the future
5.4	The Shire of Ravensthorpe is known as a good employer, and staff have the capacity and skills to deliver identified services and strategies
5.6	Financial systems are effectively managed
5.7	Customer service and other corporate systems are of high quality

## VOTING REQUIREMENTS

20. Absolute Majority

## COUNCIL DECISION

**Moved by Cr Auburn and seconded by Cr Miloseski**

**Resolution # 104/25**

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

1. **DECLARES that, in accordance with Section 4.20(4) of the *Local Government Act (1995)* the Electoral Commissioner to be responsible for the conduct of the extraordinary election; and**
2. **DECIDES, in accordance with Section 4.61(2) of the *Local Government Act 1995* that the method of conducting the extraordinary election will be as a postal election; and**
3. **ENDORSE the allocation of funds up to \$14,500 (GST excluded) in the 2025/26 annual budget to undertake the Shire of Ravensthorpe's 2026 extraordinary election.**

**Carried 4/0**

## 12.1.2 ORDINARY COUNCIL MEETING DATES 2026

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>9 November 2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>N/A</b>
<b>Previous Reference:</b>	<b>N/A</b>

### **PURPOSE**

1. That Council considers the proposed Ordinary Council meeting dates for 2026.

### **BACKGROUND**

2. Councils are required to give local public notice of Ordinary Council meetings prior to the beginning of the year in which the meetings are held per reg.12(1) of the Local Government (Administration) Regulations 1996.
3. Ordinary Council meetings occur on the third Tuesday of the month commencing at 6.00 pm, except in January when no meeting will be scheduled.
4. The proposed 2026 Ordinary Council meeting dates and locations are as follows:
  - Tuesday 6pm, 17 February 2026, Ravensthorpe Council Chambers
  - Tuesday 6pm, 17 March 2026, Ravensthorpe Council Chambers
  - Tuesday 6pm, 21 April 2026, Ravensthorpe Council Chambers
  - Tuesday 6pm, 19 May 2026, Ravensthorpe Council Chambers
  - Tuesday 6pm, 16 June 2026, Ravensthorpe Council Chambers
  - Tuesday 6pm, 21 July 2026, Ravensthorpe Council Chambers
  - Tuesday 6pm, 18 August 2026, Ravensthorpe Council Chambers
  - Tuesday 6pm, 15 September 2026, Ravensthorpe Council Chambers
  - Tuesday 6pm, 20 October 2026, Ravensthorpe Council Chambers
  - Tuesday 6pm, 17 November 2026, Ravensthorpe Council Chambers
  - Tuesday 6pm, 15 December 2026, Ravensthorpe Council Chambers

### **COMMENT**

5. It is recommended to return to holding OCM locations for 2026 only in Ravensthorpe utilising the fit for purpose Council Chambers including required audio-visual equipment. Special Council Meetings (SCMs), Annual Elector Meetings, and regular Corporate Discussion meetings will still be held at Ravensthorpe Council Chambers on dates as required. A date conflict has also arisen for the Tuesday 16 December 2025 OCM meeting. In addition to the 2026 OCM dates Council is asked to consider rescheduling the previously approved 16 December date to Monday 15 December 2025 6pm, Ravensthorpe Council Chambers.
6. In order to ensure local community engagement at other main local resident population centres such as Hopetoun and Munglinup, it is recommended to hold Council and Executive team community forum events during the 2026 calendar year, 3 in Hopetoun and 1 in Munglinup at agreed dates throughout the year.

## **CONSULTATION**

7. Councillors and Executive Management Team.

## **STATUTORY ENVIRONMENT**

8. Local Government Act s.5.25 (1)(G) (g) the giving of public notice of the date and agenda for council or committee meetings.
9. Local Government (Administration) Regulations 1996 Reg 12(1)(2)
  - (1) In this regulation — meeting details, for a meeting, means the date and time when, and the place where, the meeting is to be held.
  - (2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held
    - (a) ordinary council meetings; Act 1995

## **POLICY IMPLICATIONS**

10. Nil.

## **FINANCIAL IMPLICATIONS**

11. Nil.

## **RISK MANAGEMENT**

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Operational Not meeting Local Government Act requirements by failing to confirm and advertise future OCM dates	Unlikely	Major	Moderate	Council to endorse the future OCM calendar for the 2026 year

## **ALTERNATE OPTIONS**

13. Council may amend officer recommendations.

## **STRATEGIC ALIGNMENT**

14. 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
5.7	Customer service and other corporate systems are of high quality

## **VOTING REQUIREMENTS**

15. Simple Majority

## AMENDED OFFICER RECOMMENDATION

CEO proposed an amendment to the officer recommendation to reschedule the 15 to 22 September 2026 due to a potential WALGA Conference date conflict.

*That Council:*

**1. ENDORSE the following dates and locations for Ordinary Council Meetings for the 2026 period;**

- *Tuesday 6pm, 17 February 2026, Ravensthorpe Council Chambers*
- *Tuesday 6pm, 17 March 2026, Ravensthorpe Council Chambers*
- *Tuesday 6pm, 21 April 2026, Ravensthorpe Council Chambers*
- *Tuesday 6pm, 19 May 2026, Ravensthorpe Council Chambers*
- *Tuesday 6pm, 16 June 2026, Ravensthorpe Council Chambers*
- *Tuesday 6pm, 21 July 2026, Ravensthorpe Council Chambers*
- *Tuesday 6pm, 18 August 2026, Ravensthorpe Council Chambers*
- *Tuesday 6pm, **22 September** 2026, Ravensthorpe Council Chambers*
- *Tuesday 6pm, 20 October 2026, Ravensthorpe Council Chambers*
- *Tuesday 6pm, 17 November 2026, Ravensthorpe Council Chambers*
- *Tuesday 6pm, 15 December 2026, Ravensthorpe Council Chambers*

**2. APPROVE the rescheduling of the previously approved Tuesday 16 December 2025 OCM to Monday 15 December 2025, commencing 6pm at Ravensthorpe Council Chambers.**

**The Officer recommendation was moved by Cr Auburn and seconded by Cr Leighton.**

## AMENDED MOTION

**Cr Auburn moved and Cr Miloseski seconded an amended motion that included changes to locations being March, May, August and November in Hopetoun, and June in Munglinup. This motion was lost 2/2.**

## AMENDED MOTION

**Cr Auburn moved an amended motion that included changes to locations being March, August and November in Hopetoun, and June in Munglinup. A seconder was not received so motion fell away.**

## COUNCIL DECISION

**Amended motion put by Cr Gibson and seconded by Cr Auburn      Resolution #105/25**

*That Council:*

**1. ENDORSE the following dates and locations for Ordinary Council Meetings for the 2026 period;**

- *Tuesday 6pm, 17 February 2026, Ravensthorpe Council Chambers*
- *Tuesday 6pm, 17 March 2026, Hopetoun Community Centre*
- *Tuesday 6pm, 21 April 2026, Ravensthorpe Council Chambers*
- *Tuesday 6pm, 19 May 2026, Ravensthorpe Council Chambers*
- *Tuesday 6pm, 16 June 2026, Ravensthorpe Council Chambers*
- *Tuesday 6pm, 21 July 2026, Ravensthorpe Council Chambers*
- *Tuesday 6pm, 18 August 2026, Hopetoun Community Centre*
- *Tuesday 6pm, **22 September** 2026, Ravensthorpe Council Chambers*
- *Tuesday 6pm, 20 October 2026, Ravensthorpe Council Chambers*
- *Tuesday 6pm, 17 November 2026, Ravensthorpe Council Chambers*
- *Tuesday 6pm, 15 December 2026, Ravensthorpe Council Chambers*

2. APPROVE the rescheduling of the previously approved Tuesday 16 December 2025 OCM to Monday 15 December 2025, commencing 6pm at Ravensthorpe Council Chambers.

**Carried 4/0**

## 12.2 COPORATE SERVICES

### 12.2.1 MONTHLY FINANCIAL REPORT – 31 OCTOBER 2025

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Executive Manager Corporate Services</b>
<b>Authorising Officer</b>	<b>Executive Manager Corporate Services</b>
<b>Date:</b>	<b>13 November 2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments: 12.2.1</b>	<b>Monthly Financial Reports for 31 October 2025</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **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 2025 Monthly Financial Reports.

#### **COMMENT**

3. The October 2025 Monthly Financial Reports are presented for review.

#### **CONSULTATION**

4. Nil.

#### **STATUTORY ENVIRONMENT**

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

#### **POLICY IMPLICATIONS**

6. Nil.

#### **FINANCIAL IMPLICATIONS**

7. All expenditure has been approved via adoption of the 2025/2026 Annual Budget, or resulting from a Council Motion for a budget amendment.

#### **RISK MANAGEMENT**

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational	Rare	Insignificant	Very Low	That council receives the Financial Activity Statements as required by legislation.

#### **ALTERNATE OPTIONS**

9. Nil.

## STRATEGIC ALIGNMENT

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

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

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

## VOTING REQUIREMENTS

11. Simple Majority

### COUNCIL DECISION:

**Moved by Cr Leighton and seconded by Cr Auburn**

**Resolution #106/25**

**That Council:**

**RECEIVE the October 2025 Monthly Financial Reports as presented.**

**Carried 4/0**

## 12.2.2 SCHEDULE OF ACCOUNT PAYMENTS – OCTOBER 2025

**File Reference:** **GR.ME.8**  
**Location:** **Shire of Ravensthorpe**  
**Applicant:** **Shire of Ravensthorpe**  
**Author:** **Finance Officer**  
**Authorising Officer** **Executive Manager Corporate Services**  
**Date:** **10 November 2025**  
**Disclosure of Interest:** **Nil**  
**Attachments:** **12.2.2** **Creditors List of Accounts Paid October 2025**  
 **Credit Card Transactions to 01 October 2025**  
 **Fuel Card Transactions October 2025**  
**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 01/10/2025 – 31/10/2025

<b>2025-26</b>						
<b>Month</b>	<b>Cheques</b>	<b>EFT Pynts</b>	<b>Direct Debits</b>	<b>Credit Card</b>	<b>Total Creditors</b>	<b>Payroll</b>
Jul	16,109	1,225,413	66,010	9,775	1,317,307	385,331
Aug	11,947	690,502	111,771	9,270	823,490	324,609
Sep	8,381	582,206	99,197	10,260	700,043	345,534
Oct	11,709	1,054,029	45,645	10,976	1,122,359	462,498
Nov	0	0			0	
Dec	0	0			0	
Jan	0	0			0	
Feb	0	0			0	
Mar	0	0			0	
Apr	0	0			0	
May	0	0			0	
Jun	0	0			0	
<b>Total</b>	<b>48,145</b>	<b>3,552,150</b>	<b>322,622</b>	<b>40,281</b>	<b>3,963,199</b>	<b>1,517,971</b>
<b>23/24</b>	<b>186,555</b>	<b>12,324,178</b>	<b>1,020,367</b>	<b>106,440</b>	<b>13,637,540</b>	<b>4,948,850</b>
<b>22/23</b>	<b>114,562</b>	<b>12,445,050</b>	<b>943,431</b>	<b>81,842</b>	<b>13,584,885</b>	<b>4,162,759</b>
<b>21/22</b>	<b>109,610</b>	<b>11,455,728</b>	<b>1,217,128</b>	<b>101,107</b>	<b>12,883,572</b>	<b>4,057,812</b>

### **COMMENT**

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

## **CONSULTATION**

4. Accountant and Executive Manager Corporate Services

## **STATUTORY ENVIRONMENT**

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

## **POLICY IMPLICATIONS**

6. Nil.

## **FINANCIAL IMPLICATIONS**

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

## **RISK MANAGEMENT**

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

<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Analysis</b>	<b>Mitigation</b>
Reputational That Council does not receive the schedule of account payments	Rare	Insignificant	Very Low	That Council receives the schedule of account payments.

## **ALTERNATE OPTIONS**

9. Nil.

## **STRATEGIC ALIGNMENT**

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

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

<b>Item</b>	<b>Objectives and Strategies</b>
1.1	To grow business and employment

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

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

## **VOTING REQUIREMENTS**

11. Simple Majority

**COUNCIL DECISION**

**Moved by Cr Auburn and seconded by Cr Miloseski**

**Resolution # 107/25**

**That Council, pursuant to Regulation 13 of the Local Government (Financial Management)**

**Regulations 1996, the payment of accounts for the month of October 2025 be NOTED.**

**Carried 4/0**

## 12.3 PROJECT AND REGULATORY SERVICES

### 12.3.1 BUILDING ENVELOPE VARIATION TO SUPPORT DEVELOPMENT APPLICATION FOR OUTBUILDING (SHED) – LOT 27 (15) WHALE BAY DRIVE, HOPETOUN

<b>File Reference:</b>	<b>P25-38</b>
<b>Location:</b>	<b>LOT 27 (15) Whale Bay Drive, Hopetoun</b>
<b>Applicant:</b>	<b>R and T Miloseski</b>
<b>Author:</b>	<b>Planning Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>29 October 2025</b>
<b>Disclosure of Interest:</b>	<b>Cr Robert Miloseski</b>
<b>Attachments: 12.3.1</b>	<b>Plans of Proposal</b>
<b>Previous Reference:</b>	<b>N/A</b>

*Cr Miloseski had declared a conflict of interest as being the landholder applicant where Cr Miloseski would leave the Chambers for this matter. This would result in insufficient Councillors to determine a quorum so the matter was laid on the table until a future date where a quorum could be achieved.*

#### **PURPOSE**

1. For Council to consider a variation to a Building Envelope to support Development Application P25-38 for an Outbuilding (Shed) at Lot 27 (15) Whale Bay Drive, Hopetoun, which is located within the Whale Bay Rural Residential development.

#### **BACKGROUND**

2. The Shire of Ravensthorpe received Development Application P25-38 for an Outbuilding (Shed) at Lot 27(15) Whale Bay Drive, Hopetoun on 15 October 2025.
3. Due to the proposed outbuilding being located outside the current identified building envelope for the property, the applicant seeks approval to vary the building envelope to accommodate the outbuilding.
4. The proposed outbuilding is compliant with the criteria and requirements of the Local Planning Scheme and Local Planning Policies and associated legislation.
5. As per the relevant Local Planning Scheme provisions at the time the land was rezoned from Rural to Rural Conservation- now referred to as Rural Residential under Local Planning Scheme No.6 (LPS6), prescribed Building Envelopes were identified. The Local Planning Scheme also made allowance for a Building Envelope to be varied by the local government, if the proposed Building Envelope location is not detrimental to the landscape or the environment.

#### **COMMENT**

6. Lot 27 (15) Whale Bay Drive, Hopetoun is zoned Rural Residential with a lot size of 2 hectares. The property has been developed with a single house and associated infrastructure.
7. The proposal, through the siting of the outbuilding calls for variation to the current Building Envelope.
8. As part of the development of the existing single house, the Building Envelope initially prescribed was varied. An additional variation to the current Building Envelope is sought.
9. The LPS6 setback requirements for Rural Residential development, where a Building Envelope is not identified in LPS 6 require the following:
  - Front setback 20m.
  - Side and Rear setback 10m.

10. The original Building Envelope has been modified and there are no specific Scheme Provisions for the Whale Bay Rural Residential Development under LPS6. This variation is being assessed under the current setback requirements for Rural Residential Development.
11. As per the site plan (refer attachment 12.3.1), the varied Building Envelope seeks a front setback of 50.8m, a 10m side setback to the north, approximately 45m side boundary setback from the south and 90m setback from the rear boundary.
12. Within the building envelope, the outbuilding will be 52m from the front property boundary and 10m from the northern side boundary.
13. The outbuilding will be 9m x 9m, with a wall height of 3m and a ridge height of 3.793m. It will be steel construction with the colour matching the existing residence (i.e., "Monument Grey"). As per Local Planning Policy 3 Outbuildings (LPP3), an Outbuilding on Rural Residential Zoned land with a land area greater than 2ha is permitted with a wall height of up to 4.5m, ridge height 6m and maximum floor area of 250m<sup>2</sup>. The setback requirements are as per the LPS 6. This proposal complies with LPS 6 and LPP 3, and a variation to LPP3 is not sought for approval of the outbuilding.
14. The Building Envelope variation and subsequent outbuilding location is setback 52.3m from the front boundary and a minimum of 10m from the side boundary to the north. It is the opinion of the Planning Officer, the proposed building envelope will not have a detrimental impact on the existing remnant vegetation, which was significantly impacted by a recent bushfire. The siting of the outbuilding 52.3m from the front property boundary and 10m from the side boundary will not impact on visual amenity in the locality.
15. In summary, the proposal seeks the following:
  - Council's support for a minor variation to the Building Envelope, which is in accordance with the setback provisions of LPS 6.
  - Approval for the outbuilding within the identified Building Envelope.
16. It is the position of Planning Officer; the Building Envelope variation and outbuilding should be approved subject to conditions.

## **CONSULTATION**

17. Adjoining owner comment has not been sought, as the proposed variation to the Building Envelope reflects the setback provisions of LPS 6 and no concession to LPS6 and LPP3 are sought for the approval of the outbuilding.

## **STATUTORY ENVIRONMENT**

18. Local Planning Scheme No. 6
19. The applicant has a right of review to the State Administrative Tribunal if aggrieved by any planning decision.
20. It should also be noted that pursuant to Section 211(1) of the Planning and Development Act 2005, a person aggrieved by the failure of a local government to enforce or implement effectively the observance of a local planning scheme may make representation to the Minister. If the Minister considers it appropriate to do so, representation may be referred to the State Administrative Tribunal for its report and recommendation. Following subsequent actions and recommendation by the SAT the Minister may order the local government to do all things considered necessary for enforcing the observance of the Scheme or any provisions of the Scheme.

## POLICY IMPLICATIONS

21. Local Planning Policy No.3 - Outbuildings

## FINANCIAL IMPLICATIONS

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

## RISK MANAGEMENT

23. The following risks have been identified as a part of this report:

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational	Rare	Insignificant	Very Low	Use of Outbuilding to be for domestic purposes only.
Environmental	Rare	Insignificant	Very Low	Consistency with decision making.

## ALTERNATE OPTIONS

24. Council does not approve the variation.

## STRATEGIC ALIGNMENT

25. This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2020 - 2030. Specifically, with respect to the Corporate Business Plan- Outcome 3: Built Environment, the proposal meets this as the development will be of high quality and contribute positively to the appearance of the town.

**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

## VOTING REQUIREMENTS

26. Simple Majority

## OFFICER RECOMMENDATION

**That Council APPROVE Development Application P25-38 for a Variation to a Building Envelope and Outbuilding (Shed) at Lot 27 (15) Whale Bay Drive, Hopetoun subject to the following conditions:**

- Development shall be carried out in full and fully implemented within the identified Building Envelope in accordance with the approved plans and details submitted with the planning application.**
- During construction stage, adjoining lots are not to be disturbed without the prior written consent of the affected owner(s).**
- The approved outbuilding(s) shall be used for purposes incidental and ancillary to the enjoyment of the dwelling on the land only, and shall not be used for human habitation, commercial or industrial uses without the express written permission of the Shire of Ravensthorpe.**
- All stormwater and drainage run off from all roofed and impervious areas is to be retained on-site to the satisfaction of the Shire of Ravensthorpe.**

5. The provision of all services, including augmentation of existing services, necessary as a consequence of any proposed development shall be at the cost of the developer and at no cost to the Shire of Ravensthorpe.
6. The development hereby approved must not create community safety concerns, or otherwise adversely affect the amenity of the subject locality by reason of (or the appearance or emission of) smoke, fumes, noise, vibration, odour, vapour, dust, waste water, waste products or other pollutants.
7. The works involved in the implementation of the development must not cause sand drift and/or dust nuisance. In the event that the Shire of Ravensthorpe is aware of, or is made aware of, the existence of a dust problem, measures such as installation of sprinklers, use of water tanks, mulching, or other land management systems as appropriate may be required to be installed or implemented to prevent or control dust nuisance, and such measures shall be installed or implemented within the time and manner directed by the Shire of Ravensthorpe.
8. The proposed operations, during and after construction, are required to comply with the *Environmental Protection (Noise) Regulations 1997*.

And the following advice notes:

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

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Carried: \_\_\_\_\_ / \_\_\_\_\_

*Cr Miloseski had declared a conflict of interest as being the landholder applicant where Cr Miloseski would leave the Chambers for this matter. This would result in insufficient Councillors to determine a quorum so the matter was laid on the table until a future date where a quorum could be achieved.*

12.3.2 DEVELOPMENT APPLICATION – SIGNAGE – LOT 5 SOUTH COAST HIGHWAY, RAVENSTHORPE

**File Reference:** P25-40  
**Location:** LOT 5 South Coast Highway, Ravensthorpe  
**Applicant:** D and B McHarg  
**Author:** Planning Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 4 November 2025  
**Disclosure of Interest:** None  
**Attachments:** 12.3.2 Plans of Proposal  
**Previous Reference:** N/A

**PURPOSE**

1. For Council to consider Development Application P25-40 for an advertising sign for Yummylicious Candy Shack, at Lot 5 South Coast Highway, Ravensthorpe.

**BACKGROUND**

2. The Shire of Ravensthorpe received a Development Application P25-40 for an advertising sign for Yummylicious Candy Shack on Lot 5 South Coast Highway, Ravensthorpe.
3. As per the provisions of Local Planning Policy 2: Advertising Signs (LPP 2), this is being referred to Council as a variation to LPP2 is sought as the Development Application is to be determined by Council.

**COMMENT**

4. The proposed signs will be located on a privately held landholding zoned Rural under the Shire of Ravensthorpe Local Planning Scheme No.6.
5. The proposal calls for the installation of an advertising sign for the Yummylicious Candy Shack (refer attached) which is classified as a remote sign in accordance with LPP2.
6. A remote sign is a sign not located within or immediately adjacent to the business the sign relates.
7. The sign addresses the majority of Special Requirements for remote signs under LPP2, except the following:
8. "The sign is located not less than 140m of another remote sign where the speed limit of the adjacent road is 110km/h"
9. The proposed sign is within 140m of existing signs and the speed limit of the adjacent road (South Coast Highway) is 110km/h.
10. As the proposed sign will replace an existing sign (existing sign is blank), a variation to LPP2 is sought from Council to approve the proposed replacement sign within 140m of other remote signs -refer image of existing signage and location of proposed signage.



### Lot 5 Sign

11. Advice was sought from Main Roads WA, to ensure the continued grouping of signs would not create a road traffic safety issue. Main Roads WA advised as the sign is on private property, and is replacing an existing sign, there are no road traffic safety concerns. Subject to Council approval, Main Roads WA will assess the sign application and make a final determination.
12. The proposal to replace the sign for the Yummylicious Candy Shack, within 140m of other signs on private landholding is a relatively minor variation to the provisions of LPP2. It is the position of the Planning Officer, as this application reflects an existing use and there are no safety concerns, as advised by Main Roads WA, the proposal should be approved subject to conditions.
13. This planning approval is valid for a period of 5 years to ensure that signage remains to a satisfactory standard and state of repair.

### **CONSULTATION**

14. Main Roads Western Australia.

### **STATUTORY ENVIRONMENT**

15. Local Planning Scheme No. 6
16. The applicant has a right of review to the State Administrative Tribunal if aggrieved by any planning decision.
17. It should also be noted that pursuant to Section 211(1) of the Planning and Development Act 2005, a person aggrieved by the failure of a local government to enforce or implement effectively the observance of a local planning scheme may make representation to the Minister. If the Minister considers it appropriate to do so, representation may be referred to the State Administrative Tribunal for its report and recommendation. Following subsequent actions and recommendation by the SAT the Minister may order the local government to do all things considered necessary for enforcing the observance of the Scheme or any provisions of the Scheme.

### **POLICY IMPLICATIONS**

18. Local Planning Policy No.2 – Advertising Signs

### **FINANCIAL IMPLICATIONS**

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

## RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational	Rare	Insignificant	Very Low	Council advice note Main Roads WA support is required to replace existing signage.
Safety	Rare	Insignificant	Very Low	Consistency with decision making

## ALTERNATE OPTIONS

21. Council does not approve the signage variation to LLP2.

## STRATEGIC ALIGNMENT

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

**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

## VOTING REQUIREMENTS

23. Simple Majority

## COUNCIL DECISION

**Moved by Cr Miloseski and seconded by Cr Leighton**

**Resolution # 108/25**

**That Council APPROVE Development Application P25-40 for a signage at Lot 5 South Coast Highway, Ravensthorpe subject to the following conditions:**

1. Development taking place in accordance with the approved plan.
2. The maximum height of the sign above Natural Ground Level is 3m and the maximum area is 4.5m<sup>2</sup>.
3. The sign is to replace existing signage on the subject property only, as identified on the approved plans.
4. This approval is valid for a period of 5 years after which reapplication is required.
5. The sign shall be maintained as not to prejudicially affect the amenity of the locality by reason of appearance. Council reserves the right to rescind this approval given 21 day's notice, should the sign fall into a state of disrepair.

**Carried 4/0**

12.3.3 DEVELOPMENT APPLICATION – SIGNAGE – LOT 51 SOUTH COAST HIGHWAY, RAVENSTHORPE

**File Reference:** P25-41  
**Location:** LOT 51 South Coast Highway, Ravensthorpe  
**Applicant:** D and B McHarg  
**Author:** Planning Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 30 October 2025  
**Disclosure of Interest:** None  
**Attachments:** 12.3.3  
**Previous Reference:** N/A

**PURPOSE**

1. For Council to consider Development Application P25-41 for an advertising sign for Yummylicious Candy Shack, at Lot 51 South Coast Highway, Ravensthorpe.

**BACKGROUND**

2. The Shire of Ravensthorpe received a Development Application P25-41 for an advertising sign for Yummylicious Candy Shack on Lot 51 South Coast Highway, Ravensthorpe.
3. As per the provisions of Local Planning Policy 2: Advertising Signs (LPP 2), this is being referred to Council as a variation to LPP2 is sought the Development Application is to be determined by Council.

**COMMENT**

4. The proposed sign will be located on a privately held landholding, zoned Rural under the Shire of Ravensthorpe Local Planning Scheme No.6.
5. The proposal calls for the installation of an advertising sign for the Yummylicious Candy Shack (refer attached), which is classified as a remote sign in accordance with LPP2.
6. A remote sign is a sign not located within or immediately adjacent to the business the sign relates.
7. The sign addresses the majority of Special Requirements for remote signs under LPP2, except the following:
8. *"The sign is located not less than 140m of another remote sign where the speed limit of the adjacent road is 110km/h"*
9. The proposed sign is within 140m of existing signs and the speed limit of the adjacent road (South Coast Highway) is 110km/h.
10. As the proposed sign will replace an existing sign (existing sign has been removed and comprises two upright poles), a variation to LPP2 is sought from Council to approve the proposed replacement sign within 140m of other remote signs -refer image below of existing signage and location of proposed signage.



Lot 51 Sign

11. Advice was sought from Main Roads WA, to ensure the continued grouping of signs would not create a road traffic safety issue. Main Roads WA advised as the signs are on private property, and they are replacing existing signs, there are no road traffic safety concerns. Subject to Council approval, Main Roads WA will assess the sign application and make a final determination.
12. The proposal to replace the sign for the Yummylicious Candy Shack, within 140m of other signs on private landholding is a relatively minor variation to the provisions of LPP2. It is the position of the Planning Officer, as this application reflects an existing use and there are no safety concerns as advised by Main Roads WA, the proposal should be approved subject to conditions.

## **CONSULTATION**

13. Main Roads Western Australia.

## **STATUTORY ENVIRONMENT**

14. Local Planning Scheme No. 6.
15. The applicant has a right of review to the State Administrative Tribunal if aggrieved by any planning decision.
16. It should also be noted that pursuant to Section 211(1) of the *Planning and Development Act 2005*, a person aggrieved by the failure of a local government to enforce or implement effectively the observance of a local planning scheme may make representation to the Minister. If the Minister considers it appropriate to do so, representation may be referred to the State Administrative Tribunal for its report and recommendation. Following subsequent actions and recommendation by the SAT the Minister may order the local government to do all things considered necessary for enforcing the observance of the Scheme or any provisions of the Scheme.

## **POLICY IMPLICATIONS**

17. Local Planning Policy No.2 – Advertising Signs.

## **FINANCIAL IMPLICATIONS**

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

## RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational	Rare	Insignificant	Very Low	Council advice note Main Roads WA support is required to replace existing signage.
Safety	Rare	Significant	Very Low	Consistency with decision making

## ALTERNATE OPTIONS

20. Council does not approve the signage variation to LLP2.

## STRATEGIC ALIGNMENT

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

**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

## VOTING REQUIREMENTS

22. Simple Majority

## COUNCIL DECISION

**Moved by Auburn and seconded by Cr Leighton**

**Resolution # 109/25**

**That Council APPROVE Development Application P25-41 for a signage at Lot 51 South Coast Highway, Ravensthorpe, subject to the following conditions:**

1. **Development taking place in accordance with the approved plan.**
2. **The maximum height of the sign above Natural Ground Level is 3m and the maximum area is 4.5m<sup>2</sup>.**
3. **The sign is to replace existing signage on the subject property only, as identified on the approved plans.**
4. **This approval is valid for a period of 5 years after which reapplication is required.**
5. **The sign shall be maintained as not to prejudicially affect the amenity of the locality by reason of appearance. Council reserves the right to rescind this approval given 21 days notice, should the sign fall into a state of disrepair.**

**Carried 4/0**

**12.3.4 CHANGE OF USE APPLICATION TO COMMUNITY PURPOSE FOR HOPETOUN YOUTH ART SPACE AT 2/99B TAMAR STREET, HOPETOUN**

<b>File Reference:</b>	<b>P25-44</b>
<b>Location:</b>	<b>LOT 2 (2/99b) Tamar Street, Hopetoun</b>
<b>Applicant:</b>	<b>Off2Site Projects</b>
<b>Author:</b>	<b>Planning Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>4 November 2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b> 12.3.4	<b>Plans of Proposal</b>
<b>Previous Reference:</b>	<b>N/A</b>

**PURPOSE**

1. For Council to consider an application for a Change in Use to Community Purpose at Lot 2 (2/99b) Tamar Street, Hopetoun (the site) within the Hopetoun Light Industrial Precinct.

**BACKGROUND**

1. The site comprises an existing warehouse style building in good repair with associated sealed car parking. The building shares a common wall with the "Hopetoun Gym". Access to the site is via a crossover on Tamar Street.
2. The Shire of Ravensthorpe received Development Application P25-44 to support a Change in Use Application for a Community Purpose and associated works to formalise the Hopetoun Youth Art Space's use for the site and to continue their provision of community services within the existing building.
3. The Shire of Ravensthorpe owns the site and currently lease the property to the Hopetoun Youth Art Space. The Shire purchased the site for the provision of a Community Purpose use in February 2025. Prior to the Shire's purchase, the site was privately owned and initially developed for Warehouse/Storage use.
4. Whilst the site is currently being used for community purposes, this application seeks to formalise the use of the site as a Community Purpose Use Class under the Shire of Ravensthorpe's Local Planning Scheme No.6 (LPS6) and enable the continued provision of community services and internal refurbishment of the existing building.
5. The Site is zoned "Light Industrial" under LPS6, with the previous use of the site being for Warehouse/Storage.
6. The Use Class, Community Purpose is a Discretionary (D) use under the Light Industrial zoning for the site. This means the Shire can exercise discretion to grant development approval for a Community Use in the Light Industrial Zoning. LPS6 definition of a Community Purpose use is as follows:

"community purpose means the use of premises designed or adapted primarily for the provision of educational, social or recreational facilities or services by organisations involved in activities for community benefit;"
7. As described by the applicant, The Hopeton Youth Art Space provides the following:

"...a safe, collaborative space for young people to create, explore, and connect. The venue includes multiple activity zones for table tennis, games, exercise, art, music, and performances."

8. As part of the application to formalise the Use Class of the site for Community Purpose, the applicant also seeks Shire approval for the continuation of services provided by the Hopetoun Youth Art Space and to also undertake works to refurbish the internal space within the existing building.
9. Within the Hopetoun Youth Art Space, the Hopetoun CRC currently provides activities and support five days a week for 12- 18-year olds. In addition to this, the Rave About Arts program provides an Artitude after school program 8 weeks of each term (i.e., 32 weeks) for children aged 6-12 and a full day music program on Mondays and a Visual Arts program on Tuesdays.
10. As illustrated by the attached plans, an internal refurbishment to support the expanded services will include the following:
  - Additional toilets
  - A new kitchen
  - A large permanent stage
  - A green room/soundproof music room
  - An expanded mezzanine floor for storage and a separate youth lounge
11. These additions will require separate building licence approval, subject to Council's support of this application.
12. The current and proposed hours of operation are between 7:00am - 7:00pm seven days a week. There will continue to be a monthly performance event which commences in the evening and generally finishes at midnight. During school hours, staff and volunteers use the building for planning, meetings and training.
13. On a daily basis, the occupancy for the site currently comprises between 1-4 staff- depending on demand and 1-15 youth participants per class. During performance events there may up to 79 people on site. As part of this application, a maximum occupancy of 94 people is sought.
14. No additional car parking is proposed to be provided and there will be no change to signage, lighting and landscaping.

## **COMMENT**

### Use Class

15. Council is being asked to exercise discretion under LPS 6 to support the Community Purpose Use Class over the site, and to approve the existing community use on the site.
16. The Hopetoun Youth Art Space is an organisation which provides a premises for educational, social and recreational facilities. Given this, the use of the site meets the definition of Community Purpose, which can be supported subject to the Shire exercising its discretion under LPS6.

### Refurbishment

17. The refurbishment of the building will not impact on the Use Class and the continued use of the building. Town Planning approval is not required for this; however, Building Approval will be required before the works can commence.

### Car Parking

18. As per LPS6, the car parking requirement for a Community Purpose site is 1 bay per 4 persons. With the maximum occupancy proposed during special events this would require the provision of 24 car bays. However, in accordance with the standard operation for the site with up to 19 people on the premises, this equates to 5 car bays required - of which the majority will be used by staff.

19. The site has reciprocal rights of parking with the adjoining gym, which currently utilises up to 2 car bays during business hours.
20. The total number of bays provided for the site and adjoining gym is 11 bays. During standard operation there is the need for 7 car parking bays (i.e., 2 for the gym and 5 for the art space), leaving a surplus of 4 car parking bays.
21. During the monthly evening performances there will be a shortage of 13 car parking bays- assuming the gym is not being used during these performances. As part of determining this application Council, through LPS6, has the ability to undertake the following:
  - Request the provision of 13 additional parking bays or request the maximum occupancy for events be capped at 48 people.
  - Request a cash-in-lieu payment for the 13 carparking bay shortfall.
  - Permit a reduced number of carparking bays on site.
22. Clause 4.21.6 of LPS6 states where appropriate the local government may permit the required number of parking bays be accommodated within the adjoining road reserve.
23. As the Community Purpose use for the site has been operating for the past two years and any shortfall in parking has been accommodated within the adjoining road reserve without complaint, it is recommended Council permit the shortfall of carparking bays be provided within the road reserve adjacent to the site. In addition to this, as the site is within a Light Industrial zone and the times when there will be a shortfall of carparking are outside standard business hours, it is not expected there will be impact on car parking or traffic congestion for adjoining businesses.

#### Noise

24. The development is located in a Light Industrial Area. Any noise generated from music production or performances is unlikely to impact on adjoining businesses and is not considered a concern. Also, through the current use of the site for Community Purpose, there have been no noise complaints to date.

#### Landscaping

25. As part of the initial development of the site, landscaping was provided. Additional landscaping for the continued use of the site is not considered necessary.

#### Conclusion

26. In summary, the proposal seeks Council's support for the Use Class "Community Purpose" on the site, which will enable the continued use of the site by the Hopetoun Youth Art Space, with an associated relaxation in car parking.
27. It is the position of Planning Officer; the Community Purpose Use Class should be approved for the site and current use to continue with a relaxation of car parking, subject to conditions.

## **CONSULTATION**

28. Adjoining owner comment has not been sought, as the proposed application is a continuation of an existing use and there has been no complaints from adjoining owners thus far.

## STATUTORY ENVIRONMENT

29. Local Planning Scheme No. 6
30. The applicant has a right of review to the State Administrative Tribunal if aggrieved by any planning decision.
31. It should also be noted that pursuant to Section 211(1) of the *Planning and Development Act 2005*, a person aggrieved by the failure of a local government to enforce or implement effectively the observance of a local planning scheme may make representation to the Minister. If the Minister considers it appropriate to do so, representation may be referred to the State Administrative Tribunal for its report and recommendation. Following subsequent actions and recommendation by the SAT the Minister may order the local government to do all things considered necessary for enforcing the observance of the Scheme or any provisions of the Scheme.

## POLICY IMPLICATIONS

32. N/A

## FINANCIAL IMPLICATIONS

33. Nil.

## RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Environmental	Rare	Moderate	Very Low	Shortage of car parking provided. Mitigation in place through requirement to provide parking management plan
Reputational	Rare	Insignificant	Very Low	Consistency with decision making, given Shire owned building

## ALTERNATE OPTIONS

35. Council do not approve the change in use.

## STRATEGIC ALIGNMENT

36. This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2020-2030. Specifically, with respect to the Corporate Business Plan the proposal meets a number of community objectives and strategies as follows:

**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

## **VOTING REQUIREMENTS**

37. Simple Majority

*Following presentation by applicants during public question time, the CEO proposed an amendment to the Office Recommendation to include "subject to the outcome of grant funding applications" to point 4.*

## **COUNCIL DECISION**

**Moved by Cr Leighton and seconded by Cr Miloseski**

**Resolution #110/25**

**That Council APPROVE the Change in Use to Community Purpose at Lot 2 (2/99b) Tamar Street, Hopetoun subject to the following conditions:**

1. Any works required to implement the development expansion shall not commence until a suitable building permit application has been submitted and approved by the Shire.
2. The development hereby approved shall at all times comply with the definition of Community Purpose as provided in the Shire's Local Planning Scheme, as follows:  
*"community purpose means the use of premises designed or adapted primarily for the provision of educational, social or recreational facilities or services by organisations involved in activities for community benefit."*
3. A parking management plan is to be submitted and approved by the Shire of Ravensthorpe prior to any events being held where the parking required will exceed parking provided.
4. The provision of all services, including augmentation of existing services, necessary as a consequence of any proposed development shall be at the cost of the developer and at no cost to the Shire of Ravensthorpe subject to the outcome of grant funding applications.
5. The proposed operations, during and after construction, are required to comply with the *Environmental Protection (Noise) Regulations 1997*.

**And the following advice notes:**

1. **THIS IS NOT A BUILDING PERMIT** for proposed internal works. An application for a building permit is required to be submitted and approved by the Shire of Ravensthorpe prior to any works commencing on-site.
2. The parking management plan is to provide the total anticipated shortfall of carparking and the location where this parking will be provided.
3. The development is to comply with the *Building Code of Australia, Building Act 2011, Building Regulations 2012* and the *Local Government Act 1995*.

**Carried 4/0**

**13. MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

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

The CEO requested Council consider a confidential late item relating to CEO recruitment.

**COUNCIL DECISION**

Moved by Cr Auburn and seconded by Cr Miloseski Resolution # 111/25

That Council consider the confidential late item.

Carried 4/0

**COUNCIL DECISION**

Moved by Cr Auburn and seconded by Cr Miloseski Resolution # 112/25

That Council move behind closed doors to consider confidential late item.

Carried 4/0

The public gallery and Shire Officers left the Chambers at 6.34pm

CEO Matthew Bird declared an impartiality Declaration of Interest on this matter as current CEO.

**COUNCIL DECISION**

Moved by Cr Leighton and seconded by Cr Auburn Resolution # 113/25

To suspend standing orders to discuss the matter.

Carried 4/0

Discussion on the late item was undertaken.

**COUNCIL DECISION**

Moved by Cr Auburn and seconded by Cr Leighton Resolution # 114/25

To resume standing orders.

Carried 4/0

**COUNCIL DECISION**

Moved by Cr Auburn and seconded by Cr Leighton Resolution # 115/25

That the officer recommendation as presented in confidential later item be endorsed.

Carried 4/0

**COUNCIL DECISION**

Moved by Cr Auburn and seconded by Cr Leighton Resolution # 116/25

That Council return from behind closed doors.

Carried 4/0

The public gallery and Shire officers returned to the Chambers at 6.51pm.

**15. MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS**

Nil.

**16. CLOSURE**

The Presiding Member declared the meeting closed at 6.51pm.

**CONFIRMATION OF MINUTES**

Signed by Shire President: ..... Date:

# ATTACHMENT 11.1

## 11. MATTERS ARISING FROM COMMITTEES OF COUNCIL

### 11.1 2024-2025 ANNUAL FINANCIAL REPORT AND 30 JUNE 2025 AUDIT REPORT

**File Reference:** FM.AU.1  
**Location:** Nil  
**Applicant:** Nil  
**Author:** Executive Manager Corporate Services  
**Authorising Officer** Chief Executive Officer  
**Date:** 2 December 2025  
**Disclosure of Interest:** Nil  
**Attachments:** 11.1 Annual Financial Statements 30 June 2025  
OAG Audit Opinion 30 June 2024  
**Previous Reference:** Nil

#### **PURPOSE**

1. In accordance with section 7.12A(3) of the Local Government Act 1995 (the Act), Council is required to examine the Auditors report for the year ending 30 June 2025 and is to determine if any matters raised by the Auditors require action to be taken.
2. A copy of the Auditors Report and the Annual Financial Report for the year ending 30 June 2025 is presented for adoption.
3. Council is required to set a date for the Annual General Meeting of Electors within 56 days of adopting the annual financial report.

#### **VOTING REQUIREMENTS**

4. Simple Majority

#### **OFFICER / COMMITTEE RECOMMENDATION**

**That the Audit Risk and Improvement Committee recommend to Council that:**

1. **The 2024/25 Annual Financial Statements and auditors report for the year ended 30 June 2025, be accepted.**
2. **Council set the 2024/2025 Annual General Meeting of Electors within 56 days of the acceptance of the 2024/25 annual financial report, being Tuesday 3 February 2026.**
3. **The annual report be provided to the Community, 2 weeks prior to the Annual General Meeting of Electors.**

Moved:\_\_\_\_\_

Seconded:\_\_\_\_\_

**Carried:**\_\_\_\_ / \_\_\_\_

**SHIRE OF RAVENSTHORPE**  
**FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

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The Shire of Ravensthorpe conducts the operations of a local government with the following community vision:

*Growing our Community*

Principal place of business:  
65 Morgans Street  
RAVENSTHORPE WA 6346

**SHIRE OF RAVENSTHORPE  
FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2025**

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

**STATEMENT BY CEO**

The accompanying financial report of the Shire of Ravensthorpe has been prepared in compliance with the provisions of the *Local Government Act 1995* from proper accounts and records to present fairly the financial transactions for the reporting period ended 30 June 2025 and the financial position as at 30 June 2025.

At the date of signing this statement the particulars included in the financial report are not misleading or inaccurate.

Signed on the *4th*. day of *December*. 2025

\_\_\_\_\_  
Chief Executive Officer  
  
\_\_\_\_\_  
Matthew Bird



SHIRE OF RAVENSTHORPE  
 STATEMENT OF COMPREHENSIVE INCOME  
 FOR THE YEAR ENDED 30 JUNE 2025

	NOTE	2025 Actual	2025 Budget	2024 Actual
		\$	\$	\$
<b>Revenue</b>				
Rates	2(a),26	6,145,851	6,099,825	5,883,722
Grants, subsidies and contributions	2(a)	2,927,339	1,755,418	3,096,182
Fees and charges	2(a)	1,858,543	2,208,500	3,950,635
Interest revenue	2(a)	473,908	256,000	300,967
Other revenue	2(a)	590,128	586,271	883,363
		11,995,769	10,906,014	14,114,869
<b>Expenses</b>				
Employee costs	2(b)	(5,613,699)	(6,662,329)	(5,788,866)
Materials and contracts		(3,038,823)	(4,158,252)	(3,857,409)
Utility charges		(352,062)	(352,580)	(344,263)
Depreciation	10(a)	(6,725,248)	(5,987,254)	(6,196,637)
Finance costs	2(b)	(37,842)	(36,049)	(36,813)
Insurance		(273,824)	(267,278)	(277,212)
Other expenditure	2(b)	(451,920)	(401,470)	(468,382)
		(16,493,418)	(17,865,212)	(16,969,582)
		(4,497,649)	(6,959,198)	(2,854,713)
Capital grants, subsidies and contributions	2(a)	1,795,535	2,030,074	3,914,841
Profit on asset disposals		9,289	134,166	67,719
Loss on asset disposals		0	(100,741)	0
		1,804,824	2,063,499	3,982,560
<b>Net result for the period</b>		<b>(2,692,825)</b>	<b>(4,895,699)</b>	<b>1,127,847</b>
<b>Other comprehensive income for the period</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	17	0	0	24,593,599
<b>Total other comprehensive income for the period</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>24,593,599</b>
<b>Total comprehensive income for the period</b>		<b>(2,692,825)</b>	<b>(4,895,699)</b>	<b>25,721,446</b>

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



SHIRE OF RAVENSTHORPE  
STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2025

	NOTE	2025	2024
		\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	4,956,254	5,699,893
Trade and other receivables	5	683,080	965,234
Other financial assets	4	4,102,941	2,585,862
Inventories	6	37,915	48,606
Other assets	7	568,934	412,897
<b>TOTAL CURRENT ASSETS</b>		<b>10,349,124</b>	<b>9,712,492</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables	5	221,591	216,464
Property, plant and equipment	8	47,322,261	48,682,747
Infrastructure	9	142,404,574	143,887,246
Right-of-use assets	11(a)	363,351	480,640
<b>TOTAL NON-CURRENT ASSETS</b>		<b>190,311,777</b>	<b>193,267,097</b>
<b>TOTAL ASSETS</b>		<b>200,660,901</b>	<b>202,979,589</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	12	1,118,105	1,340,824
Contract liabilities	13	209,274	105,000
Capital grant/contributions liabilities	13	270,545	81,347
Lease liabilities	11(b)	127,275	126,663
Borrowings	14	94,746	152,459
Employee related provisions	15	791,116	748,159
<b>TOTAL CURRENT LIABILITIES</b>		<b>2,611,061</b>	<b>2,554,452</b>
<b>NON-CURRENT LIABILITIES</b>			
Lease liabilities	11(b)	254,852	388,190
Borrowings	14	850,985	395,730
Employee related provisions	15	83,183	111,575
Other provisions	16	541,320	517,317
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>1,730,340</b>	<b>1,412,812</b>
<b>TOTAL LIABILITIES</b>		<b>4,341,401</b>	<b>3,967,264</b>
<b>NET ASSETS</b>		<b>196,319,500</b>	<b>199,012,325</b>
<b>EQUITY</b>			
Retained surplus		38,451,685	41,899,943
Reserve accounts	29	5,060,876	4,305,443
Revaluation surplus	17	152,806,939	152,806,939
<b>TOTAL EQUITY</b>		<b>196,319,500</b>	<b>199,012,325</b>

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



SHIRE OF RAVENSTHORPE  
STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2025

	NOTE	RETAINED SURPLUS	RESERVE ACCOUNTS	REVALUATION SURPLUS	TOTAL EQUITY
		\$	\$	\$	\$
Balance as at 1 July 2023		42,639,532	2,438,007	128,213,340	173,290,879
Comprehensive income for the period					
Net result for the period		1,127,847	0	0	1,127,847
Other comprehensive income for the period	17	0	0	24,593,599	24,593,599
Total comprehensive income for the period		1,127,847	0	24,593,599	25,721,446
Transfers from reserve accounts	29	770,108	(770,108)	0	0
Transfers to reserve accounts	29	(2,637,544)	2,637,544	0	0
Balance as at 30 June 2024		41,899,943	4,305,443	152,806,939	199,012,325
Comprehensive income for the period					
Net result for the period		(2,692,825)	0	0	(2,692,825)
Total comprehensive income for the period		(2,692,825)	0	0	(2,692,825)
Transfers from reserve accounts	29	815,011	(815,011)	0	0
Transfers to reserve accounts	29	(1,570,444)	1,570,444	0	0
Balance as at 30 June 2025		38,451,685	5,060,876	152,806,939	196,319,500

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



**SHIRE OF RAVENSTHORPE**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 JUNE 2025**

	NOTE	2025 Actual	2024 Actual
		\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Receipts</b>			
Rates		6,123,283	5,826,872
Grants, subsidies and contributions		3,515,017	2,219,616
Fees and charges		1,740,833	3,822,713
Interest revenue		473,908	300,967
Goods and services tax received		532,963	1,756,394
Other revenue		590,128	883,363
		<u>12,976,132</u>	<u>14,809,925</u>
<b>Payments</b>			
Employee costs		(5,606,800)	(5,651,494)
Materials and contracts		(3,334,628)	(2,194,011)
Utility charges		(352,062)	(344,263)
Finance costs		(37,842)	(36,813)
Insurance paid		(273,824)	(277,212)
Goods and services tax paid		(592,170)	(1,827,449)
Other expenditure		(310,207)	(211,753)
		<u>(10,507,533)</u>	<u>(10,542,995)</u>
<b>Net cash provided by operating activities</b>		<b>2,468,599</b>	<b>4,266,930</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for financial assets at amortised cost		(1,517,079)	(2,073,467)
Payments for purchase of property, plant & equipment	8(a)	(1,458,853)	(1,952,605)
Payments for construction of infrastructure	9(a)	(2,347,849)	(3,924,308)
Capital grants, subsidies and contributions	2(a)	1,795,535	3,914,841
Proceeds from sale of property, plant & equipment		51,192	137,547
<b>Net cash (used in) investing activities</b>		<b>(3,477,054)</b>	<b>(3,897,992)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Repayment of borrowings	28(a)	(152,458)	(147,924)
Payments for principal portion of lease liabilities	28(c)	(132,726)	(120,561)
Proceeds from new borrowings	28(a)	550,000	0
<b>Net cash provided by/(used in) financing activities</b>		<b>264,816</b>	<b>(268,485)</b>
<b>Net increase/(decrease) in cash held</b>		<b>(743,639)</b>	<b>100,453</b>
<b>Cash at beginning of year</b>		<b>5,699,893</b>	<b>5,599,440</b>
<b>Cash and cash equivalents at the end of the year</b>	3	<b>4,956,254</b>	<b>5,699,893</b>

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



SHIRE OF RAVENSTHORPE  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE YEAR ENDED 30 JUNE 2025

	NOTE	2025 Actual	2025 Budget	2024 Actual
		\$	\$	\$
<b>OPERATING ACTIVITIES</b>				
Revenue from operating activities				
General rates		6,071,050	6,023,415	5,810,601
Rates excluding general rates	26	74,801	76,410	73,121
Grants, subsidies and contributions		2,927,339	1,755,418	3,096,182
Fees and charges		1,858,543	2,208,500	3,950,635
Interest revenue		473,908	256,000	300,967
Other revenue		590,128	586,271	883,363
Profit on asset disposals		9,289	134,166	67,719
		12,005,058	11,040,180	14,182,588
Expenditure from operating activities				
Employee costs		(5,613,699)	(6,662,329)	(5,788,866)
Materials and contracts		(3,038,823)	(4,158,252)	(3,857,409)
Utility charges		(352,062)	(352,580)	(344,263)
Depreciation		(6,725,248)	(5,987,254)	(6,196,637)
Finance costs		(37,842)	(36,049)	(36,813)
Insurance		(273,824)	(267,278)	(277,212)
Other expenditure		(451,920)	(401,470)	(468,382)
Loss on asset disposals		0	(100,741)	0
		(16,493,418)	(17,965,953)	(16,969,582)
Non-cash amounts excluded from operating activities	27(a)	6,749,398	5,953,829	6,063,247
Amount attributable to operating activities		2,261,038	(971,944)	3,276,253
<b>INVESTING ACTIVITIES</b>				
Inflows from investing activities				
Capital grants, subsidies and contributions	2(a)	1,795,535	2,030,074	3,914,841
Proceeds from disposal of assets		51,192	493,000	137,547
		1,846,727	2,523,074	4,052,388
Outflows from investing activities				
Purchase of property, plant and equipment	8(a)	(1,458,853)	(2,453,398)	(1,952,605)
Purchase and construction of infrastructure	9(a)	(2,347,849)	(2,964,690)	(3,924,308)
		(3,806,702)	(5,418,088)	(5,876,913)
Amount attributable to investing activities				
		(1,959,975)	(2,895,014)	(1,824,525)
<b>FINANCING ACTIVITIES</b>				
Inflows from financing activities				
Proceeds from borrowings	28(a)	550,000	0	0
Transfers from reserve accounts	29	815,011	2,194,105	770,108
		1,365,011	2,194,105	770,108
Outflows from financing activities				
Repayment of borrowings	28(a)	(152,458)	(152,459)	(147,924)
Payments for principal portion of lease liabilities	28(c)	(132,726)	(132,768)	(120,561)
Transfers to reserve accounts	29	(1,570,444)	(1,518,000)	(2,637,544)
		(1,855,628)	(1,803,227)	(2,906,029)
Amount attributable to financing activities				
		(490,617)	390,878	(2,135,921)
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>				
Surplus or deficit at the start of the financial year	27(b)	3,879,878	3,476,080	4,564,071
Amount attributable to operating activities		2,261,038	(971,944)	3,276,253
Amount attributable to investing activities			(1,959,975)	(2,895,014)
Amount attributable to financing activities			(490,617)	390,878
Surplus or deficit after imposition of general rates	27(b)	3,890,324	0	3,879,878

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

**SHIRE OF RAVENSTHORPE  
FOR THE YEAR ENDED 30 JUNE 2025  
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SHIRE OF RAVENSTHORPE  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2025

## 1. BASIS OF PREPARATION

The financial report of the Shire of Ravensthorpe which is a Class 3 local government comprises general purpose financial statements which have been prepared in accordance with the Local Government Act 1995 and accompanying regulations.

### Local Government Act 1995 requirements

Section 6.4(2) of the Local Government Act 1995 read with the Local Government (Financial Management) Regulations 1996 prescribe that the financial report be prepared in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Local Government Act 1995, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board except for disclosure requirements of:

- AASB 7 Financial Instruments Disclosures
- AASB 16 Leases paragraph 58
- AASB 101 Presentation of Financial Statements paragraph 61
- AASB 107 Statement of Cash Flows paragraphs 43 and 45
- AASB 116 Property, Plant and Equipment paragraph 79
- AASB 137 Provisions, Contingent Liabilities and Contingent Assets paragraph 85
- AASB 140 Investment Property paragraph 75(f)
- AASB 1052 Disaggregated Disclosures paragraph 11
- AASB 1054 Australian Additional Disclosures paragraph 16

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

The Local Government (Financial Management) Regulations 1996 provide that:

- land and buildings classified as property, plant and equipment; or
- infrastructure; or
- vested improvements that the local government controls, and measured at reportable value, are only required to be revalued every five years. Revaluing these non-financial assets every five years is a departure from AASB 116 Property, Plant and Equipment, which would have required the Shire to assess at each reporting date whether the carrying amount of the above mentioned non-financial assets materially differs from their fair value and, if so, revalue the class of non-financial assets.

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

### Critical accounting estimates and judgements

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

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

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
  - Property, plant and equipment - Note 8
  - Infrastructure - Note 9
- Expected credit losses on financial assets - Note 5
- Measurement of employee benefits - Note 15
- Measurement of provisions - Note 16

Fair value hierarchy information can be found in Note 25.

### The local government reporting entity

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

### Initial application of accounting standards

During the current year, the following new or revised Australian Accounting Standards and Interpretations were applied for the first time.

- AASB 2020-1 Amendments to Australian Accounting Standards
  - Classification of Liabilities as Current or Non-current
- AASB 2022-5 Amendments to Australian Accounting Standards
  - Lease Liability in a Sale and Leaseback
- AASB 2022-6 Amendments to Australian Accounting Standards
  - Non-current Liabilities with Covenants
- AASB 2023-3 Amendments to Australian Accounting Standards
  - Disclosure of Non-current Liabilities with Covenants: Tier 2
- AASB 2024-1 Amendments to Australian Accounting Standards
  - Supplier Finance Arrangements: Tier 2 Disclosures
- AASB 2023-1 Amendments to Australian Accounting Standards
  - Supplier Finance Arrangements

These amendments are not expected to have any material impact on the financial report on initial application.

- AASB 2022-10 Amendments to Australian Accounting Standards
  - Fair Value Measurement of Non-Financial Assets of Not-for-

### Profit Public Sector Entities

These amendments may result in changes to the fair value of certain non-financial assets on revaluation. The impact has not been quantified as it is not considered practicable to determine the amount of the difference in fair value attributable to the change in the standard.

### New accounting standards for application in future years

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

- AASB 2014-10 Amendments to Australian Accounting Standards
  - Sale or Contribution of Assets between an Investor and its Associate or Joint Venture
- AASB 2024-4b Amendments to Australian Accounting Standards
  - Effective Date of Amendments to AASB 10 and AASB 128 [deferral AASB 10 and AASB 128 amendments in AASB 2014-10 apply]
- AASB 2022-9 Amendments to Australian Accounting Standards
  - Insurance Contracts in the Public Sector
- AASB 2023-5 Amendments to Australian Accounting Standards
  - Lack of Exchangeability
- AASB 18 (FP) Presentation and Disclosure in Financial Statements
  - (Appendix D) [for for-profit entities]
- AASB 18 (NFP/super) Presentation and Disclosure in Financial Statements
  - (Appendix D) [for not-for-profit and superannuation entities]
- AASB 2024-2 Amendments to Australian Accounting Standards
  - Classification and Measurement of Financial Instruments
- AASB 2024-3 Amendments to Australian Accounting Standards
  - Annual Improvements Volume 11

These amendments are not expected to have any material impact on the financial report on initial application.

**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**2. REVENUE AND EXPENSES**

**(a) Revenue**

**Contracts with customers**

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

<b>Revenue Category</b>	<b>Nature of goods and services</b>	<b>When obligations typically satisfied</b>	<b>Payment terms</b>	<b>Returns/Refunds/ Warranties</b>	<b>Timing of revenue recognition</b>
Rates	General Rates	Over time	Payment dates adopted by Council during the year	None	When rates notice is issued
Specified area rates	Rates charge for specific defined purpose	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	When rates notice is issued
Service charges	Charge for specific service	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants with no contract commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	When assets are controlled
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	On payment and issue of the licence, registration or approval
Pool inspections	Compliance safety check	Single point in time	Equal proportion based on an equal annually fee	None	After inspection complete based on a 4 year cycle
Other inspections	Regulatory Food, Health and Safety	Single point in time	Full payment prior to inspection	None	Revenue recognised after inspection event occurs
Waste management collections	Kerbside collection service	Over time	Payment on an annual basis in advance	None	Output method based on regular weekly and fortnightly period as proportionate to collection service
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	On entry to facility

**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**2. REVENUE AND EXPENSES (Continued)**

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Timing of revenue recognition
Airport landing charges	Permission to use facilities and runway	Single point in time	Monthly in arrears	None	On landing/departure event
Property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	On entry or at conclusion of hire
Memberships	Gym and pool membership	Over time	Payment in full in advance	Refund for unused portion on application	Output method over 12 months matched to access right
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Output method based on provision of service or completion of works
Sale of stock	Aviation fuel, kiosk and visitor centre stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	Output method based on goods
Commissions	Commissions on licencing and ticket sales	Over time	Payment in full on sale	None	When assets are controlled
Reimbursements	Insurance claims	Single point in time	Payment in arrears for claimable event	None	When claim is agreed

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

**Revenue Recognition**

Rate revenue was recognised from the rate record as soon as practicable after the Shire resolved to impose rates in the financial year as well as when the rate record was amended to ensure the information in the record was current and correct.

Revenue recognised during the year under each basis of recognition by nature of goods or services is provided in the table below:

**For the year ended 30 June 2025**

Nature	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	0	0	6,145,851	0	6,145,851
Grants, subsidies and contributions	1,371,911	0	1,555,428	0	2,927,339
Fees and charges	1,273,541	0	585,002	0	1,858,543
Interest revenue	0	0	0	473,908	473,908
Other revenue	519,264	0	0	70,864	590,128
Capital grants, subsidies and contributions	0	1,795,535	0	0	1,795,535
<b>Total</b>	<b>3,164,716</b>	<b>1,795,535</b>	<b>8,286,281</b>	<b>544,772</b>	<b>13,791,304</b>

**For the year ended 30 June 2024**

Nature	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	0	0	5,883,722	0	5,883,722
Grants, subsidies and contributions	903,894	0	2,192,288	0	3,096,182
Fees and charges	3,355,792	0	594,843	0	3,950,635
Interest revenue	0	0	0	300,967	300,967
Other revenue	810,676	0	0	72,687	883,363
Capital grants, subsidies and contributions	0	3,914,841	0	0	3,914,841
<b>Total</b>	<b>5,070,362</b>	<b>3,914,841</b>	<b>8,670,653</b>	<b>373,654</b>	<b>18,029,710</b>

SHIRE OF RAVENSTHORPE  
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
 FOR THE YEAR ENDED 30 JUNE 2025

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)	Note	2025	2024
		Actual	Actual
		\$	\$
<b>Interest revenue</b>			
Interest on reserve funds		164,445	107,545
Rates instalment and penalty interest	26	52,529	45,745
Other interest earnings		256,934	147,677
		473,908	300,967
The 2025 original budget estimate in relation to: Trade and other receivables overdue interest was \$0.			
<b>(b) Expenses</b>			
<b>Auditors remuneration</b>			
- Audit of the Annual Financial Report		57,111	53,500
- Other services – grant acquittals		6,175	9,170
		63,286	62,670
<b>Employee Costs</b>			
Employee benefit costs		5,280,119	5,514,768
Other employee costs		333,580	274,098
		5,613,699	5,788,866
<b>Finance costs</b>			
Borrowings		23,908	20,000
Lease liabilities		13,934	16,813
		37,842	36,813
<b>Other expenditure</b>			
Library and other recreational and cultural costs		117,710	127,823
Governance		272,605	222,761
Fire, ranger and SES activities		26,024	32,819
Sewerage and sanitation		24,210	23,135
Sundry expenses		11,371	61,744
		451,920	468,382

**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**3. CASH AND CASH EQUIVALENTS**

Note	2023	2024
	\$	\$
Cash at bank and on hand	4,856,254	5,699,893
Total cash and cash equivalents	4,856,254	5,699,893
 Held as		
- Unrestricted cash and cash equivalents	1,383,712	2,157,601
- Restricted cash and cash equivalents	3,302,542	3,542,292
	4,856,254	5,699,893

**MATERIAL ACCOUNTING POLICIES**

**Cash and cash equivalents**

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

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

**Restricted financial assets**

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

**4. OTHER FINANCIAL ASSETS**

**Current assets**

**Financial assets at amortised cost**

Note	2023	2024
	\$	\$
	4,102,941	2,585,867
	4,102,941	2,585,862
 Held as		
- Restricted other financial assets at amortised cost	4,102,941	2,585,862
- Unrestricted other financial assets at amortised cost	4,102,941	2,585,862
	2,084,808	1,073,582
	2,018,333	1,512,280
	4,102,941	2,585,862

**MATERIAL ACCOUNTING POLICIES**

**Other financial assets at amortised cost**

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

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

Fair values of financial assets at amortised cost are not materially different to their carrying amounts, since the interest receivable on these assets is either close to current market rates or the assets are of a short term nature. Non-current financial assets at amortised cost fair values are based on discounted cash flows using current market rates. They are classified as level 2 fair values in the fair value hierarchy (see Note 25 (i)) due to the observable market rates.

Interest received is presented under cash flows from operating activities in the Statement of Cash Flows where it is earned from financial assets that are held for cash management purposes.

**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

5. TRADE AND OTHER RECEIVABLES	Note	2025	2024
		\$	\$
<b>Current</b>			
Rates and statutory receivables		390,682	350,845
Trade receivables		164,248	461,694
GST receivable		112,383	130,573
Receivables for employee related provisions		15,767	22,122
		<hr/> 683,080	<hr/> 965,234
<b>Non-current</b>			
Rates and statutory receivables		5,063	9,537
Other receivables		216,528	206,927
		<hr/> 221,591	<hr/> 216,464

**MATERIAL ACCOUNTING POLICIES**

**Rates and statutory receivables**

Rates and statutory receivables are non-contractual receivables arising from statutory requirements and include amounts due from ratepayers for unpaid rates and service charges and other statutory charges or fines.

Rates and statutory receivables are recognised when the taxable event has occurred and can be measured reliably.

**Trade receivables**

Trade receivables are amounts receivable from contractual arrangements with customers for goods sold, services performed or grants or contributions with sufficiently specific performance obligations as part of the ordinary course of business.

**Other receivables**

Other receivables are amounts receivable from contractual arrangements with third parties other than contracts with customers including grants for the construction of recognisable non financial assets.

**Measurement**

Trade and other receivables are recognised initially at the amount of the transaction price, unless they contain a significant financing component, and are to be recognised at fair value.

**Classification and subsequent measurement**

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

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

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

**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**6. INVENTORIES**

	Note	2025	2024
<b>Current</b>		\$	\$
Fuel and materials		37,915	48,606
		37,915	48,606

The following movements in inventories occurred during the year:

<b>Balance at beginning of year</b>	48,606	32,563
Inventories expensed during the year	(425,044)	(458,586)
Additions to inventory	414,353	474,629
<b>Balance at end of year</b>	<b>37,915</b>	<b>48,606</b>

**MATERIAL ACCOUNTING POLICIES**

**General**

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

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

**7. OTHER ASSETS**

	2025	2024
<b>Other assets - current</b>	<b>\$</b>	<b>\$</b>
Prepayments	48,889	0
Contract assets	520,045	412,897
	568,934	412,897

**MATERIAL ACCOUNTING POLICIES**

**Contract assets**

Contract assets primarily relate to the Shire's right to consideration for work completed but not billed at the end of the period.

**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**8. PROPERTY, PLANT AND EQUIPMENT**

**(a) Movements in Balances**

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

	Assets not Subject to Operating Lease					Plant and Equipment			Total property, plant and equipment \$
	Buildings - Land \$	Buildings - Non-Specialised \$	Buildings - Specialised \$	Total buildings \$	Total land and buildings	Furniture and Equipment \$	Plant and Equipment \$		
Balance at 1 July 2023	4,121,200	8,596,989	31,971,695	40,568,684	44,689,884	434,050	4,463,312	49,587,246	
Additions	0	49,967	830,629	880,596	880,596	341,122	730,887	1,952,605	
Disposals	0	0	0	0	0	0	0	(69,828)	(69,828)
Depreciation	0	(119,245)	(1,680,687)	(1,799,932)	(1,799,932)	(117,050)	(755,185)	(2,672,147)	
Transfers	0	(6,495,656)	6,374,843	(120,813)	(120,813)	(516)	6,200	(115,129)	
Balance at 30 June 2024	4,121,200	2,032,055	37,496,480	39,528,535	43,649,735	657,695	4,375,406	48,682,747	
Comprises:									
Gross balance amount at 30 June 2024	4,121,200	3,270,080	53,499,972	56,770,052	60,891,252	1,144,342	8,453,340	70,488,934	
Accumulated depreciation at 30 June 2024	0	(1,238,025)	(16,003,492)	(17,241,517)	(17,241,517)	(486,736)	(4,077,934)	(21,806,187)	
Balance at 30 June 2024	4,121,200	2,032,055	37,496,480	39,528,535	43,649,735	657,695	4,375,406	48,682,747	
Additions	0	553,322	90,387	643,709	643,709	17,683	797,461	1,458,853	
Disposals	0	0	0	0	0	0	(41,904)	(41,904)	
Depreciation	0	(121,756)	(1,679,781)	(1,801,537)	(1,801,537)	(171,363)	(804,535)	(2,777,435)	
Transfers	0	179	(179)	0	0	0	0	0	0
Balance at 30 June 2025	4,121,200	2,463,800	35,906,907	38,370,707	42,491,907	503,926	4,326,428	47,322,261	
Comprises:									
Gross balance amount at 30 June 2025	4,121,200	3,823,582	53,590,180	57,413,762	61,534,962	1,162,025	9,084,219	71,791,206	
Accumulated depreciation at 30 June 2025	0	(1,359,782)	(17,683,273)	(19,043,055)	(19,043,055)	(658,099)	(4,767,791)	(24,488,945)	
Balance at 30 June 2025	4,121,200	2,463,800	35,906,907	38,370,707	42,491,907	503,926	4,326,428	47,322,261	

**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**8. PROPERTY, PLANT AND EQUIPMENT (Continued)**

**(b) Carrying Value Measurements**

Asset Class	Carrying amount 2025	Carrying amount 2024	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
<b>(i) Fair value - as determined at the last valuation date</b>							
<b>Land and buildings</b>							
Land	4,121,200	4,121,200	2	Market approach using recent or estimated observable market data for similar properties	Independent Registered Valuers	June 2022	Observable or estimated open market values / price per square metre
Buildings - non-specialised	2,463,800	2,032,055	2	Market approach using recent or estimated observable market data for similar properties	Independent Registered Valuers	June 2022	Observable or estimated open market values / price per square metre
Buildings - specialised	35,906,907	37,496,480	3	Cost approach using depreciated replacement cost	Independent Registered Valuers	June 2022	Construction costs and current conditions (level 2), residual values and remaining useful life assessments (level 3) inputs

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

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

**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**9. INFRASTRUCTURE**

**(a) Movements in Balances**

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

	Infrastructure - Roads	Infrastructure - Pathways	Infrastructure - Parks and Reserves	Infrastructure - Drainage	Infrastructure - Landfill Facility	Other Infrastructure	Airport	Total Infrastructure
Balance at 1 July 2023	\$ 90,942,085	\$ 861,739	\$ 3,962,456	\$ 16,302,564	\$ 2,000,923	\$ 2,940,954	\$ 1,541,389	\$ 118,552,110
Additions	3,201,878	92,205	436,257	31,725	1,510	141,757	18,976	3,924,308
Révaluation increments / (decrements) transferred to revaluation surplus	5,440,341	1,044,742	1,511,167	13,466,794	(793,626)	1,755,347	2,282,678	24,707,443
Depreciation	(2,462,314)	(118,633)	(84,995)	(380,464)	(94,326)	(185,852)	(82,150)	(3,411,744)
Transfers	0	2,489	(106,453)	0	362,238	(136,945)	(6,290)	115,129
Balance at 30 June 2024	97,121,990	1,882,542	5,718,432	29,420,619	1,476,719	4,512,261	3,754,683	143,887,246
Comprises:								
Gross balance at 30 June 2024	140,236,749	3,325,423	9,321,139	40,321,655	1,019,670	7,063,878	4,680,705	206,759,219
Accumulated depreciation at 30 June 2024	(43,114,759)	(1,442,881)	(3,692,707)	(10,901,036)	(342,951)	(2,551,617)	(926,072)	(62,881,973)
Balance at 30 June 2024	97,121,990	1,882,542	5,718,432	29,420,619	1,476,719	4,512,261	3,754,683	143,887,246
Additions	1,935,375	219,495	75,857	0	0	87,787	29,336	2,347,849
Depreciation	(2,577,705)	(66,508)	(410,592)	(439,045)	(77,420)	(155,118)	(104,133)	(3,830,521)
Balance at 30 June 2025	96,479,660	2,035,529	5,383,697	28,981,574	1,399,299	4,444,930	3,679,885	142,404,574
Comprises:								
Gross balance at 30 June 2025	142,172,124	3,544,918	9,396,998	40,321,656	1,819,670	7,151,665	4,710,041	209,117,070
Accumulated depreciation at 30 June 2025	(45,692,464)	(1,509,389)	(4,013,299)	(11,340,082)	(420,371)	(2,706,735)	(1,030,156)	(66,712,496)
Balance at 30 June 2025	96,479,660	2,035,529	5,383,697	28,981,574	1,399,299	4,444,930	3,679,885	142,404,574

SHIRE OF RAVENSTHORPE  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2025

9. INFRASTRUCTURE (Continued)

(b) Carrying Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair value - as determined at the last valuation date					
Infrastructure - Roads	3	Cost approach using depreciated replacement cost	Management Valuation	June 2024	Construction costs and current conditions (level 2), residual values and remaining useful life assessments (level 3) inputs
Infrastructure - Pathways	3	Cost approach using depreciated replacement cost	Management Valuation	June 2024	Construction costs and current conditions (level 2), residual values and remaining useful life assessments (level 3) inputs
Infrastructure - Parks and Reserves	3	Cost approach using depreciated replacement cost	Management Valuation	June 2024	Construction costs and current conditions (level 2), residual values and remaining useful life assessments (level 3) inputs
Infrastructure - Drainage	3	Cost approach using depreciated replacement cost	Management Valuation	June 2024	Construction costs and current conditions (level 2), residual values and remaining useful life assessments (level 3) inputs
Infrastructure - Landfill Facility	3	Cost approach using depreciated replacement cost	Management Valuation	June 2024	Construction costs and current conditions (level 2), residual values and remaining useful life assessments (level 3) inputs
Other Infrastructure	3	Cost approach using depreciated replacement cost	Management Valuation	June 2024	Construction costs and current conditions (level 2), residual values and remaining useful life assessments (level 3) inputs
Infrastructure - Airport	3	Cost approach using depreciated replacement cost	Management Valuation	June 2024	Construction costs and current conditions (level 2), residual values and remaining useful life assessments (level 3) inputs

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

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**10. FIXED ASSETS**

**(a) Depreciation**

**Depreciation rates**

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

<b>Asset Class</b>	<b>Useful life</b>
Buildings - non-specialised	15 to 56 years
Buildings - specialised	15 to 56 years
Furniture and equipment	4 to 10 years
Plant and equipment	5 to 15 years
Infrastructure - Roads formation	not depreciated
pavement	20 to 50 years
seal - bituminous seals	20 to 25 years
seal - asphalt surfaces	20 to 25 years
Gravel roads formation	not depreciated
pavement	20 to 50 years
Sewerage piping	50 to 100 years
Water supply piping and drainage systems	75 years
Infrastructure - Pathways	20 to 50 years
Infrastructure - Drainage	75 to 100 years
Infrastructure - Parks and Reserves	15 to 100 years
Infrastructure - Other	15 to 100 years
Infrastructure - Airports	15 to 100 years
Right of use assets - plant and equipment	Lease remainder
Regional Landfill Rehabilitation	25 years

**Revision of useful lives of infrastructure**

During the year, the estimated total useful lives of infrastructure assets was revised following a revaluation in the previous financial year. The effect of the change is a net increase in depreciation of \$418,777.

**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**10. FIXED ASSETS (Continued)**

**MATERIAL ACCOUNTING POLICIES**

**Initial recognition**

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

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

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

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

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

**Measurement after recognition**

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

**Reportable value**

In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

**Revaluation**

Land and buildings classified as property, plant and equipment, infrastructure or vested improvements that the local government controls and measured at reportable value, are only required to be revalued every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on land vested in the Shire.

Whilst the regulatory framework only requires a revaluation to occur every five years, it also provides for the Shire to revalue earlier if it chooses to do so.

For land, buildings and infrastructure, increases in the carrying amount arising on revaluation of asset classes are credited to a revaluation surplus in equity.

Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Subsequent increases are then recognised in profit or loss to the extent they reverse a net revaluation decrease previously recognised in profit or loss for the same class of asset.

**Depreciation**

The depreciable amount of all property, plant and equipment and infrastructure, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

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

**Depreciation on revaluation**

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

- (i) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset; or
- (ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

**Impairment**

In accordance with *Local Government (Financial Management) Regulation 17A(4C)*, the Shire is not required to comply with AASB 136 *Impairment of Assets* to determine the recoverable amount of its non-financial assets that are land or buildings classified as property, plant and equipment, infrastructure or vested improvements that the local government controls in circumstances where there has been an impairment indication of a general decrease in asset values.

In other circumstances where it has been assessed that one or more of these non-financial assets are impaired, the asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

**Gains or losses on disposal**

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

**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**11. LEASES**

**(a) Right-of-Use Assets**

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

	Note	Right-of-use assets - plant and equipment
		\$
<b>Balance at 1 July 2023</b>		547,936
Additions		45,448
Depreciation		(112,744)
<b>Balance at 30 June 2024</b>		480,640
Gross balance amount at 30 June 2024		1,172,888
Accumulated depreciation at 30 June 2024		(692,248)
<b>Balance at 30 June 2024</b>		480,640
Depreciation		(117,289)
<b>Balance at 30 June 2025</b>		363,351
Gross balance amount at 30 June 2025		1,172,888
Accumulated depreciation at 30 June 2025		(809,537)
<b>Balance at 30 June 2025</b>		363,351

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

		2025 Actual	2024 Actual
		\$	\$
Depreciation on right-of-use assets		117,289	112,744
Finance charge on lease liabilities	28(c)	13,934	16,813
<b>Total amount recognised in the statement of comprehensive income</b>		131,223	129,557
Total cash outflow from leases		(146,660)	(137,374)

**(b) Lease Liabilities**

Current  
Non-current

28(c)	127,275	126,663
	254,852	388,190
28(c)	382,127	514,853

**MATERIAL ACCOUNTING POLICIES**

**Leases**

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

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

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

Details of individual lease liabilities required by regulations are provided at Note 28(c).

**Right-of-use assets - measurement**

Right-of-use assets are measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not recognised in the Statement of Financial Position). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

Refer to Note 10 under revaluation for details on the material accounting policies applying to vested improvements.

**Right-of-use assets - depreciation**

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

**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**12. TRADE AND OTHER PAYABLES**

	<b>2025</b>	<b>2024</b>
	\$	\$
<b>Current</b>		
Sundry creditors	655,290	770,816
Prepaid rates	82,230	69,435
Accrued salaries and wages	46,146	53,812
Statutory liabilities	15,297	92,694
Bonds and deposits held	136,455	124,084
Accrued expenses	0	54,491
Payroll creditors	2,544	2,360
Accrued interest on loans	31,437	24,426
Contract retention	148,706	148,706
	<b>1,118,105</b>	<b>1,340,824</b>

**MATERIAL ACCOUNTING POLICIES**

**Financial liabilities**

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

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

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

**Statutory liabilities**

Statutory liabilities, are amounts owed to regulatory authorities due to statutory obligations such as FBT and PAYG. GST payable is offset against GST receivable and any net GST payable is included as a statutory liability.

**Trade and other payables**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are usually paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

**Prepaid rates**

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

**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**13. OTHER LIABILITIES**

	<b>2025</b>	<b>2024</b>
	\$	\$
<b>Current</b>		
Contract liabilities	209,274	105,000
Capital grant/contributions liabilities	270,545	81,347
	<b>479,819</b>	<b>186,347</b>
<b>Reconciliation of changes in contract liabilities</b>		
Opening balance	105,000	85,004
Additions	209,274	105,000
Revenue from contracts with customers included as a contract liability at the start of the period	(105,000)	(85,004)
	<b>209,274</b>	<b>105,000</b>
<b>Reconciliation of changes in capital grant/contribution liabilities</b>		
Opening balance	81,347	1,062,130
Additions	270,545	81,347
Revenue from capital grant/contributions held as a liability at the start of the period	(81,347)	(1,062,130)
	<b>270,545</b>	<b>81,347</b>
<b>Expected satisfaction of capital grant/contribution liabilities</b>		
Less than 1 year	270,545	81,347
	<b>270,545</b>	<b>81,347</b>

The Shire expects to satisfy the performance obligations, from contracts with customers unsatisfied at the end of the reporting period, within the next 12 months.

**Reconciliation of changes in capital grant/contribution**

<b>liabilities</b>		
Opening balance	81,347	1,062,130
Additions	270,545	81,347
Revenue from capital grant/contributions held as a liability at the start of the period	(81,347)	(1,062,130)
	<b>270,545</b>	<b>81,347</b>
<b>Expected satisfaction of capital grant/contribution</b>		
liabilities		
Less than 1 year	270,545	81,347
	<b>270,545</b>	<b>81,347</b>

Performance obligations in relation to capital grant/contribution liabilities are satisfied as project milestones are met or on completion of construction or acquisition of the asset.

**MATERIAL ACCOUNTING POLICIES**

**Contract liabilities**

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

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

**Capital grant/contribution liabilities**

Capital grant/contribution liabilities represent the Shire's obligations to construct recognisable non-financial assets to identified specifications to be controlled by the Shire which are yet to be satisfied. Capital grant/contribution liabilities are recognised as income when the obligations in the contract are satisfied.

**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**14. BORROWINGS**

	Note	2025			2024		
		Current	Non-current	Total	Current	Non-current	Total
Secured		\$	\$	\$	\$	\$	\$
Other loans		94,746	850,985	945,731	152,459	395,730	548,189
<b>Total secured borrowings</b>	<b>28(a)</b>	<b>94,746</b>	<b>850,985</b>	<b>945,731</b>	<b>152,459</b>	<b>395,730</b>	<b>548,189</b>

**MATERIAL ACCOUNTING POLICIES**

**Borrowing costs**

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

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 25(i)) due to the unobservable inputs, including own credit risk.

**Risk**

Details of individual borrowings required by regulations are provided at Note 28(a).

**SHIRE OF RAVENSTHORPE**  
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**15. EMPLOYEE RELATED PROVISIONS**

**Employee Related Provisions**

	<b>2025</b>	<b>2024</b>
<b>Current provisions</b>	<b>\$</b>	<b>\$</b>
<b>Employee benefit provisions</b>		
Annual leave	398,310	387,619
Long service leave	264,586	250,983
Other employee leave provisions	42,044	26,538
	<b>704,940</b>	<b>665,140</b>
<b>Employee related other provisions</b>		
Employment on-costs	86,176	83,019
	<b>86,176</b>	<b>83,019</b>
<b>Total current employee related provisions</b>	<b>791,116</b>	<b>748,159</b>
<b>Non-current provisions</b>		
<b>Employee benefit provisions</b>		
Long service leave	73,613	98,739
	<b>73,613</b>	<b>98,739</b>
<b>Employee related other provisions</b>		
Employment on-costs	9,570	12,836
	<b>9,570</b>	<b>12,836</b>
<b>Total non-current employee related provisions</b>	<b>83,183</b>	<b>111,575</b>
<b>Total employee related provisions</b>	<b>874,299</b>	<b>859,734</b>

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave and associated on costs for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

Annual leave liabilities are classified as current, as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period.

**MATERIAL ACCOUNTING POLICIES**

**Employee benefits**

The Shire's obligations for employees' annual leave, long service leave and other employee leave entitlements are recognised as employee related provisions in the Statement of Financial Position.

**Short-term employee benefits**

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

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

**Other long-term employee benefits**

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

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

**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**16. OTHER PROVISIONS**

	<b>Make good provisions</b>	<b>Total</b>
	\$	\$
<b>Opening balance at 1 July 2024</b>		
Non-current provisions	517,317	517,317
	<hr/>	<hr/>
	517,317	517,317
 Charged to profit or loss		
- unwinding of discount	24,003	24,003
	<hr/>	<hr/>
<b>Balance at 30 June 2025</b>	541,320	541,320
 <b>Comprises</b>		
Non-current	541,320	541,320
	<hr/>	<hr/>
	541,320	541,320

**Make good provisions**

Under the licence for the operation of the Regional Landfill Facility, the Shire has a legal obligation to restore the site.

The provision for future remediation costs is the best estimate of the present value of the expenditure required to settle the remediation obligation at the reporting date. Expected future remediation costs are reviewed annually and any changes in the estimate are reflected in the remediation provision at each reporting date.

The provision is reassessed annually whilst the fair value of the related landfill asset is only required to be assessed every 5 years, as such the balances may differ significantly.

**Waste Management Agreement**

A Waste Management Agreement exists between the Shire of Ravensthorpe and the Shire of Jerramungup for the Regional Landfill Facility on Reserve 7380. Clause 8(2)c of the Agreement allows each party to agree on a percentage share of capital costs for the purpose of future rehabilitation costs. The revised cost estimate of rehabilitation of \$801,195 over 25 years of cell life provides an annualised cost of \$32,048 to be shared by each of the local governments.

On 4 June 2021 both parties agreed to cost share of 60% Shire of Ravensthorpe and 40% Shire of Jerramungup.

The cost share agreement was reviewed by both parties on 9 September 2025 for the 2024-25 financial year.

**MATERIAL ACCOUNTING POLICIES**

**Provisions**

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

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

**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**17. REVALUATION SURPLUS**

	2025 Opening Balance	2025 Closing Balance	2024 Opening Balance	Total Movement on Revaluation	2024 Closing Balance
	\$	\$	\$	\$	\$
Revaluation surplus - Land and Buildings	24,655,426	24,655,426	24,655,426	0	24,655,426
Revaluation surplus - Plant and Equipment	377,471	377,471	377,471	0	377,471
Revaluation surplus - Infrastructure - Roads	85,219,730	85,219,730	79,779,389	5,440,341	85,219,730
Revaluation surplus - Infrastructure - Drainage	32,195,931	32,195,931	18,729,137	13,466,794	32,195,931
Revaluation surplus - Infrastructure - Pathways	1,946,044	1,946,044	901,302	1,044,742	1,946,044
Revaluation surplus - Infrastructure - Parks and Reserves	3,981,324	3,981,324	2,470,157	1,511,167	3,981,324
Revaluation surplus - Other Infrastructure	1,939,054	1,939,054	1,091,177	847,877	1,939,054
Revaluation surplus - Infrastructure - Airport	2,491,959	2,491,959	209,281	2,282,678	2,491,959
	<b>152,806,939</b>	<b>152,806,939</b>	<b>128,213,340</b>	<b>24,593,599</b>	<b>152,806,939</b>

**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**18. RESTRICTIONS OVER FINANCIAL ASSETS**

	Note	2025 Actual	2024 Actual
		\$	\$
The following classes of financial assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:			
- Cash and cash equivalents	3	3,592,542	3,542,292
- Financial assets at amortised cost	4	2,084,608	1,073,582
		<hr/>	<hr/>
		5,677,150	4,615,874
The restricted financial assets are a result of the following specific purposes to which the assets may be used:			
Restricted reserve accounts	29	5,060,876	4,305,443
Contract liabilities	13	209,274	105,000
Capital grant liabilities	13	270,545	81,347
Bonds and deposits held	12	136,455	124,084
<b>Total restricted financial assets</b>		<hr/>	<hr/>
		5,677,150	4,615,874

**19. UNDRAWN BORROWING FACILITIES AND CREDIT**

**STANDBY ARRANGEMENTS**

**Credit standby arrangements**

Bank overdraft limit		500,000	500,000
Bank overdraft at balance date		0	0
Credit card limit		26,000	26,000
Credit card balance at balance date		(70)	(12,501)
<b>Total amount of credit unused</b>		<hr/>	<hr/>
		525,930	513,499

**Loan facilities**

Loan facilities - current		94,746	152,459
Loan facilities - non-current		850,985	395,730
<b>Total facilities in use at balance date</b>		<hr/>	<hr/>
		945,731	548,189

Unused loan facilities at balance date

0 0

**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**20. CONTINGENT LIABILITIES**

**Contaminated Sites**

The Department of Water and Environmental Regulation has identified the following sites on land owned, vested or leased by the Shire of Ravensthorpe as possibly being contaminated:

- Ravensthorpe Waste Water Treatment Facility, Crown Reserve 38576, Jamieson Street, Ravensthorpe.
- Ravensthorpe Refuse Site (Landfill), Lot 1363 283 Moir Road, Ravensthorpe (Crown Reserve 7380).
- Munglinup Refuse Site (landfill), Crown Reserve 31121, Reynolds Street, Munglinup.
- Former Landfill, Hopetoun Transfer Station, Crown Reserve 35865, Senna Road, Hopetoun.
- DAFWA Crown Reserve 26977 (546) Aerodrome Road, Ravensthorpe (Mount Short) Air strip Pesticides.

Until the Shire conducts an investigation to determine the presence and scope of contamination, assess the risk, and agree with the Department of Water and Environmental Regulation on the need and criteria for remediation of a risk based approach, the Shire is unable to estimate the potential costs associated with remediation of these sites. This approach is consistent with the Department of Water and Environmental Regulation Guidelines.

**21. CAPITAL COMMITMENTS**

	<b>2025</b>	<b>2024</b>
	<b>\$</b>	<b>\$</b>
Contracted for:		
- capital expenditure projects	211,899	85,959
- plant & equipment purchases	286,409	0
	<hr/>	<hr/>
	498,308	85,959
Payable:		
- not later than one year	498,308	85,959

The capital expenditure projects outstanding at the end of the current reporting period represent roadworks, bushfire mitigation works and lighting improvements (the prior year commitment was for the new bush fire shed and pavement construction ).

**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**22. RELATED PARTY TRANSACTIONS**

**(a) Elected Member Remuneration**

	Note	2025 Actual	2025 Budget	2024 Actual
		\$	\$	\$
Fees, expenses and allowances to be paid or reimbursed to elected council members.				
President's annual allowance		15,000	15,000	14,400
President's meeting attendance fees		22,800	22,800	21,900
President's ICT expenses		1,575	1,580	1,537
President's travel and accommodation expenses		2,530	2,285	1,801
		41,905	41,665	39,638
Deputy President's annual allowance		3,750	3,750	3,800
Deputy President's meeting attendance fees		15,200	15,200	14,600
Deputy President's ICT expenses		1,575	1,580	1,537
Deputy President's travel and accommodation expenses		3,467	2,286	1,516
		23,992	22,816	21,253
All other council member's meeting attendance fees		75,339	76,000	69,230
All other council member's ICT expenses		7,524	7,900	7,055
All other council member's travel and accommodation expenses		13,369	11,429	14,301
		96,232	95,329	90,586
	22(b)	162,129	159,810	151,477

**(b) Key Management Personnel (KMP) Compensation**

	Note	2025 Actual	2024 Actual
		\$	\$
The total of compensation paid to KMP of the Shire during the year are as follows:			
Short-term employee benefits		740,188	710,818
Post-employment benefits		91,334	90,404
Employee - other long-term benefits		15,445	16,737
Council member costs	22(a)	162,129	151,477
		1,009,096	969,436

*Short-term employee benefits*

These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to council members which may be separately found in the table above.

*Post-employment benefits*

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

*Other long-term benefits*

These amounts represent annual leave and long service leave entitlements accruing during the year.

*Council member costs*

These amounts represent payments of member fees, expenses, allowances and reimbursements during the year.

**SHIRE OF RAVENSTHORPE**  
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**22. RELATED PARTY TRANSACTIONS**

**(c) Transactions with related parties**

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

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

In addition to KMP compensation above the following transactions occurred with related parties:

	<b>2025</b> <b>Actual</b>	<b>2024</b> <b>Actual</b>
	\$	\$
Purchase of goods and services	17,362	396,181

**(d) Related Parties**

The Shire's main related parties are as follows:

*i. Key management personnel*

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any council member, are considered key management personnel, and are detailed in Note 22 (a) and (b).

*ii. Other Related Parties*

During the previous year, 5 companies controlled by a related party of three council members, were awarded contracts under the selective tender process on terms and conditions equivalent for those that prevail in arm's length transactions under the Shire's procurement process.

The contracts involved wildflower show support and other goods and services in the Shire, and amounted to \$17,362 in the current year (\$396,181 in the prior year).

Outside of normal citizen type transactions with the Shire, there were no other related party transactions involving key management personnel and/or their close family members and/or their controlled (or jointly controlled) entities.

*iii. Entities subject to significant influence by the Shire*

There were no such entities requiring disclosure during the current or previous year.

**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**23. JOINT ARRANGEMENTS**

**Share of joint operations**

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

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

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

Statement of Financial Position	Note	2025	2024
		Actual	Actual
Infrastructure - Landfill Facility		\$ 1,819,670	\$ 1,819,670
Less: accumulated depreciation		(420,371)	(342,951)
<b>Total assets</b>	<b>9(a)</b>	<b>1,399,299</b>	<b>1,476,719</b>

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

The Shire of Ravensthorpe's share of annual operating cost is determined by its percentage of total waste tonnage (measured in cubic metres) delivered to the facility by both parties in the proceeding year. This is estimated to be 74.9% for Ravensthorpe and 25.1% for Jerramungup.

**Statement of Comprehensive Income**

<b>Ravensthorpe</b>			
Income		74,908	309,430
Expense		(330,281)	(220,246)
		<u>(255,373)</u>	<u>89,184</u>
<b>Jerramungup</b>			
Income		0	0
Expense		(110,682)	(73,807)
		<u>(110,682)</u>	<u>(73,807)</u>
<b>Total</b>			
Income		74,908	309,430
Expense		(440,963)	(294,053)
<b>Total comprehensive income for the period</b>		<u>(366,055)</u>	<u>15,377</u>

**Statement of Cash Flows**

<b>Ravensthorpe</b>			
Income		74,908	102,503
Expense		(187,848)	(220,246)
		<u>(112,940)</u>	<u>(117,743)</u>
<b>Jerramungup</b>			
Income		0	0
Expense		(62,950)	(73,807)
		<u>(62,950)</u>	<u>(73,807)</u>
<b>Total</b>			
Income		74,908	102,503
Expense		(250,798)	(294,053)
<b>Net cash provided by (used in) operating activities</b>		<u>(175,890)</u>	<u>(191,550)</u>

**MATERIAL ACCOUNTING POLICIES**

**Joint operations**

A joint operation is a joint arrangement where the Shire has joint control with two or more parties to the joint arrangement. All parties to joint arrangement have rights to the assets, and obligations for the liabilities relating to the arrangement.

Assets, liabilities, revenues and expenses relating to the Shire's interest in the joint operation are accounted for in accordance with the relevant Australian Accounting Standards.

**SHIRE OF RAVENSTHORPE  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
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**24. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD**

There have been no material events after the reporting period which would affect the financial report of the Shire for the year ended 30th June 2025 or which would require a separate disclosure.

**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**25. OTHER MATERIAL ACCOUNTING POLICIES**

**a) Goods and services tax (GST)**

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

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

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

**b) Current and non-current classification**

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

**c) Rounding off figures**

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

**d) Comparative figures**

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

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

**e) Budget comparative figures**

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

**f) Superannuation**

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

**g) Fair value of assets and liabilities**

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

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

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

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

**h) Interest revenue**

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

**i) Fair value hierarchy**

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

**Level 1**

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

**Level 2**

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

**Level 3**

Measurements based on unobservable inputs for the asset or liability.

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

**Valuation techniques**

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

**Market approach**

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

**Income approach**

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

**Cost approach**

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

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

**j) Impairment of assets**

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

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount except for non-financial assets that are:

- land and buildings classified as property, plant and equipment;
- infrastructure; or
- vested improvements that the local government controls, in circumstances where there has been an impairment indication of a general decrease in asset values.

These non-financial assets are assessed in accordance with the regulatory framework detailed in Note 10.

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

SHIRE OF RAVENSTHORPE  
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26. RATING INFORMATION

General Rates		2024/25			2024/25			2024/25			2024/25		
Rate Type	Rates Description	Rate in \$	Number of Properties	Actual Rate	Actual Value*	Interest Rates	Actual Back Rates	Budget Total	Budget Back Rate	Interest Rate	Actual Rate	Budget Total	Actual Revenue
Residential	Gross Rental Valuations	0.123246	781	12,471,658	1,537,458	(8,970)	0	1,526,488	1,538,611	1,530	1,544,611	1,470,831	
Commercial	Gross Rental Valuations	0.151340	33	1,840,738	248,318	0	0	231,493	0	0	251,493	240,634	
Industrial	Gross Rental Valuations	0.151340	40	665,985	100,790	0	0	100,790	95,147	0	95,147	90,969	
Transient and Short Stay Accommodation	Gross Rental Valuations	0.316389	2	1,075,000	340,118	0	0	340,118	340,118	0	0	340,118	325,472
Mining	Unimproved valuation	0.240386	95	3,488,430	838,570	(20,533)	(3,476)	804,161	838,570	0	0	838,570	819,794
Other	Unimproved valuation	0.003989	313	609,570,000	2,358,426	(650)	238	2,360,598	2,359,426	0	0	2,359,426	2,256,872
Total general rates		1,264	620,911,882	5,423,980	(39,562)	(3,646)	5,422,335	5,422,335	4,950	5,428,535	5,428,535	5,203,483	
Minimum payment													
Residential	Gross Rental Valuations	1,026	372	1,012,247	381,672	0	0	381,672	383,724	0	0	383,724	367,268
Commercial	Gross Rental Valuations	1,026	8	36,415	8,258	0	0	8,208	10,209	0	0	10,209	9,620
Industrial	Gross Rental Valuations	1,026	13	56,418	13,338	0	0	13,338	9,234	0	0	9,234	9,620
Transient and Short Stay Accommodation	Gross Rental Valuations	1,026	0	0	0	0	0	0	0	0	0	0	0
Mining	Unimproved valuation	1,026	88	116,548	63,788	0	0	63,788	63,788	0	0	63,788	20,597
Other	Unimproved valuation	1,026	119	10,742,000	522,094	0	0	522,094	122,094	0	0	122,094	108,254
Total minimum payments		503	11,985,728	598,080	0	0	598,080	598,080	598,080	0	0	598,080	515,759
Total general rates and minimum payments		1,864	640,877,910	8,011,760	(39,562)	(3,646)	8,011,760	8,011,760	7,550	8,023,475	8,023,475	8,719,342	
Specified Area Rates													
Ravensthorpe - GRV		0.027265	215	2,723,228	74,249	46	0	74,295	0	0	0	0	64,065
Ravensthorpe - Minimum		234	59	178,978	11,760	0	0	11,760	0	0	0	0	17,500
Munglinup - GRV		0.031148	11	72,272	2,407	0	0	2,407	0	0	0	0	1,758
Munglinup - Minimum		234	2	13,258	468	0	0	468	0	0	0	0	890
Severnage - 1st Future - Minimum		234	4	0	936	0	0	936	0	0	0	0	1,120
Severnage - Additional - Minimum		146	39	0	5,694	0	0	5,694	0	0	0	0	5,600
Ex gratia Rates													
CSH													
Total amount raised from rates (excluding general rates)		N/A	N/A	74,801	0	0	74,801	76,410	0	0	76,410	73,121	
Total Rates		321	2,988,687	170,355	46	0	170,355	170,351	0	0	170,351	164,450	
Rates equivalent interest													
Rates overrent interest													
Rates instalment plan charges													
Rates written off													

All land (other than exempt land) in the Shire is rated according to its Gross Rental Value (GRV) in favour of or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed in the 2024/25 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 considering the extent of any increases 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 local government services and facilities.

\*Rateable Value at time of rating of rate.

SHIRE OF RAVENSTHORPE  
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27. DETERMINATION OF SURPLUS OR DEFICIT

Note	2024/25		
	2024/25	Budget	2023/24
	(30 June 2025)	(30 June 2025)	(30 June 2024)
	Carried Forward)	Carried Forward)	Carried Forward)
	\$	\$	\$

(a) Non-cash amounts excluded from operating activities

The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32:

**Adjustments to operating activities**

Less: Profit on asset disposals	(9,288)	(134,166)	(67,710)
Add: Loss on disposal of assets	0	100,741	0
Add: Depreciation	6,725,248	5,987,254	6,196,637
Non-cash movements in non-current assets and liabilities:			
Pensioner deferred rates	4,474	0	(1,784)
Employee benefit provisions	14,565	0	16,890
Other provisions	24,001	0	126,150
Other receivables	(9,601)	0	(206,927)
<b>Non-cash amounts excluded from operating activities</b>	<b>6,749,398</b>	<b>5,953,629</b>	<b>6,063,247</b>

(b) Surplus or deficit after imposition of general rates

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with Financial Management Regulation 32 to agree the surplus/(deficit) after imposition of general rates.

**Adjustments to net current assets**

Less: Reserve accounts	29	(5,060,876)	(3,733,273)	(4,305,443)
Add: Current liabilities not expected to be cleared at end of year				
- Current portion of borrowings	14	94,746	0	152,459
- Current portion of lease liabilities	15(b)	127,275	0	126,663
- Employee benefit provisions		791,116	636,872	748,159
<b>Total adjustments to net current assets</b>		<b>(4,047,739)</b>	<b>(3,096,401)</b>	<b>(3,278,142)</b>
<b>Net current assets used in the Statement of Financial Activity</b>				
Total current assets		10,349,124	4,927,089	9,712,492
Less: Total current liabilities		(2,611,061)	(1,830,688)	(2,554,452)
Less: Total adjustments to net current assets		<b>(4,047,739)</b>	<b>(3,096,401)</b>	<b>(3,278,142)</b>
<b>Surplus or deficit after imposition of general rates</b>		<b>3,690,324</b>	<b>0</b>	<b>3,879,878</b>

SHIRE OF RAVENSTHORPE  
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28. BORROWING AND LEASE LIABILITIES

(a) Borrowings

Purpose	Note	Actual						Budget					
		Principal at 1 July 2023	New Loans During 2023-24	Principal Repayments During 2023-24	Principal at 30 June 2024	New Loans During 2024-25	Principal Repayments During 2024-25	Principal at 30 June 2025	Principal at 1 July 2024	New Loans During 2024-25	Principal Repayments During 2024-25	Principal at 30 June 2025	
Staff Housing		79,284	0	\$ (39,081)	40,203	0	\$ (40,203)	0	40,203	0	\$ (40,203)	0	
Other Housing (Daw Street)		169,538	0	\$ (18,805)	150,733	0	\$ (19,442)	131,291	150,733	0	\$ (19,442)	131,291	
Hopetoun Community		254,569	0	\$ (15,678)	238,891	0	\$ (16,247)	222,644	238,891	0	\$ (15,246)	222,645	
Transport		71,004	0	\$ (34,398)	36,006	0	\$ (36,006)	0	36,006	0	\$ (36,006)	0	
Transport		121,718	0	\$ (39,362)	82,356	0	\$ (40,560)	41,795	82,356	0	\$ (40,562)	41,794	
Hopetoun gym/youth centre		0	0	0	550,000	0	550,000	0	550,000	0	0	0	
<b>Total</b>		<b>696,113</b>	<b>0</b>	<b>\$ (147,924)</b>	<b>548,189</b>	<b>550,000</b>	<b>\$ (152,458)</b>	<b>945,731</b>	<b>548,189</b>	<b>0</b>	<b>\$ (152,459)</b>	<b>395,730</b>	
Borrowing Finance Cost Payments													
Purpose	Note	Loan Number	Institution	Interest Rate	Date final payment is due				Actual for year ending 30 June 2024	Budget for year ending 30 June 2025			
Purpose	Note	Loan Number	Institution	Interest Rate	Date final payment is due				Actual for year ending 30 June 2024	Budget for year ending 30 June 2025			
Staff Housing		145	WATC *	2.9%	6/02/2025				\$ (403)	\$ (864)			
Other Housing (Daw Street)		147	WATC *	3.4%	30/03/2031				\$ (4,738)	\$ (4,903)			
Hopetoun Community		146	WATC *	3.6%	8/02/2036				\$ (8,196)	\$ (8,432)			
Transport		143B	WATC *	2.9%	6/02/2025				\$ (102)	\$ (774)			
Transport		139E	WATC *	3.0%	9/02/2026				\$ (1,698)	\$ (2,153)			
Hopetoun gym/youth centre		148	WATC *	5.3%	12/03/2045				\$ (8,771)	0			
<b>Total Finance Cost Payments</b>									<b>\$ (23,908)</b>	<b>\$ (17,195)</b>			

\* WA Treasury Corporation

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28. BORROWING AND LEASE LIABILITIES (Continued)

(b) New Borrowings - 2024/25

Particulars/Purpose	Institution	Loan Type	Term Years	Interest Rate %	Amount Borrowed			Amount (Used)			Total Interest & Charges			Actual Balance Unspent \$		
					2024 Actual	2025 Budget	2025 Actual	Budget \$	2025 Actual	Budget \$	2024-25 Budget \$	2024-25 Actual \$	2024-25 Budget \$	2024-25 Actual \$	2024-25 Budget \$	2024-25 Actual \$
Hopeous gym/youth centre	WA*T	Debenture	20	5.3%	550,000	0	0	\$ 550,000	0	0	\$ 550,000	0	0	\$ 8,771	0	0
* WA Treasury Corporation					550,000	0	0		550,000	0						0

(c) Lease Liabilities

Purpose	Note	Principal at 1 July 2023	New Leases During 2023-24	Principal at 30 June 2024	New Leases During 2024-25	Principal at 30 June 2025	Principal			Budget			Principal			
							Repayments	Repayments	Repayments	Repayments	Repayments	Repayments	Repayments	Repayments	Repayments	
Bomag Compactor	399.153	0	\$ (77,925)	\$ 321,228	0	\$ (80,287)	240,941	321,228	0	\$ (80,287)	240,941	0	\$ (80,287)	240,941	0	
Komatsu Wheel Loader	190,613	0	\$ (36,573)	\$ 154,240	0	\$ (37,682)	116,558	154,240	0	\$ (37,682)	116,558	0	\$ (37,682)	116,558	0	
Isuzu Utility	0	45,445	\$ (6,063)	\$ 39,385	0	\$ (14,757)	24,626	38,229	0	\$ (14,757)	24,626	0	\$ (14,757)	23,430	0	
<b>Total Lease Liabilities</b>	<b>11(b)</b>	<b>569,566</b>	<b>45,445</b>	<b>(120,561)</b>	<b>514,853</b>	<b>0</b>	<b>(132,726)</b>	<b>382,127</b>	<b>513,697</b>	<b>0</b>	<b>(132,726)</b>	<b>382,127</b>	<b>0</b>	<b>(132,726)</b>	<b>380,929</b>	<b>0</b>

Lease Finance Cost Payments

Purpose	Note	Lease Number	Institution	Interest Rate	Date final payment is due	Actual for year ending 30 June 2025			Budget for year ending 30 June 2025			Actual for year ending 30 June 2024			Budget for year ending 30 June 2024			Lense Term		
						\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		
Bomag Compactor	908707	SG Fleet	3.00%	26/04/2026		\$ (8,510)	\$ (8,511)	\$ (8,510)	\$ (8,511)	\$ (8,510)	\$ (8,511)	\$ (10,873)	\$ (10,873)	\$ (10,873)	\$ (10,873)	\$ (10,873)	\$ (10,873)	10 years		
Komatsu Wheel Loader	915553	SG Fleet	3.00%	1/05/2028		\$ (4,098)	\$ (4,098)	\$ (4,098)	\$ (4,098)	\$ (4,098)	\$ (4,098)	\$ (5,207)	\$ (5,207)	\$ (5,207)	\$ (5,207)	\$ (5,207)	\$ (5,207)	10 years		
Isuzu Utility	301179	Fleetcare	5.00%	7/02/2027		\$ (1,326)	\$ (1,284)	\$ (1,284)	\$ (1,284)	\$ (1,284)	\$ (1,284)	\$ (733)	\$ (733)	\$ (733)	\$ (733)	\$ (733)	\$ (733)	3 years		
<b>Total Finance Cost Payments</b>						<b>\$ (13,934)</b>	<b>\$ (13,893)</b>	<b>\$ (13,893)</b>	<b>\$ (13,893)</b>	<b>\$ (13,893)</b>	<b>\$ (13,893)</b>	<b>\$ (16,613)</b>	<b>\$ (16,613)</b>	<b>\$ (16,613)</b>	<b>\$ (16,613)</b>	<b>\$ (16,613)</b>	<b>\$ (16,613)</b>			

**SHIRE OF RAVENSTHORPE**  
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**29. RESERVE ACCOUNTS**

	2025			2025			2025			2025			2025			2024			
	Actual	2025 Actual	Transfer to Opening Balance	Actual	Transfer to (from)	Closing Balance	Budget	Opening Balance	Transfer to	Budget	Opening Balance	Transfer (from)	Budget	Opening Balance	Transfer to	Actual	Transfer (from)	Actual	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by council</b>																			
(a) Leave Reserve	46,005	1,760	0	47,745	46,085	1,171	0	47,256	44,138	1,947	0	46,085	0	0	0	0	0	0	46,085
(b) Plant And Vehicle Reserve	1,658,980	937,364	(574,795)	2,021,549	1,748,980	918,425	(1,577,500)	1,089,905	842,363	1,137,158	(320,541)	1,658,980	0	0	0	0	0	0	0
(c) Emergency Farm Water Reserve	13,283	507	0	13,790	13,284	337	0	13,621	12,723	560	0	13,283	0	0	0	0	0	0	0
(d) Building Reserve	618,486	115,623	(28,456)	705,653	633,172	108,081	(67,000)	674,253	389,109	297,163	(67,786)	618,486	0	0	0	0	0	0	0
(e) Road And Footpath Reserve	619,215	373,650	(174,678)	818,187	619,214	365,728	(368,500)	616,442	411,241	568,142	(360,165)	619,215	0	0	0	0	0	0	0
(f) Swimming Pool Upgrade Reserve	48,485	1,852	0	50,337	48,485	1,232	0	49,717	46,437	2,048	0	48,485	0	0	0	0	0	0	0
(g) Airport Reserve	670,841	75,623	(27,000)	719,464	670,841	67,040	(27,000)	710,881	319,524	364,095	(12,778)	670,841	0	0	0	0	0	0	0
(h) Waste And Sewerage Reserve	494,231	38,877	0	533,108	493,480	32,535	(127,264)	398,751	295,228	203,023	(4,020)	494,231	0	0	0	0	0	0	0
(i) Recreation Reserve	82,310	23,144	0	105,454	82,310	22,091	0	104,401	40,522	41,788	0	82,310	0	0	0	0	0	0	0
(j) IT and Equipment Reserve	53,527	2,044	(10,082)	45,489	53,527	1,360	(26,841)	28,046	36,722	21,620	(4,815)	53,527	0	0	0	0	0	0	0
	4,305,443	1,570,444	(815,011)	5,060,876	4,409,378	1,518,000	(2,194,105)	3,733,273	2,438,007	2,637,544	(770,108)	4,305,443	0	0	0	0	0	0	0

All reserves are supported by cash and cash equivalents and financial assets at amortised cost and are restricted within equity as Reserve accounts.

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

**Name of reserve account**

**Restricted by council**

- (a) Leave Reserve
- (b) Plant And Vehicle Reserve
- (c) Emergency Farm Water Reserve
- (d) Building Reserve
- (e) Road And Footpath Reserve
- (f) Swimming Pool Upgrade Reserve
- (g) Airport Reserve
- (h) Waste And Sewerage Reserve
- (i) Recreation Reserve
- (j) IT and Equipment Reserve

**Purpose of the reserve account**

- To fund long service leave and non-current annual leave requirements.
- To assist in the purchasing of major plant and machinery.
- For repair and / or construction of emergency farm water supplies.
- For construction, refurbishment, modification or renovation of all buildings.
- For construction, rejuvenation, rescaling or repair to the road and footpath network.
- For major repairs or renovations of the Ravensthorpe Swimming Pool.
- For construction, reconstruction, repairs or modifications of activities including buildings, tarmac, airstrip and associated infrastructure at the Ravensthorpe Airport.
- For repair and / or construction of waste and sewerage facilities.
- For construction, renewal, refurbishment and upgrade of all recreation facilities and reserves.
- For the upgrade and renewal of hardware, communication and software technology systems and machinery.



## Auditor General

### INDEPENDENT AUDITOR'S REPORT

2025

Shire of Ravensthorpe

To the Council of the Shire of Ravensthorpe

#### Opinion

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

- the statement of financial position as at 30 June 2025, the statement of comprehensive income, statement of changes in equity, statement of cash flows and statement of financial activity for the year then ended
- notes comprising a summary of material accounting policies and other explanatory information.

In my opinion, the financial report:

- is based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2025 and its financial position at the end of that period
- is in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

#### Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial report section below.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Other information

The Chief Executive Officer (CEO) is responsible for the preparation and the Council for overseeing the other information. The other information is the information in the entity's annual report for the year ended 30 June 2025, but not the financial report and my auditor's report.

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

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I did not receive the other information prior to the date of this auditor's report. When I do receive it, I will read it and if I conclude that there is a material misstatement in this information, I am required to communicate the matter to the CEO and Council and request them to correct the misstated information. If the misstated information is not corrected, I may need to retract this auditor's report and re-issue an amended report.

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

The Chief Executive Officer (CEO) of the Shire is responsible for:

- keeping proper accounts and records
- preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards
- managing internal control as required by the CEO to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for:

- assessing the Shire's ability to continue as a going concern
- disclosing, as applicable, matters related to going concern
- using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

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

### **Auditor's responsibilities for the audit of the financial report**

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

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

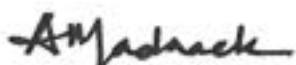
A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at [https://www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf).

### **My independence and quality management relating to the report on the financial report**

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQM 1 *Quality Management for Firms that Perform Audits or Reviews of Financial Reports and Other Financial Information, or Other Assurance or Related Services Engagements*, the Office of the Auditor General maintains a comprehensive system of quality management including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

### **Matters relating to the electronic publication of the audited financial report**

This auditor's report relates to the financial report of the Shire of Ravensthorpe for the year ended 30 June 2025 included in the annual report on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report. It does not provide an opinion on any other information which may have been hyperlinked to/from the annual report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to contact the Shire to confirm the information contained in the website version.



Aram Madnack  
Acting Senior Director Financial Audit  
Delegate of the Auditor General for Western Australia  
Perth, Western Australia  
4 December 2025





## Auditor General

### INDEPENDENT AUDITOR'S REPORT

2025

Shire of Ravensthorpe

To the Council of the Shire of Ravensthorpe

#### Opinion

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#### Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial report section below.

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In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

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

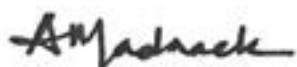
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## **My independence and quality management relating to the report on the financial report**

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQM 1 *Quality Management for Firms that Perform Audits or Reviews of Financial Reports and Other Financial Information, or Other Assurance or Related Services Engagements*, the Office of the Auditor General maintains a comprehensive system of quality management including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

### **Matters relating to the electronic publication of the audited financial report**

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Aram Madnack  
Acting Senior Director Financial Audit  
Delegate of the Auditor General for Western Australia  
Perth, Western Australia  
4 December 2025



# **ATTACHMENT 12.1.1**

## **12. REPORTS OF OFFICERS**

### **12.1 EXECUTIVE SERVICES**

#### **12.1.1 COUNCIL POLICY MANUAL REVIEW**

**File Reference:** N/A  
**Location:** Shire Ravensthorpe  
**Applicant:** Nil  
**Author:** Chief Executive Producer  
**Authorising Officer** Chief Executive Officer  
**Date:** 11 December 2025  
**Disclosure of Interest:** Nil  
**Attachments: 12.1.1** Council Policy Manual  
**Previous Reference:** N/A

#### **PURPOSE**

1. That Council approve the annual review of the Council Policy Manual dated December 2025 – Version 14.

#### **VOTING REQUIREMENTS**

2. Absolute Majority

#### **OFFICER RECOMMENDATION**

**That Council ADOPT by Absolute Majority the amended policies as presented in Attachment 1 to this report and to be consolidated into Council Policy Manual Version 14.**

Moved:\_\_\_\_\_

Seconded:\_\_\_\_\_

**Carried:\_\_\_\_ / \_\_\_\_**



## G23 Communications and Social Media Policy

### Policy Objective

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

### Policy

#### **Council policy scope**

This policy applies to:

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

#### **1. Official communications**

The purposes of the Shire's official communications include:

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

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

The Shire will use a combination of different communication modes to suit the type of information to be shared including:

- Shire website
- Shire digital newsletter
- Shire social media page
- Local community newspapers and/or statewide publication in the *West Australian*
- Press releases issued to local media organisations including print, TV and radio
- Information stand at community markets
- Posters, mailbox drops and community noticeboards



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

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

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

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

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

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

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

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

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

## **3. Responding to media enquiries**

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

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

## **4. Website**

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



## **5. Social media**

The Shire of Ravensthorpe uses social media to share information with our community. Social media will not however, be used by the Shire to engage directly or respond to questions.

The Shire of Ravensthorpe maintains the following social media accounts:

- Facebook
- YouTube

The Shire of Ravensthorpe may also share posts from other government agencies if appropriate, for example DFES during emergency situations. The Shire may also post and contribute to social media hosted by others if appropriate.

The Shire expects participants to behave in a respectful manner online. The Shire of Ravensthorpe will moderate content on social media and where necessary delete inappropriate content.

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

### **5.1 Elected Member social media official accounts**

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

### **5.2 Use of Social Media in emergency**

During times of emergency the Shire of Ravensthorpe will use Facebook to communicate and advise our community.

### **5.3 Personal communications**

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

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

### **5.4 Elected Member statements on Shire matters**



**VERSION 14**

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

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

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

An Elected Member who is approached by the media for a personal statement may request the assistance of the CEO. Comments which become public and which breach this policy, the Code of Conduct or the *Local Government (Model Code of Conduct) Regulations 2021*, may constitute a serious breach of the *Local Government Act 1995* and may be referred for investigation.

## **6. Definitions**

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

**Inappropriate Content** -

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

<b>DOCUMENT CONTROL BOX</b>	
<b>Custodian:</b> Chief Executive Officer	<b>Decision Maker:</b> Council
<b>Compliance Requirements:</b> Compliance Calendar (July) [Review of Policy]	
<b>Legislation:</b>	Local Government Act 1995



**SHIRE OF RAVENSTHORPE  
COUNCIL POLICY MANUAL**

**POLICY # G23**

**VERSION 14**

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Local Government (Model Code of Conduct) Regulations 2021 State Records Act 2000 Freedom of Information Act 1992
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<b>Industry:</b>
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<b>Organisational:</b>	Council Policy G1 Code of Conduct for Council Members, Committee Members and Candidates
------------------------	-----------------------------------------------------------------------------------------

<b>Document Management:</b>
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<b>Risk Rating:</b> Medium	<b>Review Frequency:</b> 2 Years	<b>Next Due:</b>
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description:</b>
a	OCM 16/11/2021 Item 13.2	Policy for Communications and Social Media
b	OCM 15/12/2025 Item 12.1.1	Comprehensive Policy Register Review



## **G27 Use of Artificial Intelligence (AI) Policy**

### Policy Objective

To provide guidance for the responsible use of Artificial Intelligence (AI) by the Shire of Ravensthorpe to enhance service delivery, decision-making and community engagement while upholding ethical, transparent and lawful practices.

### Policy

This policy applies to all elected members, staff, contractors and volunteers using AI systems or tools on behalf of the Shire of Ravensthorpe.

AI systems or tools include generative AI (text, image, audio, video/code), machine learning models and automated or semi-automated decision tools.

The Shire supports the ethical adoption of AI technologies to improve efficiency, transparency and accessibility in local government services.

Generative AI tools are to be used as a starting point only and must not replace human decision making.

AI must be used in ways that:

- Support the Shire's strategic objectives and community values
- Maintain compliance with legislation, policies and data governance requirements
- Protect privacy, confidentiality and intellectual property
- Ensure human oversight remains central to AI-supported decisions

### **Permitted uses**

Executive Managers may approve AI for internal use only within their Directorate for:

- Drafting or editing routine internal correspondence, minutes, reports and meeting agendas
- Summarising lengthy documents or legislation for internal briefings
- Data analysis for internal use

The CEO may approve the use of AI for:

- Documents or materials published on the Shire website or in other external communications
- Reports, briefing notes or agendas prepared for councillors
- Documents or materials to be distributed in committee meetings or at community engagement sessions or public meetings



### **Factual responsibility is mandatory**

Each user is responsible for any AI content they create or distribute.

Once the use of AI has been approved by either an Executive Manager or the CEO, the following steps must be taken:

1. Review all AI material for accuracy before using it. Cross-check all facts, figures, dates, names and citations with trusted sources to ensure they are correct. If a reliable source cannot be found to verify the information, it must not be used.
2. Ensure all AI generated content uses standard Australian English, with the most recent edition of the Macquarie Dictionary as the reference.
3. Ensure all content reflects current Shire policies and by-laws as well as all relevant state and national legislation.
4. Log your verification details (sources checked, dates etc.).
5. The use of AI must be disclosed to the public (for example as a footnote on a document)

Anyone using AI on behalf of the Shire should recognise the limitation of generative AI tools and must use their experience and discretion in interpreting the information.

If in any doubt, users should refer to an Executive Manager or the CEO before using it.

The use of AI must be disclosed to the public

### **Privacy**

When using AI only enter the minimum data necessary and do not input personal or confidential information.

The details you enter should not identify people, job titles and project names or locations. For example:

- Use XXX or a generic name such as Joe Bloggs instead of people's names
- Do not refer to job titles, use generic terms instead
- Enter Project X or Town X instead of entering project names or using locations within our region

### **Review**

This policy will be reviewed every two years, or sooner if required due to changes in legislation, technology or community expectations



**SHIRE OF RAVENSTHORPE  
COUNCIL POLICY MANUAL**

**POLICY # G27**

**VERSION 14**

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**DOCUMENT CONTROL BOX**

<b>Custodian:</b>	Chief Executive Officer	<b>Decision Maker:</b>	Council
<b>Compliance Requirements:</b>			
<b>Legislation:</b>	Local Government Act 1995 Local Government (Model Code of Conduct) Regulations 2021 State Records Act 2000 Freedom of Information Act 1992		
<b>Industry:</b>			
<b>Organisational:</b>	Council Policy G1 Code of Conduct for Council Members, Committee Members and Candidates		
<b>Document Management:</b>			
<b>Risk Rating:</b> Medium	<b>Review Frequency:</b> 2 Years	<b>Next Due:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description:</b>	
a	OCM 15/12/2025 Item 12.1.1	New Policy	



## LO1 Bush Fire Control – Camping and Cooking Fires

### Policy Objective

Council in consultation with the Bushfire Advisory Committee (BFAC) is to determine specific discretionary conditions and dates for approved camping and cooking fires.

### Policy

That in accordance with the provisions of Section 25 (1a) of the *Bush Fires Act 1954*, the lighting of fires in the open air in the Shire of Ravensthorpe, for the purpose of camping and cooking is prohibited during the prohibited burning times, except in the Starvation and Mason Bay Camping areas and Hopetoun Caravan Park.

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

### **Conditions of Use:**

- Fires cannot be lit when there is a Total Fire Ban
- Fires cannot be lit, or must be extinguished, if the Shire calls a Harvest and Vehicle Movement Ban in Harvest Zone 4 in the Shire
- Fires must be contained within a suitable enclosure ie cement or steel fire pit, barbecue or similar
- Fires must not be lit within 3 metres of the bush or other inflammable material
- Fires must be extinguished fully after use.
- Wood, including kindling, must be supplied by campers from outside the Shire camping areas.

<b>DOCUMENT CONTROL BOX</b>		
<b>Custodian:</b> Executive Manager Projects and Regulatory Services		<b>Decision Maker:</b> Council
<b>Compliance Requirements:</b> <b>Delegated Authority:</b> DA 2.1.3 – Burning Garden Refuse / Open Air Fires.		
<b>Legislation:</b> Section 25 (1a) [No fire to be lit in open air unless certain precautions taken] of the Bush Fires Act 1954		
<b>Industry:</b>		
<b>Organisational:</b>		
<b>Document Management:</b>		
<b>Risk Rating:</b> High	<b>Review Frequency:</b> Annually	<b>Next Due:</b>
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description:</b>
a	OCM 21/07/20 – Item 13.2	Comprehensive policy register review.
b	OCM 19/07/22 – Item 12.1.2	Comprehensive Policy Register Review
c	OCM 17/12/2024 Item 12.1.2	Policy Reconfirmed – No Amendments
d	OCM 15/12/2025 Item 12.1.1	Comprehensive Policy Register Review



## LO2 Shire of Ravensthorpe Bush Fire Advisory Committee (BFAC)

### Policy Objective

#### **Terms of Reference**

Shire of Ravensthorpe Bush Fire Advisory Committee (BFAC) in order to promote, encourage volunteerism and to make the Shire of Ravensthorpe a safe community by managing fire risk.

### Policy

#### **Vision**

- Continue to review current fire-fighting practices to improve operational effectiveness.
- Ensure that all fire-fighting appliances are in a state of operational readiness.
- Improve communication and co-ordination in fire-fighting activities.
- Promote fire safety to the community through public education and involvement.
- Continue to review and upgrade plans and other key documents.
- Continue to improve the command and control of incidents.
- Continue to support and encourage volunteer participation.
- Continue to work in partnership with other organisations.
- Support and promote the safety and health of volunteers.
- Develop and implement training structures, systems and procedures in conjunction with DFES to support the community.
- Provide support and guidance to Bush Fire Brigades in the Shire of Ravensthorpe.

#### **Membership**

Membership of the Committee will comprise of all gazetted Fire Control Officers for the Shire of Ravensthorpe who shall have voting rights as well as key stakeholders to the group who are non-voting members.

#### **Voting Members**

- Chief Bush Fire Control Officer (CBFCO)
- Deputy Chief Bush Fire Control Officer x 3 (DCBFCO)
- All Brigade Fire Control Officers
- Two Bush Fire Control Officers (Permits)
- One Fire Weather Officer

#### **Non-Voting Attendees**

- Community Emergency Services Officer
- Secretary
- Council Representative
- Department of Fire and Emergency Services (DFES) District Manager.
- Department of Biodiversity, Conservation and Attractions (DBCA) Fire Co-ordinator.



## MEETINGS

### **Annual General Meeting:**

The Annual General Meeting is to be held in March (But may be varied on seasonal conditions). Elections for nomination to Council of a Chief Bush Fire Control Officer (as per the terms of Reference), Deputy Chief Bush Fire Control Officers and a BFAC Deputy Chairperson are to be held at the AGM.

Note: The chairperson shall be the Shire President (or Delegate)

### **Committee Meetings:**

The committee shall meet as often as its chairperson and/or the Council decides, but no less than two times per year, once in September and once in March (But may be varied on seasonal conditions).

Note: A Committee Meeting does not include an Annual General Meeting.

### **Quorum:**

The quorum at any meeting shall be seven voting members of the committee.

### **Voting:**

In accordance with the s5.21 of the *Local Government Act 1995*, with all voting members of the Committee are entitled and required to vote (subject to financial interest provisions of the Act).

### **Minutes:**

Shall be in accordance with the s5.22 of the *Local Government Act 1995*.

### **Meetings:**

Meetings shall be generally open to the public.

### **Members Interest to be Disclosed:**

Members of the Committee are bound by the provisions of the s5.65 of the *Local Government Act 1995*, with respect to disclosure of financial, impartiality or proximity interests.

### **Secretariat:**

A Shire Staff Officer appointed by the Chief Executive Officer will fulfil the role of non-voting secretary who will also be responsible for preparation and distribution of agendas and minutes.

### **Chairperson:**

The Chairperson and Deputy Chairperson are to be elected annually at the Annual General Meeting of the Bush Fire Advisory Committee.

### **Ex-Officio Members:**

The Committee is authorised to co-opt standing ex-office members as non-voting members.

### **Meeting Attendance Fees:**

Nil.

### **Delegated Authority:**

Nil.



<b>DOCUMENT CONTROL BOX</b>		
<b>Custodian:</b> Executive Manager Projects and Regulatory Services		<b>Decision Maker:</b> Council
<b>Compliance Requirements:</b>		
<b>Legislation:</b> s.67 [Advisory Committees] of the Bush Fires Act 1954. s.5.21 [Voting] and s.5.22 [Minutes of meetings] of the Local Government Act 1995		
<b>Industry:</b>		
<b>Organisational:</b>		
<b>Document Management:</b>		
<b>Risk Rating:</b> Medium	<b>Review Frequency:</b> 2 Years	<b>Next Due:</b>
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description:</b>
a	OCM 21/07/20 – Item 13.2	Comprehensive Policy Register Review
b	OCM 19/07/2022 Item 12.1.2	Comprehensive Policy Register Review
c	OCM 17/12/2024 Item 12.1.2	Policy Reconfirmed – No Amendments
d	OCM 15/12/2025 Item 12.1.1	Comprehensive Policy Register Review



## LO3 Bush Fire Control – Burning Restrictions

### Policy Objective

Council in consultation with the Bushfire Advisory Committee (BFAC) is to determine specific discretionary dates for Bush Fire Control Burning Restrictions.

### Policy

#### **Burning on Sundays**

Burning on Sundays is prohibited, except between 1 March to 19 September. Information to this effect is to be advertised to property owners per the statutory requirements.

#### **Burning Permit Exemptions**

A permit to burn is not required to burn within an area not exceeding 0.1 of a hectare, during the period 31 May to 31 August each year, except for the district, where the fire is to be lit, is High or above.

Where burning is to occur the landowner/occupier must obey the following conditions;

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

<b>DOCUMENT CONTROL BOX</b>		
<b>Custodian:</b> Executive Manager Projects and Regulatory Services		<b>Decision Maker:</b> Council
<b>Compliance Requirements: Bush Fires Act 1954 and Bush Fires Regulations 1954</b>		
<b>Legislation:</b> s18 [Restricted burning times may be declared by FES Commissioner] of the Bush Fires Act 1954 Part IV — [Burning during restricted times and prohibited times] - Bush Fires Regulations 1954 <b>S15C [Local Government may prohibit burning on certain days] of the Bush Fires Regulations 1954</b>		
<b>Industry:</b>		
<b>Organisational:</b>		
<b>Document Management:</b>		
<b>Risk Rating:</b> High	<b>Review Frequency:</b> Annually	<b>Next Due:</b>
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description:</b>
a	OCM 21/07/2020	Comprehensive Policy Manual Review
b	OCM 19/07/2022 Item 12.1.2	Comprehensive Policy Register Review
c	OCM 17/12/2024 Item 12.1.2	Policy Reconfirmed – No Amendments
d	OCM 15/12/2025 Item 12.1.1	Comprehensive Policy Manual Review



## LO4 Removal and Disposal of Certain Abandoned Vehicles

### Policy Objective

To enable Authorised Officers to remove, other than by impounding, and dispose of certain abandoned vehicles found in public places within the district of the Shire of Ravensthorpe.

### Policy

Upon being reasonably satisfied that an abandoned vehicle, or part thereof, has no value or that the cost of its removal and storage costs will exceed the amount likely to be obtained by its sale, the Chief Executive Officer may deem it to be litter within the meaning of the term as defined in the *Litter Act 1979* and *Litter Regulations 1981* and arrange for its appropriate disposal.

<b>DOCUMENT CONTROL BOX</b>		
<b>Custodian:</b> Executive Manager Projects and Regulatory Services		<b>Decision Maker:</b> Council
<b>Compliance Requirements:</b> <b>Delegated Authority:</b> DA 1.2.5 – Disposal of confiscated or uncollected goods.		
<b>Legislation:</b> Schedule 1 Litter creating public risk – Item 7 - Motor vehicle body or motor vehicle part of the Litter Regulations 1981.		
<b>Industry:</b>		
<b>Organisational:</b>	7.3 Vehicles not to obstruct a public place (Greater than 24 hours) of the Shire of Ravensthorpe Parking and Parking Facilities Local Law 2010 Shire of Ravensthorpe Fees & Charges Manual – Vehicle Impoundments	
<b>Document Management:</b>		
<b>Risk Rating:</b> Medium	<b>Review Frequency:</b> 2 Years	<b>Next Due:</b>
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description:</b>
a	OCM 21/07/20 – Item 13.2	Comprehensive policy register review.
b	OCM 19/07/2022 Item 12.1.2	Comprehensive Policy Register Review
c	OCM 17/12/2024 Item 12.1.2	Policy Reconfirmed – No Amendments
d	OCM 15/12/2025 Item 12.1.1	Comprehensive Policy Register Review



## LO5 Shark Response

### Policy Objective

- Provide direction for responding to shark attacks and shark sightings, as well as the broader approach to safety warnings and information provided to the public.
- Guide the administration of the Shire of Ravensthorpe Local Government Property Local Law 2010, under which a sign may be erected to regulate, prohibit or restrict specific activities on the beach or in the water and the giving of directions to swimmers to leave the water if a shark is suspected of being in the vicinity of the beach.
- Provide management, from a practicable and resource capacity perspective, while also giving the public the option of making an informed decision about personal safety with regards to entering the water after a confirmed shark sighting / attack.

### Policy

The Shire's actions will be guided by the following considerations:

- Public warnings and beach closures are a strategy intended to reduce the likelihood of shark -human encounters, noting however complete protection from sharks in the ocean environment, can never be guaranteed;
- Sharks are very mobile and are capable of travelling large distances in a short period of time;
- Authorised Officers should access credible information to inform response strategies – primarily from Water Police, Department of Primary Industries and Regional Development; and
- The contents of this policy are deemed manageable from a practicable and resource capacity perspective, while also giving the public the option of making an informed decision about personal safety with regards to entering the water after a confirmed shark sighting/attack.

### Scope

This policy applies to beach areas under the care, control and management of the Shire of Ravensthorpe, excluding privately owned land and land in National Parks.

### Strategy

#### **Criteria of Evaluation**

All Shark sightings are to be reported to Water Police on 9442 8600.

The Shire will mobilise Authorised Officers to respond to a confirmed shark sighting reported by Water Police where it meets ALL of the following criteria:

Type: White, Bronze Whaler, Tiger or Bull  
Shark. Size: 2-3 metres in size.

Location: Sighted within 500m of shore, and within Shire managed coastline.  
Or  
Size: Greater than 3 metres in size.

Location: Sighted within 1km of shore, and within Shire managed coastline.

Where the shark species is unconfirmed but meets the remaining criteria, the Shire will also mobilise as outlined below.

Due to the minimal risk associated, if a shark reported is less than 2m in length, the Shire will monitor but maintain normal operations.

### **Beach Categories**



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In determining the level of shark response, the following Beach Categories and summary response protocols have been established:

- **Category 1** – Easy road access, regularly populated, car parking and amenities provided.
- **Category 2** – Access available, not regularly populated by crowds, car parking available, no amenities.
- **Category 3** – Remote, limited access, no amenities, not thought to have crowds of 10 persons or more.

### Response Activities – Confirmed Shark Sightings

- **Shark Sighting at Shire Managed/Controlled Beaches (Category 1):**
  - For shark sightings meeting the above criteria the beach will be closed for a minimum of 1 hour, and remain in place for 1 hour after the last confirmed sighting;
  - Beach closed signs will be installed by Authorised Officers at key car park and beach access points; and
  - Alert beach goers where possible.
- **Shark Sighting at Shire Managed/Controlled Beaches (Category 2):**
  - These Shire controlled beaches will not be formally closed in the event of a shark sighting. Instead, warning signs, displaying relevant information of public interest will be erected at key car park/beach entry points;
  - Where a reported shark is greater than 3 metres in size and less than 500m from the shore, an Authorised Officer will attempt to notify the public up to 1km each side of the relevant beach area of the danger;
  - Where it is identified that the public is in clear immediate danger from shark threat, an Authorised Officer will endeavour to notify the public via the use of a dedicated speaker/siren system, where available and practical;
  - These beach signs will remain in place for a minimum of two hours from the time of reported sighting, not from the time of arrival at the site; and
  - Where the sighting occurs at dusk, or Rangers are responding to other priority matters, warning signs will stay in place for the remainder of that day, to be removed the following day.
- **Shark Sighting at Shire Managed/Controlled Beaches (Category 3):**
  - These Shire controlled beaches will not be formally closed in the event of a shark sighting. Instead, permanent warning signs, displaying relevant information of public interest will be erected at key car park/beach entry points;
  - Where a reported shark is greater than 3 metres in size and less than 500m from the shore, an Authorised Officer will attempt to notify the public up to 1km each side of the relevant beach area of the danger.



## Response Activities – Confirmed Shark Attack

- **Shark Attack at Shire Managed/Controlled Beaches (Category 1, 2 and 3):**
  - Where a shark attack/fatality occurs, the relevant beach will be formally closed by an Authorised Officer(s) for the remainder of the day;
  - Upon deliberation with WA Police and Department of Primary Industries and Regional Development, the beach may either be re-opened to the public by an Authorised Officer the following morning, or remain closed for another 24 hours;
  - Beach closed signs will be erected at key car park/beach entry points as soon as practicable to notify beach goers of the potential danger;
  - An Authorised Officer will also walk the relevant beach area one kilometre each side of the attack to notify beach goers of the potential danger; and
  - Where it is identified that the public is in clear immediate danger from shark threat, an Authorised Officer will endeavour to notify the public via the use of a dedicated speaker/siren system, where available and practical.

## Promotion of Relevant Information Sources:

The Shire will promote to the public relevant information sources to assist education, awareness raising and informed personal decision making:

- Report Shark Sightings to Water Police on 9442 8600;
- <http://www.sharksmart.com.au> – Department of Primary Industries and Regional Development information portal; and
- Shire of Ravensthorpe website/media releases.
- Where shark related sightings are a frequent occurrence, that is, more than 4 times in one given year in one location, or in an area of known shark attack/fatality, the Shire may consider installing permanent static signs to notify the public of the potential risk; and
- Permanent signage may contain relevant information provided by the Department of Primary Industries and Regional Development and Surf Life Saving WA outlining safer water use practices/considerations.

## Jurisdictions and Role Clarification Related to Response Protocols:

- Shire Authorised Officers will respond to confirmed sightings within Shire designated beaches;
- The Shire will support other agencies such as the Department of Primary Industries and Regional Development, Department of Biodiversity, Conservation and Attractions, WA Police, Surf Life Saving WA and other local government authorities to respond to shark threat within their jurisdictions where resources and capacity is available;
- WA Police are the controlling agency for shark fatalities on behalf of the coroner. The Shire will assist with any other support where applicable;
- Department of Primary Industries and Regional Development is responsible for any actions related to the attempted capture and or destruction of a potentially dangerous shark(s);
- In the event of a shark related fatality, a debrief will be organised by the Shire post event, inclusive of response and support agencies, as well as the public (where relevant), to review and refine response protocols/areas of improvement.

## Prioritisation of Response Activities:

Shire Rangers/Authorised Officers will respond to shark sightings as a matter of priority except where currently engaged in or mobilised to respond to the following:



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- Fire/Emergency;
- Dog attack on Person; and
- Stock on Road;

Shire Rangers/Authorised Officers will respond to shark attacks as a matter of priority except where currently engaged in or mobilised to respond to the following:

- Fire/Emergency.

Where priority activities divert Shire resources from dealing with immediate shark matters, secondary support resources will be activated as soon as possible to assist from the following:

- Other on-duty Shire Rangers/Authorised Officers;
- WA Police and other Emergency Service agencies (where relevant); and
- Neighbouring Local Governments.

**Definitions**

- *Authorised Officer* – means a person authorised by the local government under s9.10 of the *Local Government Act 1995*;
- *Confirmed Shark Sighting* – means a shark sighting reported to the Shire of Ravensthorpe by the WA Government Shark Monitoring Network.

**DOCUMENT CONTROL BOX**

<b>Custodian:</b> Executive Manager Projects and Regulatory Services	<b>Decision Maker:</b> Council
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**Compliance Requirements:**

**Legislation:**

<b>Industry:</b>	<a href="https://www.sharksmart.com.au/">https://www.sharksmart.com.au/</a>
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**Organisational:**

<b>Document Management:</b>		
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<b>Risk Rating:</b> Medium	<b>Review Frequency:</b> 3 Years	<b>Next Due:</b>
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description:</b>
a	OCM 21/07/20 – Item 13.2	Comprehensive policy register review.
b	OCM 19/07/2022 Item 12.1.2	Comprehensive Policy Register Review
c	OCM 17/12/2024 Item 12.1.2	Policy Reconfirmed – No Amendments
d	OCM 15/12/2025 Item 12.1.1	Comprehensive Policy Register Review



## LPP1 Sports Fields – Advertising

### Policy Objective

The purpose of this policy is to allow some forms of advertising signs on Shire of Ravensthorpe land and reserves.

### Policy

#### **Background**

The Shire of Ravensthorpe Council adopted a policy on controlling advertisements in shire land or reserves to allow for advertisements to;

- help offset the cost of maintaining land or reserves;
- Promote community groups affiliated with the land or reserve; and
- to clarify what advertisements are acceptable.

### Local Planning Policy No.1 - Requirements

#### **Exemptions from Development Approval**

In addition to the works and development specified in Schedule 2, cl. 61 of Planning and Development (Local Planning Schemes) Regulations 2015 development approval of the local government is not required for the following works:

- a) All signs at showgrounds, racecourses, major racing tracks, sports stadia, major sporting grounds and complexes;
- b) Advertisement signs (illuminated and non-illuminated) relating to the functions of government a public authority or council of local government excluding those of a promotional nature constructed or exhibited by, or on behalf of any such body;
- c) Advertisement signs (illuminated and non-illuminated) required for the management or control of traffic on any public road, car park, cycleway, railway or waterway where such advertisement has been constructed or exhibited by or at the direction of a Government department, public authority or the council of a local government; and
- d) Advertisement signs (illuminated and non-illuminated) required to be exhibited by or pursuant to any statute or regulation or the like made pursuant to powers contained within a Statute provided that any such advertisement is constructed and/or exhibited strictly in accordance with the requirements specified therein.

#### **General Requirements**

In order to offset costs of maintaining reserves, Council shall, subject to the conditions hereunder, be receptive to proposals for corporate sponsorship for selective advertising on reserves:

- a) Advertisements relating to, or promoting, tobacco/alcohol products shall not be permitted.
- b) Clubs obtaining sponsorship for club activities shall be requested to obtain approval from Council before signs relating to such club sponsorship can be erected on sports fields, change rooms or other such structures including fences on sports fields.



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**DOCUMENT CONTROL BOX**

<b>Custodian:</b> Chief Executive Officer	<b>Decision Maker:</b> Council
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**Compliance Requirements:**

**Legislation:**

**Industry:**

**Organisational:** Shire of Ravensthorpe Local Planning Scheme No.6  
Shire of Ravensthorpe Local Planning Strategy

**Document Management:**

<b>Risk Rating:</b> Medium	<b>Review Frequency:</b> 2 Years	<b>Next Due:</b>
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description:</b>
<b>a</b>	OCM 20/12/18 – Item 10.2.1	Major Revision to Planning Scheme Policies
<b>b</b>	OCM 15/09/20 – Item 15.1	Policy Reconfirmed – No Amendments.
<b>c</b>	OCM 19/07/22 – Item 12.1.2	Comprehensive Policy Manual Review
<b>d</b>	OCM 17/12/2024 Item 12.1.2	Policy Reconfirmed – No Amendments
<b>e</b>	OCM 15/12/2025 Item 12.1.1	Comprehensive Policy Register Review



## LPP2 Advertising Signs

### Policy Objectives

To guide the design, materials and siting of advertising structures and signs in the Shire of Ravensthorpe and to provide a clear direction in respect to all sign types.

### Policy

#### **Background**

Control of signage is in two parts; advertising signs on private land and directional signs on public land (road reserves & reserves). This policy addresses the signage requirements as they apply to private land.

Schedule 2, cl. 80 of *Planning and Development (Local Planning Schemes) Regulations 2015* allows Council to issue a notice pursuant to the Scheme requiring the advertiser to repair, , or otherwise adapt the advertisement if the advertisement is "in conflict with the aims of this Scheme".

Signage will be determined at Council's discretion in accordance with this Policy.

### Definitions

In this Policy, unless the context otherwise requires:

**"advertisement"** has the same meaning as "sign";

**"advertising device"** means any object on which words or numbers or figures are written, printed, affixed, illustrated or painted for the purpose of advertising any business, function, operation, event or undertaking or any product or thing and includes any vehicle or trailer or other similar stationery object placed or located so as to serve the purpose of advertising any business, function, event or undertaking or any product or thing;

**"bill"** means any material on which words, numbers or figures are written, placed, printed, illustrated or painted;

**"business"** includes the conduct of a profession, trade or occupation;

**"depth"** unless otherwise specifically stated, refers to the height of a sign, and not a three dimensional measurement. The word "depth" is used to differentiate between the lateral width of a sign and the height of the sign above the ground.

**"development sign"** means a sign erected on an area of land which has been approved for subdivision into a number of smaller lots, advertising the lots for sale but upon which no building development has taken place at the time of the approval of the sign;

**"electoral sign"** means a sign containing an advertisement relating to an election or to a referendum;

**"exempt sign"** means a sign referred to in the 'Requirements' section of this Policy;

**"fascia sign"** means a sign erected or displayed on the fascia of a building or the fascia of a verandah;

**"fly posting"** means advertising by means of posters placed on fences, walls, trees and like structures;



**"freestanding sign"** means any sign not attached to a structure or permanently fixed to the ground or pavement and includes "A frame" or "Sandwich Board" signs consisting of two sign boards attached to each other at the top or elsewhere by hinges or other means;

**"illuminated sign"** means a sign which can be lighted either from within or without the sign by artificial light provided, or mainly provided for that purpose and which does not emit a flashing light;

**"institutional sign"** means a sign erected or placed on any land or building used for or in conjunction with a surgery, clinic, hospital, rest home, home for the aged or other institution or place of a similar nature;

**"panel / fence sign"** – means an advertisement sign which is affixed to a panel or fence, but does not include a Pylon Sign, or any sign attached to a wall.

**"planning consent"** means the approval granted by Shire for the erection or display of a sign pursuant to the Town Planning Scheme;

**"premises"** means land and, unless the context otherwise requires, the buildings upon that land;

**"projecting sign"** means a sign that extends at right angles from a wall of a building;

**"pylon sign"** means a sign supported by one or more piers and not attached to a building and includes a detached sign framework supported by one or more piers to which sign infills may be added;

**"remote sign"** means a sign that is not located within or immediately adjacent to the business to which the sign relates, but does not include a portable sign.

**"reserve"** includes land vested in, or under the care, control and management of the Shire;

**"roof sign"** means a sign erected on or above the roof of a building;

**"rural producer sign"** means a sign erected on land zoned 'Rural' under a Town Planning Scheme indicating the products grown, reared or produced on the property;

**"sign"** includes any advertising device or other sign type defined in this Local Planning Policy;

**"sign infill"** means a panel which can be fitted into a pylon sign framework;

**"tourism sign"** means a traffic sign with white letters and/or symbols on a brown background used to guide travellers to: natural features and approved heritage sites of interest to tourists; and tourist establishments.

**"verandah sign"** an advertisement above, on or under a verandah, cantilever awning, cantilever verandah and balcony whether over a public thoroughfare or private land;

#### Local Planning Policy No.2 - Requirements

#### **Exemptions from Development Approval**

Nil

#### **General Requirements**

All signs and advertisements shall comply with the requirements set out in Table 1 of this policy and shall:

- a) stipulate the content of the sign with the application.
- b) not pose a threat to public safety or health and shall not have any sharp or pointed projections where it is less than 2.75m above natural ground level.



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- c) be structurally sound and capable of withstanding any forces to which it would be reasonably subjected to without collapsing, deforming or moving.
- d) not extend beyond any property boundary of a lot, overhang or encroach onto any reserve, Council verge or road reserve.
- e) not be erected on land within a townsite unless it has a direct relationship with the business operated from the property or relevance to the premises on which they are located.
- f) not be in any position where it obstructs the view from a street or site lines for vehicles entering and departing the subject lot on which the sign is placed;
- g) if illuminated:
  - i) use a low level of illumination and not cause a nuisance, by way of light spillage, to abutting sites;
  - ii) not comprise of flashing, pulsating, chasing or running lights;
  - iii) not interfere with or be likely to be confused with traffic control signals;
  - iv) have a minimum clearance of 2.75 metres from ground level.
- h) not undermine or conflict with the objective of this Policy.

Council reserves the right to refuse any sign in which the content of the advertisement:

- i) could harm or cause detriment to the State;
- ii) make reference to a product which is unsafe, or is otherwise unsuitable to be referred to in the advertisement;
- iii) contains confusing, misleading, political, offensive or objectionable information; and
- iv) would breach any provision of the Trade Practices Act or any other State or Commonwealth legislation.



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**Table 1 – Sign  
Specification  
s Sign Type**

	<b>Maximum Height</b>	<b>Maximum Width</b>	<b>Minimum Height of Sign Above NGL</b>	<b>Maximum Height of Sign Above NGL</b>	<b>Maximum Projection from Building</b>	<b>Minimum Setback to Front Boundary</b>	<b>Minimum Setback to Side Boundary</b>	<b>Special Requirements</b>
<b>Remote Sign</b>		4.5m2		3.0m				<p>The remote sign is to be associated with a business or community organisation based in the Shire of Ravensthorpe; It is erected within private property; The owner or owners of the property in which the remote sign is to be erected sign the Application for Development Approval form; The sign is located not less than: 140m of another remote sign where the speed limit of the adjacent road is 110km/h; 100m where the speed limit of the adjacent road is 90km/h or less; It is to face the direction of approaching traffic. It is located within 5km of a town site, or as otherwise determined by the local government taking into account the business location and the importance of the sign to providing information to the travelling public; It is not located within a gazetted town site; No more than two (2) remote signs per business will be permitted; and Development approval for a 'remote sign' is valid for five (5) years after which time a new application is required. Council may require the sign to be renewed at this time. Note: all remote signs capable of being seen from highways also require separate approval of Main Roads WA in accordance with Main Roads WA own 'Roadside Advertising' policy.</p>



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**Table 1 – Sign  
Specification  
s Sign Type**

	<b>Maximum Height</b>	<b>Maximum Width</b>	<b>Maximum Area</b>	<b>Minimum Height of Sign Above NGL</b>	<b>Maximum Height of Sign Above NGL</b>	<b>Maximum Projection from Building</b>	<b>Minimum Setback to Front Boundary</b>	<b>Minimum Setback to Side Boundary</b>	<b>Special Requirements</b>
<b>Roof Sign</b>	-	-	2.75m	-	-	-	-	-	i) General presumption against mounted roof signs, unless where the applicant can demonstrate: a) the sign can be incorporated within the architectural design; and b) the form of advertising is determined to be necessary for the business.
<b>Verandah Sign</b>	0.6m	-	-	2.75m	-	-	Nil	-	i) One sign per tenancy/business; ii) 3m minimum separation to another verandah sign; iii) Be at right angles to the front street boundary, except where located on a corner; iv) Verandah Signs attached to the fascia of a verandah or the like shall not project beyond the outer frame or surround of the fascia.
<b>Projecting Sign</b>	-	-	4m <sup>2</sup>	2.75m	-	1.0m	-	2.0m	i) One sign per tenancy/business; ii) Do not project above the top of the wall to which they are attached.



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<b>Pylon Sign</b>	6.0m	4m <sup>2</sup>	2.75m **  (see e iv)	6.0m	-	-	2.0m	i) Exemptions:  a) Where pylon signs are to be erected on a lot on which a factory tenement building or small shops are erected or are to be erected the Shire may require all pylon signs to be incorporated into one sign in which case: <ul style="list-style-type: none"><li>• all of the constituent or infill signs are of an equal size; and</li><li>• one constituent or infill sign is provided for each business, shop or unit on the lot</li></ul>
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Table 1 – Sign Specification s Sign Type	Maximum Height	Maximum Width	Maximum Area	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
									<ul style="list-style-type: none"><li>ii) One sign per tenancy/business;</li><li>iii) Be supported on one or more piers or columns of brick, stone, concrete, timber or steel of sufficient size and strength to support the sign under all conditions</li><li>iv) May be permitted at less than 2.75m above NGL where located in a landscaping strip or similar</li></ul>
<b>Hoarding Sign</b>	-	-	-	-	-	-	-	-	Hoardings are not permitted within the Shire of Ravensthorpe.



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<b>Free-standing sign</b>	1.0m	1.0 m	1m <sup>2</sup>	-	1.0m	-	-	-	i) Maximum of one sign per business; ii) The sign shall only be displayed during business hours; iii) Once placed, does not have any moving parts; iv) Shall only be used to advertise products and services available from the lot. v) The sign is to generally be located wholly within the boundaries of the lot. However Freestanding signs may be displayed within the verge area of a road reserve subject to the following: <ul style="list-style-type: none"><li>Written evidence being provided has public liability insurance cover to an amount not less than \$10 million. The Certificate must note that the cover extends to any sign that is located in a road reserve.</li><li>The sign is to be displayed adjacent to and between the business frontage and the nearest kerb. The display location of the freestanding sign is to be approved by the Shire of Ravensthorpe.</li></ul>
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Table 1 – Sign Specification s Sign Type	Maximum Height	Maximum Width	Maximum Area	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
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## **SHIRE OF RAVENSTHORPE COUNCIL POLICY MANUAL**

## **POLICY # LPP2**

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**Table 1 – Sign  
Specification  
s Sign Type**

	<b>Maximum Height</b>	<b>Maximum Width</b>	<b>Maximum Area</b>	<b>Minimum Height of Sign Above NGL</b>	<b>Maximum Height of Sign Above NGL</b>	<b>Maximum Projection from Building</b>	<b>Minimum Setback to Front Boundary</b>	<b>Minimum Setback to Side Boundary</b>	<b>Special Requirements</b>
<b>Flags</b>	-	-	4m <sup>2</sup>	2.75m	6.0m	-	-	-	on the adjoining road verge if in the opinion of Council, existing vegetation would otherwise obscure the sign.  i) Maximum of two flags permitted per business/tenancy; ii) The pole to which a flag is affixed is to be of sufficient size and strength to support a flag; iii) No flag shall be permitted within 5m of another sign.



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**VERSION 14**

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**DOCUMENT CONTROL BOX**

**Custodian:** Chief Executive Officer      **Decision Maker:** Council

**Compliance Requirements:**

**Legislation:** Schedule 2, cl. 80 of Planning and Development (Local Planning Schemes) Regulations 2015

**Industry:**

**Organisational:** Shire of Ravensthorpe Local Planning Scheme No.6 Shire of Ravensthorpe Local Planning Strategy

**Document Management:**

<b>Risk Rating:</b> Medium	<b>Review Frequency:</b> 2 Years	<b>Next Due:</b>
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description:</b>
a	OCM 20/12/18 – Item 10.2.1	Major Revision to Planning Scheme Policies
b	OCM 15/09/20 – Item 15.1	Policy Reconfirmed – No Amendments.
c	OCM 19/07/22 – Item 12.1.2	Comprehensive Policy Manual review.
d	OCM 17/12/2024 Item 12.1.2	Policy Reconfirmed – No Amendments
e	OCM 15/12/2025 Item 12.1.1	Comprehensive Policy Register Review



## LPP3 Outbuildings

### Policy Objective

The objectives of the policy are as follows:

- a) To provide clear guidelines for the development of outbuildings in the Residential, Rural Townsite, Mixed Use, Rural Residential, Rural Smallholdings and Rural zones; and
- b) To achieve a balance between providing for the various legitimate needs for outbuildings, and minimizing any adverse impacts outbuildings have on the neighbours, the streetscape, the amenity of the neighbourhood or locality, and of the Shire as a whole.

### Policy

#### **Background**

Outbuildings are Class 10a buildings under the National Construction Code which are not substantially connected to a dwelling. Residents of the Shire of Ravensthorpe have different needs to those in metropolitan Perth, therefore this Policy recognises the need to vary the usual Residential Design Code recommendations by increasing outbuilding space (areas and heights) for garaging of vehicles, storage of boats, caravans and other items, domestic workshops, games rooms, studios, stables, etc.

As a general rule people expect to be able to have larger outbuildings on larger lots. It is important to note that outbuildings are 'ancillary' buildings and therefore must be constructed in conjunction with another permitted land use such as a house or a rural use such as a 'rural pursuit', animal establishment or intensive agriculture.

The Shire is also aware that in some instances outbuildings may result in problems including:

- Use of outbuildings for unapproved commercial or industrial purposes, which may result in adverse noise, traffic, and visual impacts for neighbours and the locality. With the exception of those used for commercial farming purposes on rural lots, or approved home businesses, outbuildings may only be used for domestic purposes.
- Illegal use of outbuildings as residences, which often incorporate inadequate health and building standards for human habitation.
- Unlike most dwellings, outbuildings are usually very bland metal clad structures devoid of architectural features such as windows, verandas, etc. Construction of large and/or high sheds may have adverse impacts on visual character of streets and neighbourhoods, neighbours and scenic rural or coastal landscapes.
- When outbuildings incorporate reflective materials such as zincalume and are sited in visually prominent locations there is greater potential for adverse impacts on the landscape, and in some instances reflection can cause a serious nuisance for surrounding/nearby residents. The Town Planning Scheme specifically has regard to all development "using 'materials and colours on the exterior surfaces of all buildings with the objective of buildings blending with the surrounding landscape and environment."

As in many rural local governments there is often a desire to occupy a shed whilst building a house, particularly in the rural residential zones. This is not permitted by the National Construction Code as an outbuilding is 'non-habitable' by definition. However, the *Caravan Park and Camping Ground Regulations 1997* allow for someone to camp on their property with the approval of the local government for up to 5 nights in any period of 28 consecutive days on land the person owns or has a legal right to occupy, and for a period not exceeding 24 months with approval from the local government, or Ministerial approval.



### Local Planning Policy No.3 - Requirements

#### **Exemptions from Development Approval**

In addition to the works and development specified in Schedule 2, cl. 61 of *Planning and Development (Local Planning Schemes) Regulations 2015* development approval of the local government is not required for the following works:

- a) Where a proposed outbuilding complies with the requirements specified in sections 2, and Table 1 of this policy.
- b) Pre-fabricated garden sheds and animal enclosures (such as kennels and aviaries) less than 9m<sup>2</sup> in aggregate area and less than 2.4 metres in height.

#### **General Requirements**

- a) Outbuildings are required to comply with the requirements of the Residential Design Codes of WA or as varied by the criteria set out in Table 1 below.
- b) Outbuildings proposed for vacant Residential, Rural Townsite, Rural Small Holdings, Rural Residential and Rural zoned land require Council approval and will generally not be supported unless:
  - i) a Building Permit has been issued for a Single House;
  - ii) the outbuilding is associated with an approved 'Rural Use';
- c) Council will not permit residential habitation of a building approved as an outbuilding or shed on any land in the Shire of Ravensthorpe.
- d) In the Residential, Mixed Use and Rural Residential zones, the use of non-reflective materials is required.
- e) Ablutions are only permitted in an outbuilding where a house exists or has been substantially commenced on the same site.
- f) Use of outbuildings for commercial or industrial purposes is not permitted. Use of an outbuilding for a home occupation or cottage industry is to be in accordance with Council's Home Occupation, Home Business and Cottage Industry requirements.

**Table 1 – Outbuilding Requirements**

Zoning	Maximum Wall Height	Maximum Ridge Height	Maximum floor area (aggregate)	Special Requirements
Residential	3.0metres  2.4m (where wall is < 1.0m from boundary)	4.5metres  3.9m (where wall is < 1.0m from boundary)	10% of site area or 100sqm, whichever is less.	Setbacks are to be in accordance with the Residential Design Codes of WA.  Any setback variation will be assessed on its individual merit and Council will consult with adjacent landowners.  Floor area is not to reduce the amount of open space required by Table 1 of the R-Codes.



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<b>Zoning</b>	<b>Maximum Wall Height</b>	<b>Maximum Ridge Height</b>	<b>Maximum floor area (aggregate)</b>	<b>Special Requirements</b>
				Council will not support the construction of outbuilding/s in front of the main building line.
<b>Rural Town site and Mixed Use</b>	3.0metres  2.4m (where wall is < 1.0m from boundary)	4.5metres  3.9m (where wall is < 1.0m from boundary)	10% of site area or 100sqm, whichever is less.	As per Residential requirements where the Rural Town site or Mixed Use zoned property is used for residential purposes and constructed with an approved Single Dwelling or Grouped Dwelling.
<b>Rural</b>	N/A	N/A	N/A	Outbuildings are required to be setback in accordance with the following: i) Front— 20metres; ii) Side/Rear – 10metres. Development approval is not required for outbuildings on Rural zoned land unless: i) The proposed outbuilding does not comply with the setback requirements listed above; and/or; ii) The lot does not have frontage to a constructed public road; and/or; iii) The lot, area or closely associated building/s are listed on the Municipal Inventory or State Register of Heritage Places.

**Rural Residential and Rural Smallholdings**

<b>Zoning</b>	<b>Maximum Wall Height</b>	<b>Maximum Ridge Height</b>	<b>Maximum floor area (aggregate )</b>	<b>Special Requirements</b>
<b>&lt; 2ha</b>	4.5 metres	5.5 metres	200 sqm	Outbuildings proposed in the Rural Residential zone is to be in accordance with the requirements set out in Clause 4.15 and Schedule 2 of the Scheme.
<b>2ha – 5ha</b>	4.5 metres	6 metres	250 sqm	Outbuildings proposed in the Rural Smallholdings zone is to be in accordance with the requirements set out in Clause 4.16 and Schedule 2 of the Scheme.
<b>&lt; 5ha</b>	4.5 metres	6 metres	250 sqm	Outbuildings proposed in the Rural Smallholdings zone is to be in accordance with the requirements set out in Clause 4.16 and Schedule 2 of the Scheme.



### Variations to the Policy

Any variations to the policy will require the applicant to demonstrate exceptional circumstances as to why the policy should be relaxed with the proposal being presented to an Ordinary Meeting of Council for determination. Assessment of the application will require consultation with adjoining and affected landowners.

Council will have regard for matters such as;

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

### DOCUMENT CONTROL BOX

<b>Custodian:</b> Chief Executive Officer	<b>Decision Maker:</b> Council
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#### Compliance Requirements:

**Legislation:** Class 10a buildings under the National Construction Code, Caravan Park and Camping Grounds Regulations 1997, Residential Design Codes of WA

**Industry:** Construction

**Organisational:** Shire of Ravensthorpe Local Planning Scheme No.6 Shire of Ravensthorpe Local Planning Strategy

#### Document Management:

<b>Risk Rating:</b> Medium	<b>Review Frequency:</b> 2 Years	<b>Next Due:</b>
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description:</b>
<b>a</b>	OCM 20/12/18 – Item 10.2.1	Major Revision to Planning Scheme Policies
<b>b</b>	OCM 15/09/20 – Item 15.1	Policy Amended – Removal of \$5,000 Bond for outbuildings and Minor Changes to Table 1
<b>c</b>	OCM 14/12/20 Item 15.2	Policy Confirmation following Local Public Notice.
<b>d</b>	OCM 19/07/22 – Item 12.1.2	Comprehensive Policy Manual review
<b>e</b>	OCM 17/12/2024 Item 12.1.2	Policy Reconfirmed – No Amendments
<b>f</b>	OCM 15/12/2025 Item 12.1.1	Comprehensive Policy Register Review



## **LPP4 Housing**

### Policy Objective

The objectives of the policy are as follows:

- a) To provide clear design guidelines for the development of housing in the Residential, Rural Townsite, Mixed Use, Rural Residential and Rural that complement the requirements of the Scheme and where applicable the Residential Design-Codes of Western Australia (R-Codes); and
- b) To provide design guidelines for housing in the Shire that establishes the standards expected of all residential development.

### Policy

#### **Background**

Development of Single Houses is to comply with the requirements of Local Planning Scheme No.6 (as amended from time to time) and in the 'Residential' zone, the R-Codes.

This Policy complements the existing Scheme provisions and varies the 'deemed-to-comply' provisions of the R-Codes to the extent stated in this Policy as a 'Local Planning Policy' as permitted by Clause 3.2.3 of the R-Codes.

This policy refers to the development of 'Single Houses', 'Grouped Dwellings' and 'Multiple Dwellings' in the Residential, Commercial, Mixed Use, Rural Residential, Rural Smallholdings and Rural zones.

### Local Planning Policy No.4 - Requirements

#### **General Requirements**

- a) Single Houses, Grouped Dwellings and Multiple Dwellings are required to comply with the requirements of the R-Codes of WA, where they apply, or as varied by the criteria set out in the clauses and Table 1 "Housing Requirements" below.
- b) Split-coded areas:
  - i) with the exception of the minimum lot size, where the land has not been developed to a higher density, all the requirements of the lower density coding shall apply to development on land zoned R10/20, R10/25 and R10/30.
  - ii) all development above the R5 density is required to connect to the reticulated sewerage system.
- c) All houses are to provide verandahs, porticos, porches or other architectural relief on the elevations that are viewed from the street with a minimum length of 25% of the front façade of the house.
- d) Rural Residential and Rural Smallholdings zone specific requirements:
  - i) Where a building envelope is shown on a Subdivision Guide Plan it may be varied on application to the Council and the new building envelope location assessed against:
    - The objective of the zone;
    - Protection of landscape values;
    - Impact on views from neighbouring properties; and
    - Fire management requirements impacting remnant vegetation.
  - ii) Fencing around yards:
    - Solid panel fencing permitted around private areas of house and immediate yard but within the building envelope.



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- Fence between house and street is to be visually permeable.

**e) Ancillary dwelling requirements**

- i) Ancillary dwelling is to meet the following criteria (within the Residential, Commercial and Mixed-use zones):
  - The ancillary dwelling can be attached or independent from a single dwelling located on the same lot;
  - The ancillary dwelling is a maximum of 80m<sup>2</sup> in floor area, excluding verandahs, patios, carports and similar non-enclosed areas; and
  - Materials and colours used on external walls and roof complement the main dwelling.
- ii) Ancillary dwelling is to meet the following criteria (within Rural Residential, Rural Smallholdings and Rural zones):
  - The ancillary dwelling is a maximum of 80m<sup>2</sup> in floor area, excluding verandahs, patios, carports and similar non-enclosed areas; and
  - At least one parking bay is to be provided.
  - Where an 'Ancillary Accommodation' unit exceeds the floor area stated in the first dot point of Clause e.(ii), a variation may be permitted subject to the advertising requirements of Clause 64 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and with planning approval from the Shire.



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**Table 1 Housing Requirements**

Policy Requirement	Residential zone	Hopetoun Residential Development Area**	Commercial and Mixed Use zones	Rural Residential and Rural Smallholdings zones	Rural zone
Location of Housing	As per R-Codes	As per R-Codes	As caretaker's accommodation above or to the rear of commercial development that fronts the primary street. Refer clause 4.25 of the Scheme	As per specific zone requirements, either setback from boundaries or located within a building envelope.	Front/Rear setback – 20metres Side setback – 10metres
Reflective materials	Permitted at the discretion of Council	Permitted at the discretion of Council	Permitted at the discretion of Council	Permitted at the discretion of Council	Permitted
Minimum internal floor area	-		-	-	-
Car parking, Garages and Carports	As per R-Codes	Garages & carports to be constructed of same materials and under the same roof as main residence. Discretion applies to carports which may be located as close as possible to the dwelling and express architectural sympathy with main dwelling. Garages to be setback behind front building line of the dwelling.	As per R-Codes	Gravel hardstand area required for the house. Garages and carports attached to the house are to be constructed of same materials.	-
Driveways & car parking	As per R-Codes	Driveways to be completed concurrently with the dwelling. Maximum 1 driveway per dwelling.	As per R-Codes & Scheme requirements	Minimum width 3.0m Maximum width 5.0m Maximum 1 driveway per dwelling. Located to minimise noise and dust on neighbouring properties	-
Landscaping	As per R-Codes	Retention of existing vegetation on the site is to be included as part of any landscaping requirement.	As per R-Codes	House and driveway location is to minimise the removal of existing remnant vegetation	-



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<b>DOCUMENT CONTROL BOX</b>		
<b>Custodian:</b> Chief Executive Officer		<b>Decision Maker:</b> Council
<b>Compliance Requirements:</b>		
<b>Legislation:</b> Clause 4 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2)		
<b>Industry:</b>	Building and Development	
<b>Organisational:</b>	Shire of Ravensthorpe Local Planning Scheme No.6 Shire of Ravensthorpe Local Planning Strategy	
<b>Document Management:</b>		
<b>Risk Rating:</b> Medium	<b>Review Frequency:</b> 2 Years	<b>Next Due:</b>
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description:</b>
a	OCM 20/12/18 – Item 10.2.1	Major Revision to Planning Scheme Policies
b	OCM 15/09/20 – Item 15.1	Policy Reconfirmed – No Amendments.
c	OCM 19/07/22 – Item 12.1.2	Comprehensive Policy Manual review
d	OCM 17/12/2024 Item 12.1.2	Policy Reconfirmed – No Amendments
e	OCM 15/12/2025 Item 12.1.1	Comprehensive Policy Register Review



## **LPP5 Industrial Design Guidelines**

### Policy Objective

The objectives of this Policy are to:

- a) Ensure the orderly and appropriate development of industrial areas in the Shire; and
- b) Provide acceptable development standards for industrial areas in the Shire.

### Policy

#### **Background**

Local Planning Scheme No.6 (as amended from time to time) (the Scheme) has two zones which are intended to accommodate industrial development; 'Light Industry' and 'General Industry'.

The Scheme lists specific development requirements for the land uses and zones in 'Schedule 2 - Additional Site and Development Requirements' and 'Schedule 4 – Car Parking Requirements'.

It is important that the Shire's industrial areas maintain a reasonable level amenity and that a level playing field is maintained for all landowners in these areas. Providing adequate parking for customers and staff within the lot boundaries to a consistent standard as well as a reasonable standard of landscaping in these zones is considered essential.

The development requirements need to be balanced with the need to encourage new business activity and what can be reasonably expected of and maintained by an industrial business operator.

The standard of development particularly within the front setback area of a development sets the standard for how an industrial area presents to the general public. This policy stipulates the minimum standards of development that the Shire of Ravensthorpe will accept for all new development in the Light Industry and General Industry zones.

The objectives of these zones are as follows:

#### **Light Industry**

To provide for a range of industrial uses and service industries generally compatible with urban areas, that cannot be located in commercial and mixed use zones.

To ensure that where any development adjoins zoned or developed residential properties, the development is suitably set back, screened or otherwise treated so as not to detract from the residential amenity.

#### **General Industry**

To provide for a broad range of industrial, service and storage activities which, by the nature of their operations, should be isolated from residential and other sensitive land uses.

To accommodate industry that would not otherwise comply with the performance standards of light industry.

Seek to manage impacts such as noise, dust and odour within the zone.

### Local Planning Policy No.5 - Requirements

#### **1. General Requirements**

This Policy applies to applications for development in the Light Industry and General Industry zones.



**2. Use of Front Setback area**

- i) The front setback area is the area in front of the 'main building line' and shall generally be used only for the purposes of landscaping, car parking, access or an approved 'trade display'.
- ii) No materials or product are to be stored in the front setback area (with the exception of an approved trade display).
- iii) No loading and unloading of goods and materials is to take place in the front setback area.
- iv) An open storage area that is visible from a public place or street is to be screened to the satisfaction of the Shire.

**3. Building Facades**

- i) The facade of the building that addresses the primary street shall be either a purpose-built office or constructed of brick, stone, concrete or glass or a combination of one or more of these materials.
- ii) Other materials of a type and to a design approved by the Council may be permitted on a facade provided that the materials to be used are structurally and aesthetically acceptable to the Council. Zincalume cladding is not acceptable.

**4. Building Materials**

- i) The use of un-painted 'Zincalume' is not permitted on any building in the Light Industry Zone.
- ii) The use of 'Zincalume' on buildings greater than 150m<sup>2</sup> is not permitted in the General Industry Zone.

**5. Carparking & Trafficable Areas**

- i) All car parking bays and manoeuvring areas, including the driveway access in the front setback area, being properly drained, kerbed and sealed. All parking spaces are to be line-marked and maintained in good repair thereafter.
- ii) A minimum of a 2 coat bitumen seal is requirement for car parking and manoeuvring for visitors and staff in front setback area.
- iii) All other parking, truck turnarounds, storage and hardstand areas may be of gravel construction; constructed to ensure that dust does not cause a nuisance.

**6. Landscaping**

- i) Landscaping areas are to generally located in the front setback and down the side boundaries.
- ii) A landscaping plan is to accompany any application for planning development approval, and landscaping is to complement the appearance of the proposed development.
- iii) Landscaping shall generally consist of lawns, gardens or the planting of trees and shrubs. The use of native and water efficient plants is encouraged.
- iv) Landscaping is to be established within 3 months of the completion of the building.
- v) Landscaped areas are to be reticulated and maintained at all times.
- vi) With the approval of the Shire fifty (50) per cent of the landscaping requirement identified in the Scheme Text and this Policy may be met by landscaping the verge area, providing that reticulation is installed and on-going maintenance of the total road verge bordering the subject lot is undertaken. For corner lots, this credit will be eighty (80) per cent of the landscaping requirement identified in the Scheme Text where the whole of the verge is treated.

**7. Stormwater**



- i) Stormwater is to be contained on site before discharged to road or district system.
- ii) The development may require oil separators or nutrient stripping infrastructure (such as retention basins) at the discretion of the Shire.
- iii) The use of rainwater tanks for storage and reuse on site is encouraged.

## **8. Use of Transportable Buildings**

- i) The use of transportable buildings (including second-hand buildings), such as offices and ablutions is permitted only with Council Planning Development Approval.
- ii) Transportable buildings are to be painted and/or clad to complement other buildings on the property.
- iii) Council may require modification of the roof line to ensure the building is made visually acceptable in the streetscape.

<b>DOCUMENT CONTROL BOX</b>		
<b>Custodian:</b> Chief Executive Officer		<b>Decision Maker:</b> Council
<b>Compliance Requirements:</b>		
<b>Legislation:</b>		
<b>Industry:</b>		
<b>Organisational:</b>	Shire of Ravensthorpe Local Planning Scheme No.6 Shire of Ravensthorpe Local Planning Strategy	
<b>Document Management:</b>		
<b>Risk Rating:</b> Medium	<b>Review Frequency:</b> 2 Years	<b>Next Due:</b>
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description:</b>
a	OCM 20/12/18 – Item 10.2.1	Major Revision to Planning Scheme Policies
b	OCM 15/09/20 – Item 15.1	Policy Reconfirmed – No Amendments.
c	OCM 19/07/22 – Item 12.1.2	Comprehensive Policy Manual review.
d	OCM 17/12/2024 Item 12.1.2	Policy Reconfirmed – No Amendments
e	OCM 15/12/2025 Item 12.1.1	Comprehensive Policy Register Review



## LPP6 Extractive Industry

### Policy Objective

The objectives of this policy are as follows:

- a) To assist Council in determining applications for extractive industries by providing general guidelines and outlining matters Council will have regard for in assessing applications.
- b) To protect and maintain the existing landscape character, native vegetation, productive agricultural uses and general amenity of the Shire.
- c) To set out standard conditions that will be considered by Council in their assessment of extractive industry applications.
- d) To provide for appropriate 'buffers' between extractive industries and sensitive land uses.

### Policy

#### **Background**

The Shire of Ravensthorpe Local Planning Scheme No.6 (as amended from time to time) defines an extractive industry as follows: "**industry – extractive**" means premises, other than premises used for mining operations, that are used for the extraction of basic raw materials including by means of ripping, blasting or dredging and may include facilities for any of the following purposes –

- a) the processing of raw materials including crushing, screening, washing, blending or grading;
- b) activities associated with the extraction of basic raw materials including wastewater treatment, storage, rehabilitation, loading, transportation, maintenance and administration.

Extractive industries are an Advertising Land Use in the 'Rural' zone and not permitted in any other zone. Council may require that they be referred to neighbouring landowners for comment.

Extractive industries can have a high impact on the surrounding road infrastructure, existing vegetation and amenity of surrounding landowners and will therefore be referred to the relevant government agencies during the assessment period for comment. These may include Main Roads WA, Department of Biodiversity Conservation and Attractions, Department of Water and Environmental Regulation, Department of Mines, Petroleum and Exploration, and Department of Primary Industries and Regional Development depending upon the nature of the application.

Where existing remnant vegetation is proposed to be cleared the applicant may need to seek a Vegetation Clearing Permit from the Department of Water and Environmental Regulation in accordance with the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*.

Larger extractive industries may require registration or a license as a 'prescribed premise' from the Department of Water and Environmental Regulation under Part V of the *Environmental Protection Act 1986* (Environmental Protection Regulations, 1987, Schedule 1)

### Local Planning Policy No.6 - Requirements

#### **Exemptions from Development Approval**

No exemptions are applicable to this policy

#### **General Requirements**

- a) The following setbacks will generally be applied to excavation areas/ pits;
  - i) A minimum of 75 metres to any road or thoroughfare;
  - ii) A minimum of 50 metres to any property boundary in a different ownership;



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iii) A minimum of 50 metres to any water course or stand of remnant vegetation.

b) Excavation areas/ pits are to be separated from the closest 'sensitive land use' on a different lot (usually a house) by the recommended generic buffer distance listed in Table 1 unless a site specific technical study is prepared.

c) Where an extractive industry proposes direct access to a sealed road and the projected number of vehicle movements from the site would justify such a requirement (as determined by Council), the Council may require crossover and vehicle access areas within 50 metres of the road to be constructed with a stable, impervious surface.

d) Those portions of public roads as are affected by the activities related to an extractive industry shall be maintained to a 'pre-development' standard acceptable to Council at the applicants cost. A road maintenance contribution and / or bond may be payable to Council prior to commencement of works to ensure roads are maintained to satisfactory standards. The contribution may be applied at the discretion of Council. Such upgrading contributions may be financial or in-kind and shall be calculated on a case-by-case basis.

e) An Environmental Management Plan is to be submitted addressing dieback controls, spread of noxious weeds, dust and noise is to be compiled in consultation with the Department of Biodiversity Conservation and Attractions and submitted to the Shire for separate written endorsement prior to commencement of any site work or an alternative time period agreed to in writing by the Shire.

f) A Rehabilitation Plan is to be submitted and approved by the Shire in writing. This plan is to address (but not be limited to) the following issues:

- i) Restrict the area of open pit to 2 hectares. Larger pits may be considered for gravel extraction where the applicant can demonstrate that it will not have any detrimental impact on the environment or amenity of the area (by lodging a detailed environmental management plan).
- ii) How the portions of land subject to extraction are to be rehabilitated (following each stage of extraction) to allow for future rural use and shall include;
  - Flattening the land;
  - Spreading of stockpiled topsoil (capable of supporting seed and plant re-growth);
  - Forming stable battered banks not to be steeper than 1 in 5; and/or
  - And revegetation using native trees, shrubs and groundcovers/ undergrowth.

g) An extractive industry licence is valid for twelve (12) months from issue of the Planning Development Approval starting from the 1st July. It is renewable annually by the Shire subject to no complaints being received by the Shire.

h) Should Council be informed by the Permit Holder that renewal of the Approval is not required; Council will formally revoke the Approval. The operator is to ensure that the excavation is properly rehabilitated.

**Table 1 – Generic buffers to sensitive land uses**

Industry	Description of Industry	Buffer distance in meters
Clay extraction or processing	Mining, extraction or processing of clay	500-1000 depending on size.



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Extractive Industry – hard rock	quarrying (including blasting), crushing and screening	1000
Sand and limestone extraction	no grinding or milling works	300-500 depending on size

**Special Application Requirements**

a) Where a new extractive industry is proposed, or an existing industry is to be increased in size over what was originally approved, development approval is required prior to the industry commencing or extending. Applicants need to lodge;

- A completed development application form to be signed by the owner of the land;
- A detailed written submission explaining the application, and addressing the matters to be considered at part 3b of this policy (as per below); and
- Detailed, accurate and scaled plans.

b) In considering any application, Council will have regard for the following matters;

- i) It is important that each application be examined on its individual merit having regard for the existing land uses, topography of the land, and its specific location;
- ii) Whether the site is in a visually significant location such as on a ridge, adjacent to the coast or an estuary, close to a national park or nature reserve, visible from a major road, tourist destination, scenic route or tourist route;
- iii) Compatibility with adjoining land uses;
- iv) Noise, dust and vibration abatement measures;
- v) Proximity and buffers to wetlands and water courses;
- vi) Whether the proposal includes clearing of significant remnant vegetation and the quality of vegetation;
- vii) Drainage implications including surface and ground water impacts;
- viii) Rehabilitation measures;
- ix) Intended end use of the land and future planning for the area;
- x) Prevention of spread of dieback or other disease;
- xi) Whether the access roads proposed are suitable for the volume of traffic and type of heavy vehicles proposed;
- xii) Whether the site has access to major roads, and whether the existing roads to be used by trucks are in good condition;
- xiii) The proposed road haulage route and whether the use of any state controlled roads are proposed;
- xiv) Size of trucks and number of truck movements;
- xv) Existence of other extractive industry or heavy haulage-associated use in the vicinity;
- xvi) Details of the storage of fuel and flammable materials on the site;
- xvii) The material to be excavated, including maximum depth of excavation, area to be open at any one time and expected pit life.



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c) Council has discretion to advertise any application for extractive industry through letters to adjacent and nearby landowners, letters to relevant authorities, newspaper advertising and / or a sign on site.

Whilst the need for advertising can be determined on a 'case by case' basis, this Policy recommends that all 'extractive industry' applications be advertised due to potential impact on amenity and application of buffers.

Advertising will be for a minimum of 14 days in accordance with Clause 64 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The application may also be referred to relevant authorities in accordance with Clause 66 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The types of authorities that Council may liaise with include (but are not limited to):

- Environmental Protection Authority (EPA);
- Department of Biodiversity Conservation and Attractions (DBCA);
- Water Corporation (WC);
- Department of Water and Environmental Regulation (DWER);
- Department of Mines, Petroleum and Exploration (DMPE);
- Department of Primary Industries and Regional Development (DPIRD);
- Main Roads (MRWA);
- Western Power (WP);
- Department of Planning, Lands and Heritage (DPLH);
- Tourism WA; and
- Any other authority Council considers relevant.



**SHIRE OF RAVENSTHORPE  
COUNCIL POLICY MANUAL**

**POLICY # LPP6**

**VERSION 14**

**DOCUMENT CONTROL BOX**

**Custodian:** Chief Executive Officer

**Decision Maker:** Council

**Compliance Requirements:**

**Legislation:** Clause 4 of the Deemed Provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2)  
*Environmental Protection (Clearing of Native Vegetation) Regulations 2004*  
*Environmental Protection Act 1986*

**Industry:** Mining

**Organisational:** Shire of Ravensthorpe Local Planning Scheme No.6  
Shire of Ravensthorpe Local Planning Strategy

**Document Management:**

<b>Risk Rating:</b> Medium	<b>Review Frequency:</b> 2 Years	<b>Next Due:</b>
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<b>a</b>	OCM 20/12/18 – Item 10.2.1	Major Revision to Planning Scheme Policies
<b>b</b>	OCM 15/09/20 – Item 15.1	Policy Reconfirmed – No Amendments.
<b>c</b>	OCM 19/07/22 – Item 12.1.2	Comprehensive Policy Manual Review
<b>d</b>	OCM 17/12/2024 Item 12.1.2	Policy Reconfirmed – No Amendments
<b>e</b>	OCM 15/12/2025 Item 12.1.1	Comprehensive Policy Register Review



## **LPP7 Public Open Space – 3-5 Lot Subdivision**

### Policy Objective

The objectives of this policy are as follows:

- a) To ensure that there is adequate provisions of Public Open Space within the townsites of the Shire of Ravensthorpe;
- b) To protect and maintain the existing landscape character, native vegetation, and general amenity of the Shire.

### Policy

#### **Local Planning Policy No.7 - Requirements**

##### **Exemptions from Public Open Space contribution:**

This policy only applies to subdivision which creates 3-5 lots zoned 'Residential' by the Shire of Ravensthorpe Local Planning Scheme No.6.

#### **General Requirements**

- a) The following contribution of land or cash-in-lieu shall be applied:
  - i) 5 percent where a proposal creates three (3) 'Residential' zoned lots;
  - ii) 7.5 percent where a proposal creates four (4) 'Residential' zoned lots; and
  - iii) 10 percent where a proposal creates five (5) 'Residential' zoned lots.
- b) The Shire of Ravensthorpe shall determine if a land or cash-in-lieu contribution to Public Open Space is appropriate.

In making this decision, Council shall consider:

- i) The proximity of the proposed subdivision to any nearby reserves;
- ii) If the proposed subdivision immediately adjoins a reserve for recreation and whether a land contribution could be amalgamated with that reserve;
- iii) If funding from a cash-in-lieu contribution for Public Open Space would be able to be used to improve nearby existing reserves that would be used by the proposed subdivision; and
- iv) If the proposed subdivision contains land which the Shire of Ravensthorpe wishes to secure for Public Open Space purposes.



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COUNCIL POLICY MANUAL**

**POLICY # LPP7**

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**DOCUMENT CONTROL BOX**

**Custodian:** Chief Executive Officer

**Decision Maker:** Council

**Compliance Requirements:**

**Legislation:**

**Industry:**

**Organisational:** Shire of Ravensthorpe Local Planning Scheme No.6  
Shire of Ravensthorpe Local Planning Strategy

**Document Management:**

**Risk Rating:** Medium

**Review Frequency:** 2 Years

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Policy Reconfirmed – No Amendments.

**c**

OCM 19/07/22 – Item 12.1.2

Comprehensive Policy Manual review

**d**

OCM 17/12/2024 Item 12.1.2

Policy Reconfirmed – No Amendments

**e**

OCM 15/12/2025 Item 12.1.1

Comprehensive Policy Register Review



## LPP8 Alfresco Dining and Trading in Public Places

### Policy Objective

The objectives of this Policy are:

- a) To enhance the functions, appearance and character of the commercial areas by permitting alfresco dining associated with existing food establishments on Council controlled land such as road reserves;
- b) To allow for the operation of trading activities in public places in such a manner and location that they do not conflict with, or act prejudicially towards the Shire's retail and service base, or any other function of the town centre.

### Policy

#### **Background**

Alfresco dining in appropriate locations within the Shire's townsites can contribute to its ambience by adding colour, vibrancy and interest to the streetscapes. Alfresco dining is encouraged in all town centres, and especially in locations closely associated with retailing, entertainment and tourism.

The Shire of Ravensthorpe supports and encourages the establishment of alfresco dining areas which:

- i) Enhance the amenity, vitality and ambience of the town's retail, commercial, entertainment and tourism areas;
- ii) Contribute to the activation of streets or laneways on which they are located;
- iii) Provide innovative, unique and creative alfresco street furniture;
- iv) Do not interfere with the safe and reasonable movement of pedestrians, people with prams and motorised wheelchairs; and
- v) Are located so that they do not cause danger or unnecessary distraction to motorists, pedestrians or other road users.

In the interests of encouraging alfresco dining and street activity the additional floor space will not attract a requirement to provide additional parking.

#### **Local Planning Policy No.8 - Requirements**

#### **General Requirements**

This Policy applies to applications seeking approval to use public land for alfresco dining and trading in public places activities whether on a permanent or temporary basis. Council will have regard to the policy statements below in assessing and considering all applications.

- a) The proposed dining area or display is to be attractively integrated with, and enhance the character of the immediate locality and overall streetscape.
- b) Council will not approve dining and/or display activities where, in its opinion, approval would conflict with or inconvenience other existing businesses. Council in its consideration of the impacts may consult with the owners/occupiers of other nearby premises.
- c) Generally, dining and/or displays will be approved only where they are directly associated with an existing adjacent business. Activities that are not directly associated with an adjacent business may be considered in special circumstances but only where they meet a demand for goods and services that are not available already.
- d) All objects for dining and/or display placed within the footpath area must not



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obstruct pedestrian movement or access to and from kerbside parking bays and a minimum clear footpath width of 2m shall be maintained in all cases.

- e) All objects and furniture located as part of the dining and/or display area are to be readily removable. However, where it is demonstrated to the satisfaction of Council there are positive benefits to the public, more permanent features may be permitted providing all costs associated with removal and restoration are borne by the applicant and Council is satisfied with the form, construction and appearance of those more permanent features.
- f) Objects placed on the footpath within the road reserve must not obstruct sight lines for either vehicles or pedestrians, either at road junctions and crossovers.
- g) The applicant is responsible for attending the dining and/or display area and ensuring it is maintained in a good condition and clean and tidy state at all times.
- h) If a dining area and/or display are not maintained in a good condition and clean and tidy state and/or the conditions of Council's approval are not adhered to, Council may withdraw the approval and all associated materials and objects associated with the approved use must be removed.
- i) The applicant shall be solely responsible for all and any associated costs with the removal, alteration, repair, reinstatement or reconstruction to Council's satisfaction of the street carriageway, footpath or any part thereof arising from the use of the approved area. If an applicant does not complete the necessary works, Council may recoup such costs from the applicant.
- j) The installation of transparent, roll-down blinds to provide weather protection for an alfresco area is supported in principle but they must be taken down each night at the close of business.
- k) An Alfresco Dining and Trade Display permit is valid for twelve (12) months from issue of the Development Approval starting from the 1 July. It is renewable annually by the Shire subject to no complaints being received by the Shire.

**Special Application Requirements**

- a) The applicant is required to show evidence of appropriate comprehensive public liability insurance covering any activity, object or provision within the approved public place and indemnify Council against any claim from its use by them and/or patrons.
- b) In addition to normal development application requirements, applications for Alfresco Dining Areas or Street Displays must be accompanied by plans, drawn to scale, which clearly indicate the proposed location of tables, chairs and any other object(s) and shows their relationship to existing features such as the building, kerb line, street furniture, landscaping and adjoining buildings
- c) Applications must contain a written submission and must specify proposed days and hours of trading in the public area.



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COUNCIL POLICY MANUAL**

**POLICY # LPP8**

**VERSION 14**

**DOCUMENT CONTROL BOX**

**Custodian:** Chief Executive Officer

**Decision Maker:** Council

**Compliance Requirements:**

**Legislation:** Local Government Act 1995

S5.39 Contracts for CEO and Senior Employees Local Government Act 1995  
Local Government (Administration) Regulations 1996  
Local Government Legislation Amendment Act 2019 section 22 – s5.39A, 5.39B & 5.39C Local Government (Administration) Regulations 1996 (Administration Regulations)  
Regulation 18A amended, 18C and 18D deleted, 18FA to 18FC inserted

**Industry:**

**Organisational:** Shire of Ravensthorpe Local Planning Scheme No.6  
Shire of Ravensthorpe Local Planning Strategy

**Document Management:**

<b>Risk Rating:</b> Medium	<b>Review Frequency:</b> 2 Years	<b>Next Due:</b>
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<b>b</b>	OCM 15/09/20 – Item 15.1	Comprehensive Policy Register Review
<b>c</b>	OCM 19/07/22 – Item 12.1.2	Comprehensive Police Manual review.
<b>d</b>	OCM 17/12/2024 Item 12.1.2	Policy Reconfirmed – No Amendments
<b>e</b>	OCM 15/12/2025 Item 12.1.1	Policy Reconfirmed – No Amendments



## LPP9 Farm Forestry

### Policy Objective

The objectives of this Policy are to:

- a) Facilitate a more consistent, efficient and effective planning process for tree farms.
- b) Facilitate the establishment, management and harvesting of plantations consistent with the Code of Practice for Timber Plantations in Western Australia (the Code), as amended.
- c) Support and encourage the development of Agroforestry in the Shire for its combined economic, environmental and social benefits and its greater contribution to sustainability in rural areas.

### Policy

#### **Background**

There is potential for commercial timber and associated products in the Shire, but the choice of species is restricted to well defined ranges due to soil type and rainfall. Another emerging plantation industry is the establishment of carbon plantations to create carbon offsets through the establishment and management of plantations dedicated to that purpose.

These carbon plantations are not subject to harvesting and may be left in place for 70 years. The accumulated carbon dioxide in these plantations is 'traded' with entities that have an obligation to reduce their greenhouse gas emissions profile (such as vehicle manufacturers and petroleum companies). Carbon dioxide sequestered by these plantations needs to be certified under The Climate Active Carbon Neutral Standards of the Commonwealth Government Department of Climate Change, Energy, the Environment and Water.

The environmental benefits of such plantations include lowering of water tables (and salinity levels), improved biodiversity (including habitat linkages), improved soil conservation and reduced sediment loads in waterways. Also, from a local government perspective, additional road construction and maintenance is not required as the plantation may never be harvested.

However, carbon plantations do generate areas of concern particularly from a local government perspective. After the initial planting and other than annual firebreak maintenance, nothing is returned to the local community. There is essentially no production of food from the land which once was carrying livestock and/or being used for cropping. There is the real potential that extensive areas planted to carbon plantations exacerbate population drift and rural re-population.

At this stage the Shire has not taken a position in regard to limiting or controlling carbon plantations as a land use, this policy governs plantations that are harvested such as Blue Gum and pine plantations.

The active management of plantations is critical to ensure that fire, weed and vermin issues are kept to a manageable level. These matters (and others) are addressed by the Code

Farm Forestry and Agroforestry operations are defined as 'Tree Farm' by the Scheme. A 'Tree Farm' is a permitted land use in the "Rural" zone. The Scheme requires Development Approval to be granted by the Local Government prior to the establishment of a plantation.

#### **Definitions**

For the purposes of this Policy, the following definitions apply:

**"Agroforestry"** - Land used commercially for tree production and agriculture where trees are planted in blocks of more than one hectare.

**"Farm Forestry"** - Any commercial tree production on farmland.



**"Plantation"** - A stand of trees of 10 hectares, or larger, that has been established by sowing or planting of either native or exotic tree species selected and managed intensively for their commercial and environmental value. A plantation includes roads, tracks, firebreaks and small areas of native vegetation surrounded by plantations. Implicit in this definition is the recognition that plantations will be harvested.

**"Plantation Management Plan"** - A plan that details the establishment and tending procedures for a plantation in a manner consistent with Part A of Appendix 1 of the Code; Protocols for management Plans.

**"Transport Strategy"** - A plan and/or agreement outlining the transport arrangements related to the subject property and the surrounding local and district road system for transporting harvested or processed product from the site of production prepared in a manner consistent with Part B of Appendix 1 and Appendix 2 of the Code; Plantation Timber Haulage Notification to Local Governments.

#### Local Planning Policy No.9 – Requirements

#### **Exemptions from Development Approval: Nil**

#### **General Requirements**

- a) In assessing an Application for Development Approval that proposes a Plantation, Council is to have regard to the development control provisions of this Policy and the following criteria as appropriate:
  - i) the provisions of the Code, as amended;
  - ii) the need to encourage farm forestry in locations where it is significant to the State, regional and local economies;
  - iii) the benefits of farm forestry in addressing land degradation, including soil erosion, water logging and salinity;
  - iv) the role of farm forestry in protecting water quality and preventing adverse effects on groundwater recharge;
  - v) any loss of high quality, productive agricultural land;
  - vi) the impact on the natural environment and on visual amenity; and
  - vii) the compatibility of farm forestry with adjacent land uses.
- b) Compliance with the Code (as amended) is required. The Code which sets out goals and guidelines for specific areas, including management plans, planning and design, plantation roads, weed and pest control, waterway protection, drainage, harvesting, fire prevention and control, research and development, safety and investment. All plantation applications will be required to meet the minimum standards as outlined in the Code. All applications will be assessed having regard for the general principles of the Code.
- c) The preparation and submission of a Plantation Management Plan to accompany applications in accordance with the protocol of the Code. Appendix 1 of the Code provides a detailed description of matters to be addressed so will not be replicated in this policy (e.g.. establishment and maintenance plan, fire management plan, weed control, vermin and insect control, planting details, native vegetation management etc).
- d) The preparation and submission of a Transport Strategy as part of the Application for Development Approval. The Transport Strategy is to include the following information:
  - i) area of land to be planted to trees and subsequently to be harvested;



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- ii) anticipated season/s and year/s of harvest;
- iii) anticipated tonnage of product at harvest;
- iv) whether trucked product is likely to be in the form of logs or chips or other;
- v) anticipated haul routes on local and district roads;
- vi) proposed destination of haulage; and
- vii) proposals for upgrading/rehabilitation or making financial contribution towards the upgrading/ rehabilitation of the local and district road system.

The transport strategy is to be updated and presented to the local government for final approval a minimum of eighteen (18) months prior to harvesting commencing.

- e) The local government may require a report on the general pre-condition of the main haulage roads and payment of a bond to cover any potential road damage.
- f) The local government will require the preparation and submission of a Fire Management Plan as part of the Application for Development Approval. The fire management plan is to be prepared by an experienced fire professional in accordance with the Guidelines for Plantation Fire Protection, as amended.
- g) In order to reduce the potential for conflict between farm forestry practices and areas of sensitive land uses, Council will not approve the development of Tree Farms within:
  - i) 500m of the Townsites of Hopetoun, Munglinup and Ravensthorpe.
  - ii) 250m of the Townsite of Jerdacuttup.
  - iii) 500m of areas zoned 'Rural Residential'.
  - iv) 250m of areas zoned 'Rural Small Holding'.

Notwithstanding the separation distances stated above, Council may consider reducing the separation distance where it can be demonstrated that the planting of trees closer to sensitive land uses will address pre-existing environmental damage, such as salinity.

The proponent is to demonstrate in this case that the plantation can be operated without adverse impact on the amenity of residents in the adjoining areas.

- h) All plantations shall be setback:
  - i) 50 metres for permanent water or greater ephemeral streams (intermittent);
  - ii) 30 metres for ephemeral streams and margins of water supply Variation to these setbacks can be considered following referral to the department of Water for advice.

**Agency referrals.**

- iv) Where a property subject to an Application for the establishment of a Tree Farm adjoins land managed by the Department of Biodiversity Conservation and Attractions as part of a designated Nature Reserve, Conservation Area or National Park, the Application is to be referred for comment to the Department.
- v) Applications that use Main Roads WA controlled highways for access will be referred to Main Roads for comment.
- vi) Applications in close proximity to waterways will be referred to the Department of Water and Environmental Regulation for comment prior to determination.



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COUNCIL POLICY MANUAL**

**POLICY # LPP9**

**VERSION 14**

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**DOCUMENT CONTROL BOX**

**Custodian:** Chief Executive Officer      **Decision Maker:** Council

**Compliance Requirements:**

**Legislation:** Local Government Act 1995

S5.39 Contracts for CEO and Senior Employees Local Government Act 1995  
Local Government (Administration) Regulations 1996

Local Government Legislation Amendment Act 2019 section 22 – s5.39A, 5.39B & 5.39C Local Government (Administration) Regulations 1996 (Administration Regulations)

Regulation 18A amended, 18C and 18D deleted, 18FA to 18FC inserted

**Industry:** Forestry

**Organisational:** Shire of Ravensthorpe Local Planning Scheme No.6

Shire of Ravensthorpe Local Planning Strategy

**Document Management:**

<b>Risk Rating:</b> Medium	<b>Review Frequency:</b> 2 Years	<b>Next Due:</b>
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d	OCM 17/12/2024 Item 12.1.2	Policy Reconfirmed – No Amendments
e	OCM 15/12/2025 Item 12.1.1	Comprehensive Policy Register Review



## LPP10 Short-Term Rental Accommodation

### Policy Objective

The objectives of this Policy are to:

- a) establish clear guidelines for the short stay use of holiday houses for tourism accommodation.
- b) ensure that the predominant residential nature and character of neighbourhoods is retained.
- c) minimise negative impacts of holiday homes on the amenity of adjoining residents.
- d) encourage the provision of good quality, well managed holiday houses.

### Policy

#### **Background**

Holiday houses are private residential dwellings that are leased out for short term accommodation for a period not exceeding three (3) months. Holiday homes are a small but growing aspect of the tourism industry in the Shire of Ravensthorpe and have long been an important part of local and Western Australian lifestyle and culture.

Short-Term Rental Accommodation is now regulated by the Western Australian Government through the Short-Term Rental Accommodation Act 2024. The Shire of Ravensthorpe Local Planning Scheme No.6 (the Scheme) lists 'holiday home' as an 'A' use in the 'Residential', 'Rural Townsite', 'Mixed Use', 'Rural' and 'Rural Residential' zones.

#### **Definitions**

**'holiday house'** means a single dwelling on one lot used to provide short-term accommodation.

**'short-term accommodation'** means a residential premises that is rented out for periods of less than three (3) months.

**'Property Manager'** means a person or company responsible for the day to day administration of the holiday home and may be the landowner.

### Local Planning Policy No.1 - Requirements

#### **Exemptions from Development Approval**

This policy does not apply to houses used by absentee landowners for their own holidays but only to houses rented out for commercial gain.

#### **General Requirements**

- a) A Holiday house is generally considered an acceptable land use where permitted in Clause 3.2 of the Scheme, subject to appropriate management measures being put in place. Where applicable, these will also now be required to be registered with the State Government through the Department of Local Government, Industry Regulation and Safety (DLGIRS)
- b) Where development is proposed to be located within a bushfire prone area a Bushfire Attack Level Assessment must be prepared and lodged with a development application unless the development is subject to the BAL Contour Plan over Ravensthorpe and Hopetoun Townsites. The application must also include a Bushfire Management Plan as referenced in LPP11- Development in Bushfire Prone Areas.
- c) Where a Bushfire Attack Level Assessment of BAL-40 and BAL-Flame Zone applies and the rating cannot be reduced it is considered inappropriate for a Holiday House land use and an



application for development approval will be refused.

- d) The holiday house may only be rented for a maximum period of three (3) months to any one person in any twelve (12) month period.
- e) Car parking bays are to be provided on-site at a rate of one bay per two adults accommodated.
- f) The applicant is to provide a copy of the approved Property Management Plan to adjoining landowners/occupiers as identified by the Shire.
- g) On-site holiday house signage is not permitted with the exception of a 0.2m2 nameplate (i.e. identifies the name of holiday home if relevant).
- h) Business directional signs are not permitted for holiday homes.
- i) The use of grouped or multiple dwellings will generally not be supported for holiday house accommodation given the potential impacts on adjoining residents, unless all owners/strata owners or the body corporate are in agreement.

### **Special Application Requirements**

- a) A Property Management Plan is required to be submitted and approved by the Shire. Matters that need to be addressed in the Property Management Plan include:
  - i) details of the appointed property manager;
  - ii) details of the maximum number of adults to be accommodated at any one time;
  - iii) details of how bookings are to be made;
  - iv) duties of the property manager;
- b) In relation to the appointment of a Property Manager, the following is applicable:
  - i) is a person/company that will have day-to-day management of the holiday house; and
  - ii) will specifically respond to complaints pertaining to guest behaviour made before 1am within a two hour timeframe; and
  - iii) in relation to any other complaints will respond, within a reasonable timeframe but in any event within 24 hours.
- c) Fire and emergency arrangements (i.e. location of smoke alarms, fire blankets, exit lighting, fire extinguishers, external taps/garden hoses, a fire evacuation route leading to the nearest main road and emergency information details); and
- d) A Code of Conduct for guests.

### **Renewal & Approval Period**

- a) All initial development approvals for holiday homes shall be granted for a one year period unless the local government determines otherwise.
- b) In determining an application for renewal, the Shire will consider the nature of any comments made regarding the operation of the activity and any other information available relating to the adverse impact of the activity on the amenity of neighbours and surrounding area.
- c) Where complaints have been made, issues relating to impact on amenity have been verified or other non-compliance with the planning development approval has occurred, approval of the renewal application is unlikely to be granted.
- d) Where the Shire is satisfied that the holiday home has been appropriately managed an approval of the renewal application for a period of up to three (3) years may be granted.

#### **Note:**

Property Managers are fully responsible for the holiday house and to ensure there is minimal impact on the amenity of neighbouring properties. This provides a degree of certainty to operators, while



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also enabling the Shire flexibility to terminate approval of non-compliant operators, particularly where valid complaints are received, conditions of approval are not being complied with and/or there are concerns relating to the holiday home operations.

<b>DOCUMENT CONTROL BOX</b>		
<b>Custodian:</b> Chief Executive Officer		<b>Decision Maker:</b> Council
<b>Compliance Requirements:</b>		
<b>Legislation:</b> Shire of Ravensthorpe Local Planning Scheme No.6 Shire of Ravensthorpe Local Planning Strategy <b>Short-Term Rental Accommodation Act 2024</b>		
<b>Industry:</b>	Tourism	
<b>Organisational:</b>		
<b>Document Management:</b> Document Management: Holiday Home Property Management Plan Holiday Home Date: Fire and Emergency Plan Holiday Home Code of Conduct		
<b>Risk Rating:</b> Medium	<b>Review Frequency:</b> 2 Years	<b>Next Due:</b>
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description:</b>
a	OCM 20/12/18 – Item 10.2.1	Major Revision to Planning Scheme Policies
b	OCM 15/09/20 – Item 15.1	Policy Amended – Added two additional new “General Requirements.”
c	OCM 14/12/20 Item 15.2	Policy Confirmation following Local Public Notice.
d	OCM 19/07/22 – Item 12.1.2	Comprehensive Policy Manual review.
e	OCM 17/12/2024 Item 12.1.2	Policy Reconfirmed – No Amendments
f	OCM 15/12/2025 Item 12.1.1	Comprehensive Policy Register Review



## LPP11 Development in Bushfire Prone Areas

### Policy Objective

The objectives of this Policy is to:

- a) establish clear guidelines for the short-term rental of holiday houses for tourism accommodation.
- b) Adopt and apply BAL Contour Plans for the townsites Ravensthorpe and Hopetoun in order to assign a Bushfire Attack Level (BAL) rating to the residential areas within these townsites.
- c) Clarify and streamline the development process for residential development in bushfire prone areas zoned Rural, Rural Residential and Rural Small Holdings by providing a Bushfire Management Statement template.

### Policy

#### **Background**

Large areas of the Shire of Ravensthorpe are prone to bushfires due to topography, vegetation and climate.

The Department of Fire and Emergency Services (DFES), the Building Commission and the Western Australian Planning Commission (WAPC) collectively manage a Bushfire Policy Framework which includes:

- State Planning Policy 3.7 'Planning in Bushfire Prone Areas';
- Amendments to Planning Regulations;
- Amendments to Building Regulations;
- An order by the Fire & Emergency Services Commissioner designating bushfire prone areas;
- Published Map of Bushfire Prone areas; and
- Published Guidelines for Planning in Bushfire Prone Areas

The intention of this policy framework is to "implement effective, risk-based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure."

This policy framework has increased the level of complexity when lodging development applications. The majority of landowners and developers in the Shire of Ravensthorpe are 'owner builders' or reasonably unfamiliar with the development process and requirements.

Additionally, the townsites are remote to professional services, any service usually comes with considerable travel costs added. Large areas of the townsites are required to prepare a BAL Assessment being identified as 'bushfire prone' within the State-wide Bushfire Prone mapping.

This policy seeks to aid applicants in preparing information for lodging development applications by providing a BAL Contour Plan over Ravensthorpe and Hopetoun townsites and a template for lodging Bushfire Management Plans, as contained in the Bushfire Management Plan (BMP) Manual produced by the Department of Planning Lands and Heritage and the WAPC

### Scheme Requirements

Regulation 10A of the Planning Regulations 'Deemed Provisions' require planning (development) approval for all development within a designated bushfire prone area; except lots less than 1100m2.

The Scheme then requires that Council have 'due regard' for State Planning Policy 3.7 and the Guidelines for Planning in Bushfire Prone Area when determining development applications in bushfire prone areas.



Therefore, this policy is to be read in conjunction with:

The Deemed Provisions contained in the Planning and Development (Local Planning Schemes) Amendment Regulations 2015, which form part of every local planning scheme;

- Where relevant, any supplementary provisions of a scheme;
- State Planning Policy 3.7 and the supporting Guidelines; and
- Australian Standard 3959: Construction of buildings in bushfire-prone areas.

Importantly, this policy complements the above requirements only and does not supersede any other requirement of this policy framework. It seeks to streamline, add clarity and consistency to the requirements of the abovementioned documents when applied in the Shire of Ravensthorpe.

### Definitions

These definitions are largely from State Planning Policy 3.7 and apply in the context of SPP 3.7, the Guidelines and this policy.

**'AS 3959'**: Australian Standard 3959 Construction of Buildings in Bushfire-Prone Areas.

**'BAL'**: Bushfire Attack Level (BAL) as set out in the Australian Standard 3959 Construction of Buildings in Bushfire-Prone Areas (AS 3959), as referenced in the National Construction Code (as amended).

**'BAL Assessment'**: An assessment prepared in a manner and form set out in AS 3959 to determine a BAL. It is required that BAL assessments are prepared by accredited Level 1 BAL Assessors.

**'BAL Contour Map'**: A BAL Contour Map is a scale map of the subject lot/s illustrating the potential radiant heat impacts and associated indicative BAL ratings in reference to any classified vegetation remaining within 100 metres of the assessment area after the development is complete. The intent of the BAL Contour Map is to identify land suitable for development based on the indicative BAL rating.

**'Bushfire Policy Framework'**: These documents include:

- State Planning Policy 3.7 'Planning in Bushfire Prone Areas';
- Amendments to Planning Regulations;
- Amendments to Building Regulations;
- An order by the Fire & Emergency Services Commissioner designating bushfire prone areas;
- Published Maps of Bushfire Prone areas; and
- Published Guidelines for Planning in Bushfire Prone Areas

**'Bushfire Protection Criteria'**: means section Four (4) of the Bushfire Management Plan(BMP) Manual as amended from time to time.

**'Bushfire Management Plan'**: means a plan which sets out the proposed fire mitigation measures for land. [spp-3.7-planning-for-bushfire-guidelines-2024-a-guide-to-developing-a-bushfire-management-plan-bmp.pdf](#)

A bushfire management plan or bushfire management plan is to be prepared by a person with expertise in fire management planning who is preferably accredited under the national BPAD scheme.

**'Bushfire Management Statement'**: means a statement prepared by an experienced person or BAL Assessor that demonstrates how a development proposal complies with the 'acceptable solutions' listed in section Four (4) of the Bushfire Management Plan (BMP) Manual and this Policy.

### Local Planning Policy No.11 - Requirements

#### **Exemptions from Development Approval**

There are no exemptions; all development in bushfire prone areas require assessment against the



Bushfire Policy Framework, including this policy.

### **BAL Contour Plan**

- 1) The Shire of Ravensthorpe has prepared a BAL Contour Plan for the townsites of Ravensthorpe and Hopetoun (2 Townsites BAL Contour Plans). This Plan and report apply a BAL rating to all properties capable of residential development. It is to be applied in the context of the WAPC's 'Bushfire Policy Framework'.
- 2) The BAL Contour Plan applies BAL ratings to those areas designated bushfire prone.
- 3) An applicant can choose to prepare their own BAL Assessment should they choose to not accept the BAL Contour Plan recommended BAL rating. This must be prepared by a suitably accredited fire consultant.
- 4) The BAL Contour Plans will be reviewed in order to respond to any townsite mitigation actions completed.
- 5) The BAL Contour Plans are not applicable to strategic planning proposals and subdivisions.

### **Bushfire Management Statement**

That development applications on land zoned 'Rural', 'Rural Residential', 'Residential' or 'Rural Small Holdings' are to be accompanied by:

- A. A BAL Assessment prepared by an accredited person.
- B. A Bushfire Management Statement prepared by an experienced bushfire practitioner that addresses the matters listed in the template provided at Appendix 1 of this policy.

These measures include:

#### **“Essential”:**

- i) Define the proposed Building Envelope (where applicable);
- ii) Incorporate findings of BAL Assessment including:
  - o House constructed to AS3959 - "Construction of Buildings in Bushfire Prone Areas";
  - o Distance to classified vegetation; and
  - o Attach a copy of BAL Assessment as an appendix.
- iii) Asset Protection Zone (APZ) -minimum of 20m wide managed to the standard described at Element 2, Appendix 1 of the Guidelines for Planning in Bushfire Prone Areas;
- iv) Council may consider a lesser width APZ where there are environmental, topographical, visual amenity or erosion issues. In all cases the minimum width of the APZ must allow the house to achieve a BAL-29 rating;
- v) Driveway maintained at a trafficable standard at all times. The driveway is to have a minimum trafficable surface of 4m, horizontal clearance of 6m, vertical clearance of 4.5m and maximum grade of 1 in 10;
- vi) An emergency services vehicle turnaround within 50m of the dwelling (three point or circular);
- vii) Dedicated water supply of 10,000L accessible from the driveway or turnaround and provided with a 50mm female camlock fitting;
- viii) Fire Breaks (as appropriate);
- ix) Sheds located at least 6m from the house or assessed as part of the house and a BAL rating applied as appropriate;
- x) Fences and sheds within the APZ are constructed of non-combustible materials; and



xi) Avoid areas of Kwongkan Shrubland.

**“Desirable/Complimentary”:**

- Use a simple house design to reduce wind turbulence around house;
- Method for managing vegetation on balance of property;
- Secondary access points through neighbouring property, developed in conjunction with neighbouring landowner;
- Sprinkler Systems; and
- Fire Bunkers.

**Note:** Where any ‘essential’ element of the Bushfire Management Statement cannot be complied with a full Bushfire Management Plan shall be prepared by an appropriately accredited fire consultant.

<b>DOCUMENT CONTROL BOX</b>		
<b>Custodian:</b> Chief Executive Officer		<b>Decision Maker:</b> Council
<b>Compliance Requirements:</b>		
<b>Legislation:</b> State Planning Policy 3.7 and associated framework		
<b>Industry:</b>	Building	
<b>Organisational:</b>		
<b>Document Management:</b> Bushfire Management Statement Template		
<b>Risk Rating:</b> Medium	<b>Review Frequency:</b> 2 Years	<b>Next Due:</b>
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description:</b>
a	OCM 20/12/18 – Item 10.2.1	Major Revision to Planning Scheme Policies
b	OCM 15/09/20 – Item 15.1	Policy Amendment – Bushfire Attack Level (BAL) Contours will be reviewed annually to being reviewed as required.
c	OCM 14/12/20 Item 15.2	Policy Confirmation following Local Public Notice.
d	OCM 19/07/22 – Item 12.1.2	Comprehensive Policy Manual review.
e	OCM 17/12/2024 Item 12.1.2	Policy Reconfirmed – No Amendments
f	OCM 15/12/2025 Item 12.1.1	Comprehensive Policy Register Review



## WS1 Asset Management Policy

### Policy Objective

The objective of this policy is to ensure that the Shire has sufficient structure, systems, processes, resources and organisational commitment in place to deliver service outcomes on a financially sustainable basis.

Service delivery may be via the provision of Shire owned Infrastructure Assets, in which case assets are to be optimally managed to support financially sustainable service delivery outcomes for the lowest whole of life cost.

Alternatively service delivery may be by via third party, in which case the Shire has a role in ensuring third party Infrastructure Assets are optimally provided and managed to achieve financially sustainable service delivery outcomes without the need commit the Shire to significant capital expenditure.

The policy also assists the Shire to comply with the provisions of the State Government's Integrated Planning & Reporting Framework (IPRF) by having an integrated approach to Planning for the Future.

### Policy

#### **Policy Definitions**

**“Asset”** means a physical item that is owned or controlled by the Shire, and provides or contributes to the provision of service to the community (in this context excluding financial, intellectual, and non-tangible assets).

**“Asset Management”** means the processes applied to assets from their planning, acquisition, operation, maintenance, replacement and disposal, to ensure that the assets meet the priorities of the Corporate Business Plan for service delivery.

**“Asset Management Plan”** means a plan developed for the management of an infrastructure asset or asset category that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset.

**“Council”** means the elected council (comprising Council Members) of the Shire.

**“Infrastructure Assets”** are fixed assets that support the delivery of services to the community. These include the broad asset classes of Roads, Drainage, Buildings, Parks and Bridges.

**“Level of Service”** means the combination Function, Design and Presentation of an asset. The higher the Level of Service, the greater the cost to deliver the service. The aim of asset management is to match the asset and level of service of the asset to the community expectation, need and level of affordability.

**“Life Cycle”** means the cycle of activities that an asset goes through while it retains an identity as a particular asset.

**“Whole of life cost(s)”** means the total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, and rehabilitation and disposal costs.

**“Maintenance”** means regular ongoing day-to-day work necessary to keep asset operating and to achieve its optimum life expectancy.

**“Operations”** – means the regular activities to provide public health, safety and amenity and to enable the assets to function e.g. road sweeping, grass mowing, cleaning, street lighting and graffiti removal.

**“New”** means creation of a new asset to meet additional service level requirements.

**“Resources”** means the combination of plant, labour and materials, whether they be external



(contactors/consultants) or internal (staff/day labour).

**“Renewal”** means restores, rehabilitates, replaces existing asset to its original capacity. This may include the fitment of new components necessary to meet new legislative requirements in order that the asset may achieve compliance and remain in use.

**“Risk”** means probability and consequence of an event that could impact on the Council’s ability to meet its corporate objectives.

**“Shire”** means the collective Shire organisation. The Chief Executive Officer of the Shire is responsible for ensuring the Shire’s obligations and commitments are met.

**“Stakeholders”** are those people/sectors of the community that have an interest or reliance upon an asset and who may be affected by changes in the level of service of an asset.

**“Upgrade”** means enhances existing asset to provide higher level of service.

#### Scope & Limitations

This policy covers all asset service delivery of the Shire and relates specifically to the management of infrastructure assets under the care, control and responsibility of the Shire that are used to deliver services and the infrastructure management regime of third parties where the Shire facilitates service delivery by a third party. This may include but is not limited to;

- Government Agencies;
- Private Enterprise; or
- Contractors.

#### Background

The community relies on the Shire to deliver services. The Shire has finite resources and limited income streams that can be targeted to fund service delivery. The Shire must ensure that service delivery is well targeted and aligns with the Community’s aspirations identified via the development of the Strategic Community Plan.

To ensure that scarce resources are optimally allocated, it is important informed decisions are made when considering the acquisition, ongoing ownership, management and disposal of infrastructure assets. The Shire also needs to continuously consider whether it needs to provide and/or own assets in order to deliver services or whether it can simply facilitate the provision of the service by a third party, (i.e. non-asset ownership service delivery).

To assist with making informed decisions in relation to this issue, the Shire will put in place the following;

- An Asset Management Framework that is consistent with national standards in Asset Management.
- Maintain a contemporary Asset Management Policy that is regularly reviewed (this Policy).
- Develop, maintain and regularly review an Asset Management Improvement Framework that clearly articulates a sustainable path for continuous improvement and identifies resources to implement via the budget process.
- Develop, maintain and regularly review Asset Management Plans.
- Ensure processes are in place to train Council Members and Officers in key aspects of asset management.

#### Key Commitments

Prior to making a decision to either deliver a new service, vary the current level of service (up or down) or cease the delivery of a service, the following key commitments are to be adhered to;



- The need for the service will be reviewed.
- The service must align with the Strategic Community Plan and fit within the Corporate Business Plan (Capital evaluation process to be developed and utilised to assess this).
- Options for the Shire to facilitate delivery of the service by a third party are to be identified and considered.
- If the service is needed, and the Shire or a third party cannot deliver the service, infrastructure assets that are required to deliver the service will be identified along with;
- The whole of life cost of delivering the service
- The whole of life planning, maintenance, operation, renewal and disposal cost of the asset required to support the service delivery.
- The service delivery and asset whole of life costs must fit within the 10 Year Long Term Financial Plan (once developed).
- Options to renew infrastructure asset before acquiring a new infrastructure assets are to be considered.
- Options to rationalise assets will be considered.
- A cross-functional, multidisciplinary team will be established and maintained to develop the systems and processes to comply with the above key commitments.

#### Responsibility and Reporting

**Council** – is responsible for approving (including amendments to) the following documents;

- Asset Management Policy.
- Asset Management Improvement Strategy.
- Asset Management Plans.

Council is also responsible for ensuring (upon recommendation of the CEO) that resources are allocated to achieve the objectives of the above documents.

In adopting asset management plans, Council is also determining the Level of Service for each asset class.

**Chief Executive Officer (CEO)** – is responsible for ensuring that systems are in place to develop, maintain and regularly review Council's AM Policy, AM Improvement Strategy, AM Plans. The CEO reports to Council on all matters relating to Asset Management.

**The Executive Team** – is responsible for monitoring the implementation of asset management across the organisation and for ensuring that resources under their control are appropriately allocated to resource asset management. The Executive Team will ensure that strategies are put in place to remove barriers to the successful implementation of Asset Management. The Executive Team reports to the CEO on all matters relating to Asset Management.

**Executive Manager Infrastructure Services** – is responsible for resource allocation (from Council approved resources) associated with achieving Council's Asset Management Improvement Strategy. The Executive Manager Infrastructure Services reports to the CEO in relation to Asset Management resource allocation.

#### Outcomes

Adherence to this policy will ensure that the Shire will continue to deliver (or facilitate the delivery) of financially sustainable services aligned with the aspirations of the community.



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**VERSION 14**

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**DOCUMENT CONTROL BOX**

<b>Custodian:</b> Chief Executive Officer	<b>Decision Maker:</b> Council
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**Compliance Requirements:**

**Legislation:** s. 5.56 [Planning for the future] of the Local Government Act 1995  
r.19DA (3(c)) [Corporate business plans, requirements for] Local Government  
(Administration) Regulations 1996

**Industry:**

**Organisational:**

**Document Management:**

<b>Risk Rating:</b> Medium	<b>Review Frequency:</b> 2 Years	<b>Next Due:</b>
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description:</b>
a	OCM 21/07/20 – Item 13.2	Comprehensive policy register review.
b	OCM 19/07/2022 Item 12.1.2	Comprehensive Policy Register Review
c	OCM 17/12/2024 Item 12.1.2	Policy Reconfirmed – No Amendments
d	OCM 15/12/2025 Item 12.1.1	Policy Reconfirmed – No Amendments



## WS6 Road Improvements – Municipal Works in Street (Notification to Owners / Occupiers)

### Policy Objective

To provide adequate notification to property owners and occupiers of impending works.

### Policy

Where Shire works are programmed to be undertaken in an urban street, a Notice of what is proposed to be done is to be given by local public notice.

Once Shire works are programmed to be undertaken in a particular street, at least ten (10) days notice shall be served on the owners and occupiers of premises of the section of street that will be affected by the proposed works. The said Notices shall be delivered by Shire employees, or authorised contractors by delivery to an individual residing in the affected premises or, where this is impractical, by researching the occupier and mailing the said Notice. Industrial or commercial premises shall be visited personally by Shire employees or authorised contractors and advised.

The Notices shall specify the date that the proposed works are to be commenced and the nature of the work (i.e. road widening, resurfacing, path construction, drainage works etc) with additional advice if required.

This may include but not limited to:

- Any reticulation systems in the street verge directly affected by the works shall be temporarily removed and reinstated by the Shire;
- Where a new stormwater drain line is to be constructed, designed to facilitate property connections and any associated fees to connect to the drain; and
- Where the road is to be kerbed, relevant details of policy WS2 CONSTRUCTION / UPGRADE OF CROSSOVERS

Any enquiries related to existing crossovers, property connections, verge reticulation etc, should be forwarded to reach the Executive Manager Infrastructure Services at least 72 hours before the specified date in the notice referred to above.

Local Public Notice shall not apply to the planting, removal or pruning of street trees, drainage connections to established drainage lines or to the construction of crossovers.

### **DOCUMENT CONTROL BOX**

**Custodian:** Chief Executive Officer

**Decision Maker:** Council

**Compliance Requirements:**

**Legislation:**

**Industry:**

**Organisational:** Council Policy – WS2– Construction/Upgrade of Crossovers

**Document Management:**

Risk Rating:	Medium	Review Frequency:	2 Years	Next Due:
Version #		Decision Reference:		Description:
a		OCM 21/07/20 – Item 13.2		Comprehensive policy register review.
b		OCM 19/07/2022 Item 12.1.2		Comprehensive Policy Register Review
c		OCM 17/12/2024 Item 12.1.2		Policy Reconfirmed – No Amendments
d		OCM 15/12/2025 Item 12.1.1		Policy Reconfirmed – No Amendments



## WS7 Urban Revegetation and Greening

### Policy Objective

To improve the urban revegetation and greening of the Shire.

### Policy

#### **Streetscape Enhancement**

It shall be the objective of the Shire to develop attractive streetscapes along arterial road reserves and within urban streets.

#### **Environmental Rehabilitation – Community Participation.**

Local residents, schools and other interested groups shall be encouraged to assist with tree planting projects associated with the rehabilitation of natural areas in their locality.

Where any streetscape enhancement or environmental rehabilitation is to occur on Shire managed land, Shire staff members will plan and coordinate all works.

<b>DOCUMENT CONTROL BOX</b>		
<b>Custodian:</b> Executive Manager Infrastructure Services		<b>Decision Maker:</b> Council
<b>Compliance Requirements:</b>		
<b>Legislation:</b>		
<b>Industry:</b>		
<b>Organisational:</b>		
<b>Document Management:</b>		
<b>Risk Rating:</b> Medium	<b>Review Frequency:</b> 2 Years	<b>Next Due:</b>
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description:</b>
a	OCM 21/07/20 – Item 13.2	Comprehensive policy register review.
b	OCM 19/07/2022 Item 12.1.2	Comprehensive Policy Register Review
c	OCM 17/12/2024 Item 12.1.2	Policy Reconfirmed – No Amendments
d	OCM 15/12/2025 Item 12.1.1	Policy Reconfirmed – No Amendments



## WS11 Street Verge Treatments

### Policy Objective

To encourage the establishment of street lawns and gardens that are suitably maintained but do not impede traffic vision, safe pedestrian thoroughfare or general public safety. To allow the installation of hard stand surfacing to the street verge subject to conditions.

### Policy

In the content detailed below, unless indicated otherwise the term 'acceptable material' means laterite gravel, brick paving, bitumen, mulch or synthetic turf. Materials not classified as acceptable include concrete, crushed brick, limestone, pea gravel or other unstable material.

A person shall not plant a garden in a road reserve without approval of the Executive Manager Infrastructure Services or Authorised Officer and then only in conformity with the conditions set out below.

The Shire shall not issue approval for the planting of a garden in any portion of a road reserve, except on written application of the owner of the land that abuts that portion of the street.

A person requiring an approval to plant a garden in a road reserve shall submit to the Shire a sketch plan setting out details of the proposed garden and the positions of the proposed garden beds and any trees or shrubs proposed to be planted in relation to the adjacent carriageway.

The owner of land that abuts a portion of a road reserve may plant and reticulate a lawn in that portion of the road reserve without obtaining approval to do so except when the lawn is to be a part of a street treatment or paved treatment.

A person shall not plant a garden in a road reserve:

- Such that it extends beyond the frontage of the adjoining/abutting property in respect of which the approval is granted.
- Such that it encroaches on the pavement of the carriageway or a made path.
- Such that it encompasses earth mounding, rocks or retaining walls or built structures, ie fountains, ponds etc.
- To the exclusion of any public pedestrian access.

The owner of land abutting a road reserve in which a lawn or garden is to be planted shall make arrangements to determine the location of public utilities which may be located within the road reserve prior to installation and shall be liable for any damage made to any utilities.

The owner or occupier of land abutting onto a road reserve may, on the road reserve in front of such land, install one of the following four permissible treatments:

### Treatment 1 - Lawn –

**Plant and maintain a lawn provided that any reticulation pipe laid to that lawn:**

- is laid and kept beneath the surface of the road reserve at a depth of not more than 300 mm nor less than 150 mm and so that any fitting connected to a pipe does not project above the surface of the lawn or garden.
- if connected to a public water supply, is laid to comply with the requirements of the Water Corporation being the body constituted for, and having control of, water in the district.

- if connected to a private water supply, where passing under road, pavement, made footpaths, or crossings, is of at least class 12 PVC.
- has approved valves, located within the private property where they are connected to the water supply and is fitted so as to give complete control of the flow of water from that supply.
- irrigation sprinklers must be positioned to ensure that water does not spray on either pedestrian pathways or vehicle carriageways.

#### **Treatment 2 - Garden –**

##### **Plant and maintain a garden provided that:**

- no part of the garden (or plant, or other vegetation making up the garden) exceeds a height of 750 mm (excluding street trees).
- no plant or other vegetation making up the garden is of a thorny or poisonous nature or may otherwise create a hazard.
- if there is no footpath, a 2 metre wide strip parallel and adjacent to the kerb be provided and this area be sufficiently stable for foot traffic and conform to the investigating officer's approval.
- in the event that a portion of the garden is lawn, that development shall comply with Treatment 1 above.

#### **Treatment 3 - Part Paved Area –**

##### **A portion of the street verge may be treated with an acceptable material provided that:**

- the area of hard surface is limited to a maximum of 33% of the total area of the verge (excluding any crossover) if paving bricks or blocks are used, or 25% of the total area of the verge if bitumen are used.
- hard surface treatments will be installed in compliance with the Shire's specifications for urban crossings.
- the remainder of the street verge be developed with lawn or garden.
- in the event that lawn or garden is not planted on the remaining portion of the road reserve, that development shall comply with Treatment 1 and/or Treatment 2 above.

#### **Treatment 4 - Complete Paved Area –**

The Shire, at its absolute discretion, may approve the paving of an area that is greater than 33% of the total verge (excluding existing crossings) with an acceptable material provided that:

- In the opinion of the Shire it would not constitute a negative impact on the aesthetic value of the existing streetscape.
- An appropriate storm water drain disposes of excess water into a soak well situated internally on the owner's land.
- The construction of the drain and soak well is to specification approved by the Shire.
- The land abutting the verge to be paved does not fall within an area not suitable for soakwells as specified by the Shire.
- In the event that lawn or garden is planted on the remaining portion of the road reserve, that development shall comply with Treatment 1 and/or Treatment 2 above.

<b>DOCUMENT CONTROL BOX</b>		
<b>Custodian:</b> Chief Executive Officer		<b>Decision Maker:</b> Council
<b>Compliance Requirements:</b>		
<b>Legislation:</b>		
<b>Industry:</b>		
<b>Organisational:</b>		
<b>Document Management:</b>		
<b>Risk Rating:</b> Low	<b>Review Frequency:</b> 4 Years	<b>Next Due:</b> 2026
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description:</b>
a	OCM 21/07/20 – Item 13.2	Comprehensive policy register review.
b	OCM 19/07/2022 Item 12.1.2	Comprehensive Policy Register Review
c	OCM 15/12/2025 Item 12.1.1	Policy Reconfirmed – No Amendments



## WS12 Tree Management in Urban Areas and Public Reserves

### Policy Objective

The objectives of this policy are to:

- recognise the importance of having well maintained, appropriately selected trees in Shire controlled urban areas and public reserves for our community;
- identify the criteria for selection and location of trees on public land;
- identify the level of responsibility and role the shire will undertake in relation to upgrade/renewal projects and management of trees in urban areas and public reserves;
- identify that a register of significant trees and appropriate guidelines will be developed;
- identify the delegated authority of the CEO and Shire staff in relation to implementation of this policy; and
- identify the role and responsibilities of other stakeholders in relation to management of trees on private land and the public areas covered by this policy.

### Policy

#### WS12.1 Selection and Location of Tree Varieties on Public Land

In all instances the selection of tree varieties to be planted on public land under the control of the Shire will:

- not be listed as noxious weeds or invasive species by the Department of Biodiversity, Conservation and Attractions;
- require minimal pruning;
- not be known to cause very common severe allergic reactions to people (excludes varieties triggering rare conditions);
- be non-toxic;
- will not produce thorns, a prickle or spur seed or drop excessive nuts, leaves or fruit that will cause a hazard or nuisance;
- will typically grow no taller than six metres in urban areas or three metres if under power lines;
- consideration will be given to planting trees native to the area;
- shall be planted on an appropriate location so as to avoid electrical power lines and all other services;
- shall not be planted within 20 metres from a street corner or within 7 metres from a crossover where they may impede sight distance or pedestrian traffic; and
- will not be planted on verges that are less than four metres wide.

#### WS12.2 Selection, Maintenance and Removal of Street Trees (Public Reserves and Urban Environments)

The Chief Executive Officer or Authorised Officer is responsible for the selection, maintenance and removal of trees on Shire managed streetscapes in accordance with the following policy requirements.

#### **Selection, Installation and Removal of Trees during Upgrade of Major Streetscapes, Significant Road Verges and Parklands**

The Chief Executive Officer or Authorised Officer will select and designate key areas which serve as a focal point or have major amenity for residents and visitors to the town (i.e. the main street, major roads, town entries and parks).



**VERSION 14**

Where Council selects the upgrade of trees to be included in as part of a designated project to upgrade defined key areas, the Shire will:

- conduct an audit of existing location and species of trees within the project area;
- select the varieties of trees to be included as part of design;
- undertake a systematic process of removing unwanted trees; and
- planting desired varieties as part of redevelopment of these areas.

The selection of criteria for trees in these areas will be the same as that for other urban areas (see below) with the additional criteria that these trees must:

- be species native to the area
- have significant visual amenity reflecting the character of the area

The implementation of any redevelopment project will take into account the time for new trees to grow and may involve phased removal of older trees as appropriate.

This policy will not obligate Council to address trees as part of any particular upgrade project and selection of projects and project components will be undertaken as part of review of the Shires Strategic Community Plan, Corporate Business Plan and Long Term Financial Plan.

Implementation of projects is usually subject to achievement of external funding.

**Selection of Trees in Urban Residential/ Non Major Streetscapes/ Roadways and Verges**

**A. Selection and Location**

Decisions relating to selection of trees to be installed in streetscapes and verges not designated by Council under this section will be at the discretion of the CEO or Authorised Officer in accordance with the following policy statements.

The CEO or Authorised Officer may implement planting of approved trees on a case by case basis in accordance with merit and location, generally as part of other works to an area or in accordance with a set works plan.

Adjoining property owners can make application and on approval plant a maximum of two street trees per 20 metres frontage at their own cost. The number and type of street trees approved will be dependent on available verge area and characteristics of the tree/s. Trees are to be supplied by the land owner and maintained by the land owner for a minimum period of three years.

**B. Maintenance**

Street tree maintenance will be undertaken as required within the allocated street tree maintenance budget. Maintenance of trees impeding sight distances, vehicle and pedestrian movements shall be given a higher priority.

Only those trees which are under Western/ Horizon Power's Power lines or which constitute a traffic hazard will be pruned each year (contractor permitted to use discretion).

Trees showing a high risk of imminent danger will be removed or pruned as required at the discretion of the CEO or Authorised Officer.

**C. Removal by Shire Staff**

The CEO shall have delegated authority to approve the removal of trees on Shire property by staff should this be required for the following reasons:

- roadworks (including footpaths, etc.);
- trees that are dead, dying, deformed, damaged or in poor health;
- trees considered unsuitable for the streetscape;
- trees considered to be located in a hazardous or dangerous; position or contributing to a



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hazardous or dangerous situation; or

- other operational reasons.

**D. Upon Application for Removal/ Replacement by Adjacent Landowners to Facilitate Approved Development**

Should a tree require removal as a consequence of approved development or redevelopment of a property including facilitation of a driveway / crossover installation the CEO will only consider a request following receipt of an application in writing. The CEO shall have the delegated authority to approve the removal of trees on Shire property by adjacent landowners as a consequence of development should the application meet with officer approval.

The applicant will be advised of any condition(s) including but not limited to:

- Replacing any removed tree with the same or similar tree;
- All vegetation removed from the road reserve shall be disposed of properly; and
- The applicant is responsible for all associated costs, including verge / footpath reinstatement if required.

**E. Requirement for Council Decision Relating to Removal**

The above delegations notwithstanding, where a tree is considered;

- Contentious or large costs will be incurred;
- A heritage or significant specimen; or
- Council response is necessary.

A report regarding the proposed tree removal will be submitted to Council prior to any action being undertaken.

**F. Application to Remove Trees for Other reasons**

It is recognised that the Shire receives requests from property owners to remove trees for reasons other than those listed above.

On receipt of a written request staff will conduct an assessment and:

In the event it is determined that the subject tree meets the requirements listed above shall undertake the appropriate action or issue approvals in accordance with the timing and conditions detailed in those sections; or

If sufficient merit is not determined and the request is contrary to the conditions in this policy – reject the application with no further action to be undertaken.

If circumstances warrant this in the opinion of the CEO, or if the applicant wishes to appeal a decision then a report and recommendations will be presented to Council for determination of action.

**WS12.3 Register of Significant Trees**

The Shire will develop guidelines, criteria and an application and assessment process for registering of Significant Trees on Public Land.

Street trees listed by the National Trust, Heritage Council, Tree Society and/or that are listed on the Shires Municipal Inventory and/or that are assessed in the future as meeting all of the requirements to be nominated as a significant tree shall be listed on the Shires Register of Significant Trees on Public Land.

For each tree or group of trees on the Register of Significant Trees a statement of significance and a management plan shall be prepared by the Shire in consultation with an expert arborist.

**WS12.4 Trees on Private Property**

**Selection, Location and Preventative Maintenance**



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Landowners are entitled to select and locate trees on their own private property as long as:

- the tree is not prohibited in Western Australia;
- they comply with their duty of care for the safety of residents and visitors to their property through appropriate maintenance and other measures;
- they comply with all requirements relating to firebreaks;
- they maintain the tree in such a state as to not endanger any person or thing or cause a hazard (such as to any power line) or interference with delivery of Shire or other services on adjoining land; and
- they ensure the tree does not impinge across their boundary into that of adjoining residences without express written permission.

**WS12.5 Councils Responsibility Relating to Trees on Private Property**

Enforcing of requirements for species selection and duty of care for residents and visitors relating to trees on private property are the responsibility of other Government agencies and will not be entered into by the Shire.

It is recognised that neighbours have the right to trim any part of a tree encroaching on their land as long as they do not encroach on their neighbours land to do so and do not create a hazardous situation or state through or as a result of their actions.

Neighbours are responsible for and encouraged to ensure appropriate communication with each other relating to pruning of overhanging trees.

The Shire will not enter into civil disputes relating to trees encroaching on private land.

<b>DOCUMENT CONTROL BOX</b>				
<b>Custodian:</b> Chief Executive Officer		<b>Decision Maker:</b> Council		
<b>Compliance Requirements:</b>				
<b>Legislation:</b> s3.25 [Notices requiring certain things to be done by owner or occupier of land], s3.26 [Additional powers when notices given], s3.34 [Entry in emergency] and Schedule 3.1.9 [Things a notice may require to be done] of the Local Government Act 1995				
<b>Industry:</b>	<a href="https://www.legalaid.wa.gov.au/sites/default/files/inline-files/Video-Fact-Sheet-Dividing-fences-other-boundary-issues.pdf">https://www.legalaid.wa.gov.au/sites/default/files/inline-files/Video-Fact-Sheet-Dividing-fences-other-boundary-issues.pdf</a>			
<b>Organisational:</b>				
<b>Document Management:</b>				
<b>Risk Rating:</b> Low	<b>Review Frequency:</b> 4 Years	<b>Next Due:</b>		
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description:</b>		
a	OCM 21/07/20 – Item 13.2	Comprehensive policy register review.		
b	OCM 19/07/2022 Item 12.1.2	Comprehensive Policy Register Review		
c	OCM 15/12/2025 Item 12.1.1	Policy Reconfirmed – No Amendments		



## WS13 Dangerous Trees on Private Property

### Policy Objective

To ensure that a tree on the land that endangers any person or thing on adjoining land is made safe.

### Policy

The issuing of Notices under the *Local Government Act 1995* regarding trees on private property will only be issued where the tree concerned represents a definite threat of imminent harm to persons or catastrophic damage to property and only after the complainant has taken reasonable steps to resolve the issue privately with the tree owner.

Requests from residents for the issuing of a Notice regarding trees on neighbouring private property are to be received in writing.

The complainant will be required to:

- demonstrate what actions they have taken previously to resolve the issue privately with the tree owner; and
- commission and submit, at the complainant's cost, a Tree Inspection Report from an independent, professional arboriculturalist recognised by the Tree Guild of Western Australia, prior to the Shire proceeding with any consideration of the request.

Where the request meets the requirements above, a Notice will be issued to the tree owner to make the tree safe.

This policy shall not prevent the Shire or Authorised Officers from intervening in emergency situations as provided for by the *Local Government Act 1995*.

<b>DOCUMENT CONTROL BOX</b>		
<b>Custodian:</b> Chief Executive Officer		<b>Decision Maker:</b> Council
<b>Compliance Requirements:</b>		
<b>Legislation:</b> s3.25 [Notices requiring certain things to be done by owner or occupier of land], s3.26 [Additional powers when notices given], s3.34 [Entry in emergency] and Schedule 3.1.9 [Things a notice may require to be done] of the Local Government Act 1995		
<b>Industry:</b>	<a href="https://www.legalaid.wa.gov.au/sites/default/files/inline-files/Video-Fact-Sheet-Dividing-fences- other-boundary-issues.pdf">https://www.legalaid.wa.gov.au/sites/default/files/inline-files/Video-Fact-Sheet-Dividing-fences- other-boundary-issues.pdf</a> Dividing Fences a Guide – Building Commission of WA	
<b>Organisational:</b>		
<b>Document Management:</b>		
<b>Risk Rating:</b> Medium	<b>Review Frequency:</b> 2 Years	<b>Next Due:</b>
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description:</b>
a	OCM 21/07/20 – Item 13.2	Comprehensive policy register review.
b	OCM 19/07/2022 Item 12.1.2	Comprehensive Policy Register Review
c	OCM 15/12/2025 Item 12.1.1	Policy Reconfirmed – No Amendments



## WS14 Street Trees

### Policy Objective

To ensure conformity in new verge/street tree installation and maintenance and parameters for removal of existing verge/street trees.

### Policy

#### **Planting**

Street trees are to be installed as per this policy or at the discretion of the Chief Executive Officer or Authorised Officer.

Planting of approved street trees by the Executive Manager Infrastructure Services or Authorised Officer shall be decided on, in each case, its merit and location.

Upon approval of an application, an adjoining property owner can be allowed to plant a maximum of 2 approved street trees per 20 metres frontage at their own cost. The number and type of street trees approved will be dependent on available verge area and characteristics of the tree/s. Trees are to be supplied by the land owner and maintained by the land owner for a minimum period of three years.

Street trees will be varieties that have the following characteristics:

- require minimal pruning;
- are non-hyper allergenic;
- have a non-invasive root system;
- are non-toxic;
- do not produce thorns, a prickle or spur seed, or fruit that will cause a hazard;
- will typically grow no taller than six metres or three metres if under power lines;
- generally will not cause a nuisance by dropping excessive nuts, leaves or fruit.

Street trees approved to be planted on a verge with a footpath or within 1 metres of the back of kerb, seal edge or shoulder, shall have a suitable root barrier installed 300mm deep (min) and 1 metre in diameter to minimise potential damage to Shire infrastructure.

Trees shall be planted at an approved location so as to avoid electrical power lines and all other services. No trees are to be planted within 20 metres from a street corner or within 7 metres from a crossover of where they may impede sight distance or pedestrian traffic. Trees are not to be planted on verges less than four metres wide.

#### **Maintenance**

Street tree maintenance will be undertaken as required and within the allocated street tree maintenance budget.

Maintenance on trees impeding sight distances, vehicle and pedestrian movements shall be given a higher priority. Only those trees which are under Western Power / Horizon Power's power lines or which constitute a traffic hazard to be pruned each year (contractor to be permitted to use discretion).

Street trees that show a high risk of imminent danger shall be removed/pruned as required at the discretion of the Executive Manager Technical Service or Authorised Officer.

#### **Removal of Street Trees**

The Chief Executive Officer or Authorised Officer may determine to approve the removal of trees on Shire property by Shire staff should tree(s) be required to be removed for the following reasons:

- roadworks (including footpaths, etc.) associated with the annual works program;
- trees that are dead, dying, deformed, damaged or in poor health;



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- trees considered unsuitable for the streetscape;
- trees considered to be located in a hazardous or dangerous position, or in a location contributing to a hazardous or dangerous situation;
- or other rational reason associated with the operations of the Technical Services Department.

The above notwithstanding, where a tree is considered:

- contentious or large costs are to be incurred;
- a heritage or significant specimen; or
- a Council response is necessary,

a report regarding the tree removal will be submitted to Council prior to any action being undertaken.

**Upon Application for Removal/Replacement of Street Trees by Adjacent Landowners:**

Should a street tree require removal as a consequence of the approved development or redevelopment of a property, including the removal to facilitate a driveway/crossover installation, the CEO will only consider the request following receipt of an application in writing. The CEO shall have the delegated authority to approve the removal of trees on Shire property by adjacent landowners as a consequence of development should the application meet with Officer approval.

The applicant is to be advised of any condition(s) which shall include (but not limited to):

- replacing any removed street tree with the same or similar tree;
- all vegetation removed from the road reserve shall be disposed of appropriately.
- the applicant is responsible for all association costs, including verge/footpath reinstatement if required.

The above notwithstanding, where a tree is considered:

- contentious or large costs are to be incurred;
- a heritage or significant specimen; or
- a Council response is necessary,

a report regarding the tree removal will be submitted to Council prior to any action being undertaken.

It is recognised that the Shire also receives requests from property owners to remove trees for reasons other than as a consequence of development or redevelopment. Generally Council will not support the removal of trees for reasons other than those trees that are hazardous/dangerous.

However, any application to remove a tree or trees will be evaluated with the following foreseeable outcomes:

- application rejected, no further action taken;
- tree or trees found to be the Shires responsibility; action taken by Shire staff subject to costs being met by property owner;
- report to Council prior to any action being taken.

**Native Vegetation on Council Verges**

Any removal or maintenance of native vegetation on Shire verges is at the discretion of the Chief Executive Officer or Authorised Officer.

Should a land owner adjacent to a Shire verge wish to remove native vegetation on that verge, it is the adjacent landowner/s responsibility to obtain any/all approvals to remove vegetation (e.g. Department of Biodiversity, Conservation and Attractions).

Clearing must be kept to a minimum and may be conditional on replacing any removed vegetation with the same or similar vegetation at the request of the Executive Manager Infrastructure Services or Authorised Officer.



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All vegetation removed from the road reserve shall be disposed of appropriately. The adjacent landowner is responsible for all associated costs unless otherwise agreed to by the Executive Manager Infrastructure Services or Authorised Officer.

<b>DOCUMENT CONTROL BOX</b>		
<b>Custodian:</b> Chief Executive Officer		<b>Decision Maker:</b> Council
<b>Compliance Requirements:</b>		
<b>Legislation:</b>		
<b>Industry:</b>		
<b>Organisational:</b>		
<b>Document Management:</b>		
<b>Risk Rating:</b> Medium	<b>Review Frequency:</b> 2 Years	<b>Next Due:</b>
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description:</b>
a	OCM 21/07/20 – Item 13.2	Comprehensive policy register review.
b	OCM 19/07/2022 Item 12.1.2	Comprehensive Policy Register Review
c	OCM 15/12/2025 Item 12.1.1	Policy Reconfirmed – No Amendments



## WS15 Beekeeping on Shire Managed Reserves

### Policy Objective

To administer the activity of beekeeping activities on Shire managed reserves.

### Policy

Council authorises the Department of Biodiversity, Conservation and Attractions (DBCA) by agreement, to administer on behalf of the Shire, applications from 'Registered Apiarists', as prescribed under the Forest Management Regulations 1993, to locate beehives on reserves managed in the Shire of Ravensthorpe, subject to:

- the Department of Biodiversity, Conservation and Attractions advising the Shire of all approvals granted to locate beehives on reserves managed in the Shire of Ravensthorpe, and
- Shire reserving the right to withdraw the authorisation granted to the Department of Biodiversity, Conservation and Attractions at any time.

<b>DOCUMENT CONTROL BOX</b>		
<b>Custodian:</b> Chief Executive Officer		<b>Decision Maker:</b> Council
<b>Compliance Requirements:</b>		
<b>Legislation:</b> Conservation and Land Management Act 1984 r.46 [Apiary Sites] Forrest Management Regulations 1993		
<b>Industry:</b>		
<b>Organisational:</b>	Division 7 – Beekeeping – Shire of Ravensthorpe Health Local Law 2010	
<b>Document Management:</b>		
<b>Risk Rating:</b> Medium	<b>Review Frequency:</b> 4 Years	<b>Next Due:</b>
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description:</b>
a	OCM 21/07/20 – Item 13.2	2020 - Comprehensive policy register review.
b	OCM 19/07/2022 Item 12.1.2	2022 Comprehensive Policy Register Review
c	OCM 15/12/2025 Item 12.1.1	Policy Reconfirmed – No Amendments

**ATTACHMENT 12.1.2**

## 12.1.2 HOPETOUN PROGRESS ASSOCIATION LEASE APPROVAL

**File Reference:** N/A  
**Location:** **Mary Ann Haven building, Veal St Hopetoun**  
**Applicant:** **Hopetoun Progress Association**  
**Author:** **Chief Executive Officer**  
**Authorising Officer** **Chief Executive Officer**  
**Date:** **9 December 2025**  
**Disclosure of Interest:** **Nil**  
**Attachments:** **12.1.2 Draft Lease Agreement**  
**Previous Reference:** **Nil**

### **PURPOSE**

1. That Council approve the Shire to enter into the lease for premises commonly known as the Mary Ann Haven building located Veal St, Hopetoun for the operation of a Community and Seniors space.

### **VOTING REQUIREMENTS**

18. Absolute Majority

### **OFFICER RECOMMENDATION**

**That Council APPROVE the Shire to enter into the lease with the Hopetoun Progress Association for premises commonly known as the Mary Ann Haven building, located 37 Veal St Hopetoun for the operation of a community space as per the draft lease agreement in report attachment.**

**Lease –**

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**Shire of Ravensthorpe**

and

**Hopetoun Progress Association**

# Copyright notice

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# Details

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## 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 Progress Association

of PO Box 45, Hopetoun, WA 6348

ABN 52 042 957 328

Contact: HPA President

Phone: 08 9838 3363

Facsimile: n/a

Email: president@hpa.org.au

(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

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### 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 structural parts, plate glass, electrical installations, gas and water pipes and fittings, toilets, sanitary appliances, air-conditioning units, exhaust fans, drains, septic tanks, leach 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 against all risks as the Lessor may require, of all plate glass windows, doors and display show cases forming part of or within the Premises for a sum which is not less than its full insurable value (**Plate Glass Insurance**).
- (3) 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**).
- (4) 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**).
- (5) 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(5)**, 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 be 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 sublease the Premises;
  - (b) the terms of any sublease or sublease (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 sublicence 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

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## Item 1 Land

Reserve 7661, Lot 641 On Deposited Plan 190941, Vol.3100 Fol.718

## Item 2 Premises

Being part of the Land depicted on the plan annexed hereto as **Annexure 1**, and approximately 3,420sqm in area.

## Item 3 Commencement Date

1 January 2026

## Item 4 Term

5 years commencing on 1 January 2026 and expiring on 31 December 2030.

## Item 5 Further Term

5 years commencing on 1 January 2031 and expiring on 31 December 2035.

## Item 6 Rent

\$[1] plus 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 services

## Item 9 Keys and Security Device

[Insert details of keys/security devices provided].

## Item 10 Public Liability Insurance

\$20,000,000.

## Item 11 Additional Terms and Conditions

- Ensure Hopetoun Senior Citizens Association continue to enjoy current access and facility use benefits.

- Permitted to sub lease to tenants on a commercial basis.
- Do all things possible to ensure aged care and health services are continued to be delivered via the Mary Ann Haven building.

# Signing page

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EXECUTED

2025

**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)

**Hopetoun Progress Association**

---

Office Holder Sign

---

Office Holder Sign

---

Name

---

Name

---

Address

---

Address

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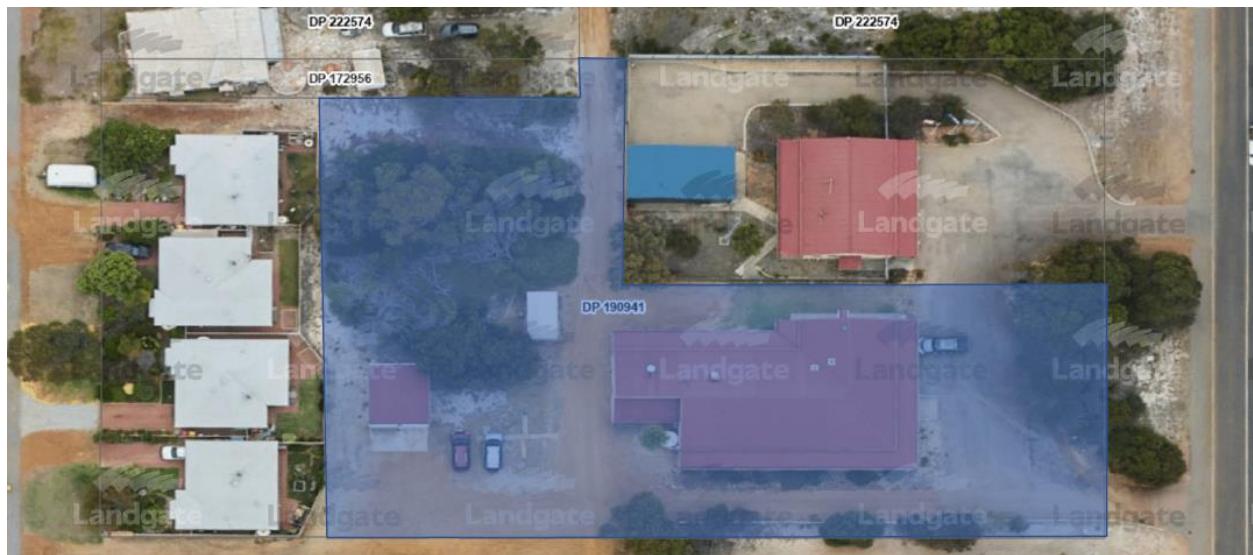
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Office Held

# Annexure 1 – Plan of Premises

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## Annexure 2 - Consent of the Minister for Lands

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to be inserted

## Annexure 3 – Maintenance Schedule

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tbc

# **ATTACHMENT 12.2.1**

## 12.2 CORPORATE SERVICES

### 12.2.1 MONTHLY FINANCIAL REPORT – 30 NOVEMBER 2025

**File Reference:** N/A  
**Location:** Shire of Ravensthorpe  
**Applicant:** Nil  
**Author:** Executive Manager Corporate Services  
**Authorising Officer** Executive Manager Corporate Services  
**Date:** 5 December 2025  
**Disclosure of Interest:** Nil  
**Attachments:** 12.2.1 Monthly Financial Reports for 30 November 2025  
**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.

#### **VOTING REQUIREMENTS**

2. Simple Majority

#### **OFFICER RECOMMENDATION**

**That Council RECEIVE the November 2025 Monthly Financial Reports as presented.**

Moved:\_\_\_\_\_

Seconded:\_\_\_\_\_

**Carried:** \_\_\_ / \_\_\_



**SHIRE OF RAVENSTHORPE**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2025**

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Graphical Analysis

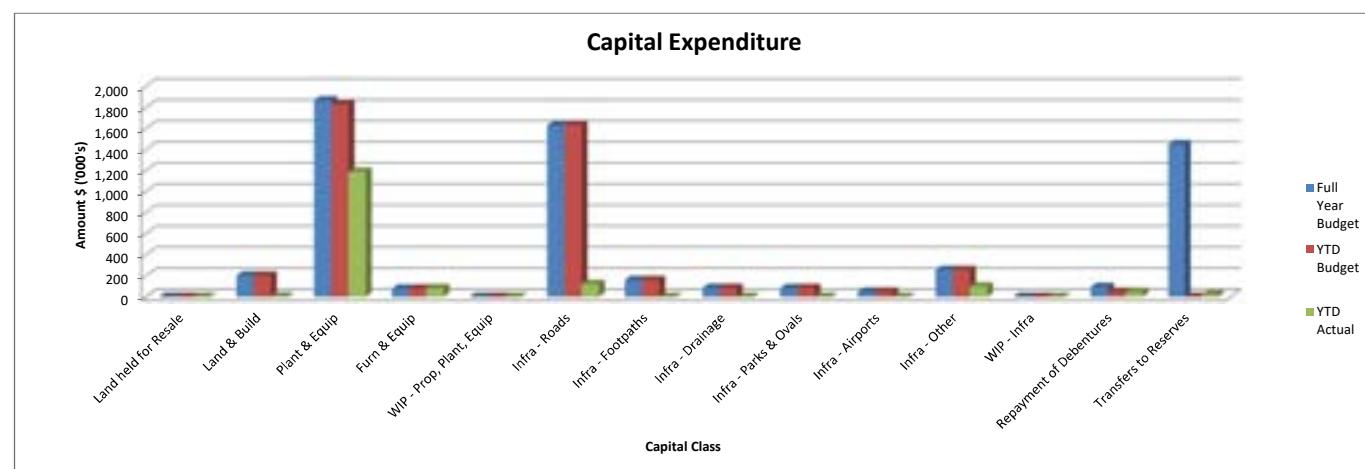
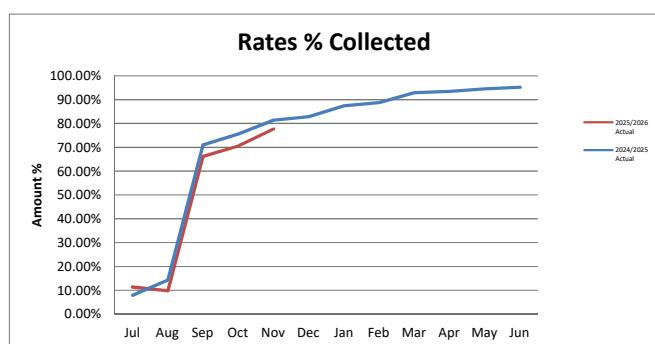
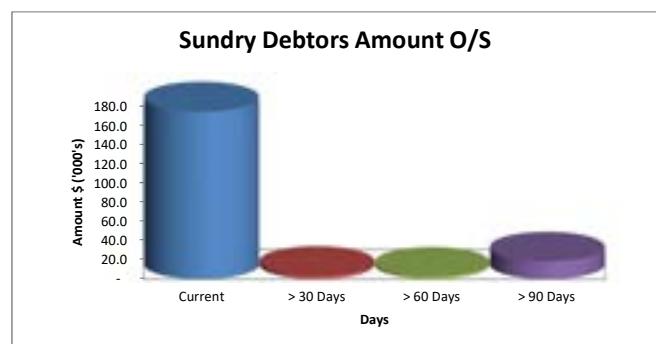
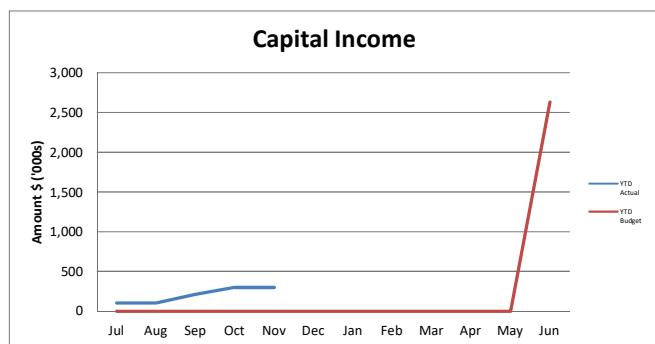
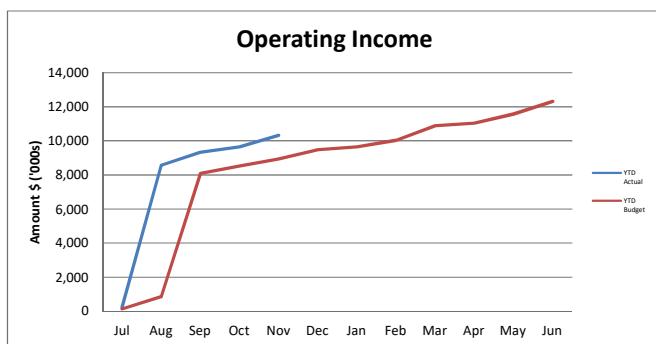
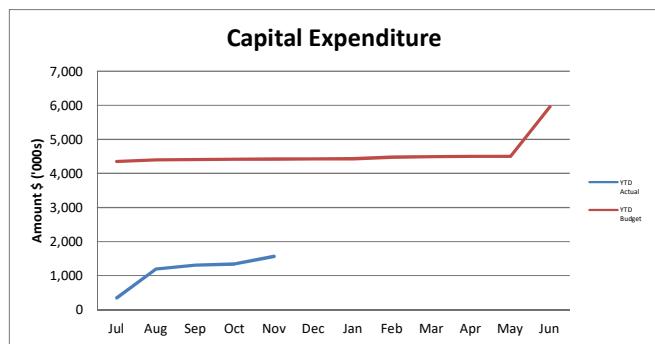
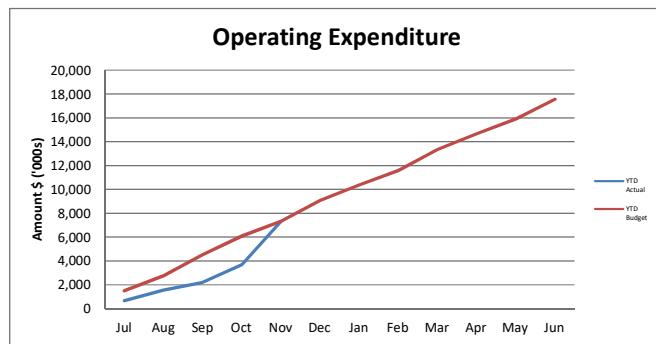
Statement of Financial Activity by Nature

Statement of Financial Activity by Program

Report on Significant Variances

- 2 Acquisition of Assets
- 3 Disposal of Assets
- 4 Information on Borrowings
- 5 Reserves
- 6 Net Current Assets
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## Income and Expenditure Graphs to 30 November 2025



**SHIRE OF RAVENSTHORPE**  
**STATEMENT OF FINANCIAL ACTIVITY BY NATURE**

**FOR THE PERIOD ENDED 30 NOVEMBER 2025**

	NOTE	2025/2026 Adopted Budget \$	NOVEMBER 2025 Y-T-D Budget \$	NOVEMBER 2025 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %
<b>OPERATING ACTIVITIES</b>						
<b>Revenue from operating activities</b>						
Rates		6,415,733	6,411,988	6,387,895	(24,093)	100%
Grants, Subsidies and Contributions		1,904,538	971,138	1,064,900	93,762	110%
Fees and Charges		1,582,512	926,943	1,047,103	120,160	113% <span style="color: #008000;">▲</span>
Interest Revenue		280,000	122,498	135,806	13,308	111% <span style="color: #008000;">▲</span>
Other Revenue		369,969	225,426	106,649	(118,777)	47% <span style="color: #008000;">▲</span>
Profit on Disposal of Assets		301,900	27,080	0	(27,080)	0%
FV Adjust (Revenue)		0	0	0	0	0%
		<b>10,854,651</b>	<b>8,685,073</b>	<b>8,742,352</b>	<b>57,279</b>	<b>101%</b>
<b>Expenditure from operating activities</b>						
Employee Costs		(5,666,827)	(2,463,586)	(2,596,547)	(132,961)	(105%) <span style="color: #008000;">▲</span>
Materials and Contracts		(4,129,870)	(1,596,406)	(1,272,970)	323,436	(80%) <span style="color: #008000;">▲</span>
Utility Charges		(357,060)	(153,875)	(112,846)	41,029	(73%)
Depreciation		(6,446,375)	(2,695,092)	(2,858,474)	(163,382)	(106%) <span style="color: #008000;">▲</span>
Finance Costs		(54,652)	(21,770)	(21,373)	397	(98%)
Insurance Expenses		(259,124)	(259,088)	(250,469)	8,619	(97%)
Other Expenditure		(490,285)	(142,775)	(202,960)	(60,185)	(142%)
Loss on Disposal of Assets		(153,137)	(1,045)	0	1,045	0%
FV Adjust (Expenditure)		0	0	0	0	0%
		<b>(17,557,329)</b>	<b>(7,333,637)</b>	<b>(7,315,640)</b>	<b>17,997</b>	<b>(100%)</b>
<b>Non-cash amounts excluded from operating activities</b>						
(Profit)/Loss on Asset Disposals	2	(148,764)	(26,035)	2,004	28,039	8%
Rounding		0	0	0	0	0%
Depreciation on Assets		<b>6,446,375</b>	<b>2,695,092</b>	<b>2,858,474</b>	<b>163,382</b>	<b>(106%)</b> <span style="color: #008000;">▲</span>
		<b>6,297,611</b>	<b>2,669,057</b>	<b>2,859,245</b>	<b>190,188</b>	<b>(107%)</b> <span style="color: #008000;">▲</span>
<b>Amount attributable to operating activities</b>		<b>(405,068)</b>	<b>4,020,493</b>	<b>4,285,958</b>	<b>265,465</b>	<b>(107%)</b> <span style="color: #008000;">▲</span>
<b>INVESTING ACTIVITIES</b>						
<b>Inflows from investing activities</b>						
Capital Grants, Subsidies and Contributions		1,462,650	253,537	1,286,754	1,033,217	(508%) <span style="color: #008000;">▼</span>
Proceeds from Disposal of Assets	2	650,000	0	103,132	103,132	0%
		<b>2,112,650</b>	<b>253,537</b>	<b>1,389,886</b>	<b>1,136,349</b>	<b>(548%)</b> <span style="color: #008000;">▲</span>
<b>Outflows from investing activities</b>						
Purchase Land Held for Resale	1	0	0	0	0	0%
Purchase of Land and Buildings	1	(202,000)	(202,000)	(3,213)	198,787	(2%)
Purchase of Furniture & Equipment	1	(77,800)	(77,800)	(82,486)	(4,686)	(106%)
Purchase of Plant & Equipment	1	(1,869,000)	(1,831,080)	(466,085)	1,364,995	(25%) <span style="color: #008000;">▲</span>
Purchase of Infrastructure Assets - Roads	1	(1,631,067)	(1,631,067)	(122,209)	1,508,858	(7%)
Purchase of Infrastructure Assets - Footpaths	1	(160,000)	(160,000)	0	160,000	0%
Purchase of Infrastructure Assets - Drainage	1	(85,000)	(85,000)	0	85,000	0%
Purchase of Infrastructure Assets - Parks & Ovals	1	(83,000)	(83,000)	0	83,000	0%
Purchase of Infrastructure Assets - Airports	1	(50,000)	(50,000)	0	50,000	0%
Purchase of Infrastructure Assets - Other	1	(255,000)	(255,000)	(99,285)	155,715	(39%) <span style="color: #008000;">▲</span>
		<b>(4,412,867)</b>	<b>(4,374,947)</b>	<b>(773,277)</b>	<b>3,601,670</b>	<b>(18%)</b> <span style="color: #008000;">▲</span>
<b>Amount attributable to investing activities</b>		<b>(2,300,217)</b>	<b>(4,121,410)</b>	<b>616,609</b>	<b>4,738,019</b>	<b>15%</b> <span style="color: #008000;">▼</span>
<b>FINANCING ACTIVITIES</b>						
<b>Inflows from financing activities</b>						
Proceeds from New Borrowings	3	0	0	0	0	0%
Transfers from Restricted Asset (Reserves)	4	1,980,333	0	0	0	0%
		<b>1,980,333</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Outflows from financing activities</b>						
Repayment of borrowings	3	(94,745)	(47,371)	(46,953)	418	(99%)
Payments for principal portion of lease liabilities	2	(136,913)	0	0	0	0%
Transfers to Restricted Assets (Reserves)	4	(1,450,000)	0	(22,434)	(22,434)	0%
		<b>(1,681,658)</b>	<b>(47,371)</b>	<b>(69,387)</b>	<b>(22,434)</b>	<b>(146%)</b>
<b>Amount attributable to financing activities</b>		<b>298,675</b>	<b>(47,371)</b>	<b>(69,387)</b>	<b>(22,434)</b>	<b>(146%)</b>
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>						
<b>Surplus or deficit at the start of the financial year</b>	5	2,406,610	2,406,610	2,406,610	0	(100%)
Amount attributable to operating activities		(405,068)	4,020,493	4,285,958	265,465	(107%) <span style="color: #008000;">▲</span>
Amount attributable to investing activities		(2,300,217)	(4,121,410)	616,609	4,738,019	15% <span style="color: #008000;">▼</span>
Amount attributable to financing activities		298,675	(47,371)	(69,387)	(22,434)	(146%)
<b>Surplus or deficit at the end of the financial year</b>	5	<b>(0)</b>	<b>2,258,322</b>	<b>7,239,789</b>	<b>4,981,049</b>	<b>(321%)</b> <span style="color: #008000;">▲</span>

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

**Material Variances Symbol**

Above Budget Expectations  
Below Budget Expectations

Greater than 10% and \$100,0000  
Less than 10% and \$100,000



**SHIRE OF RAVENSTHORPE**  
**STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM**

**FOR THE PERIOD ENDED 30 NOVEMBER 2025**

NOTE	2025/2026 Adopted Budget	NOVEMBER 2025 Y-T-D Budget	NOVEMBER 2025 Actual	Variances Actuals to Budget	Variances Actual Budget to Y-T-D
	\$	\$	\$	\$	%
<b>OPERATING ACTIVITIES</b>					
<b>Revenue from operating activities</b>					
Governance	70,000	17,500	179	(17,321)	1%
General Purpose Funding	7,771,086	7,073,598	7,126,723	53,125	101%
Law, Order, Public Safety	495,185	185,149	270,360	85,211	146%
Health	12,000	3,000	11,947	8,947	398%
Education and Welfare	13,580	5,676	201,873	196,197	3557% ▲
Housing	93,840	38,932	37,973	(959)	98%
Community Amenities	928,174	816,954	710,454	(106,500)	87% ▲
Recreation and Culture	161,430	54,622	71,079	16,457	130%
Transport	407,600	280,756	306,746	25,990	109%
Economic Services	484,207	108,761	193,153	84,392	178%
Other Property and Services	417,550	100,125	38,293	(61,832)	38%
	<b>10,854,651</b>	<b>8,685,073</b>	<b>8,968,780</b>	<b>283,707</b>	<b>103%</b>
<b>Expenditure from operating activities</b>					
Governance	(1,226,615)	(501,914)	(435,933)	65,981	(87%)
General Purpose Funding	(291,280)	(119,597)	(120,742)	(1,145)	(101%)
Law, Order, Public Safety	(1,464,852)	(597,925)	(692,206)	(94,281)	(116%)
Health	(461,554)	(188,097)	(131,254)	56,843	(70%)
Education and Welfare	(295,550)	(127,452)	(159,371)	(31,919)	(125%)
Housing	(276,545)	(120,198)	(138,985)	(18,787)	(116%)
Community Amenities	(2,147,291)	(868,623)	(795,873)	72,750	(92%)
Recreation & Culture	(3,728,139)	(1,550,764)	(1,501,430)	49,334	(97%)
Transport	(6,414,209)	(2,614,228)	(2,830,626)	(216,398)	(108%) ▲
Economic Services	(828,013)	(296,937)	(278,925)	18,012	(94%)
Other Property and Services	(423,281)	(347,902)	(230,293)	117,609	(66%) ▲
	<b>(17,557,329)</b>	<b>(7,333,637)</b>	<b>(7,315,640)</b>	<b>17,997</b>	<b>(100%)</b>
<b>Non-cash amounts excluded from operating activities</b>					
(Profit)Loss on Asset Disposals	2	(148,764)	(26,035)	2,004	28,039
Rounding		0	0	0	0%
Depreciation on Assets		<b>6,446,375</b>	<b>2,695,092</b>	<b>2,858,474</b>	<b>163,382</b>
		<b>6,297,611</b>	<b>2,669,057</b>	<b>2,859,245</b>	<b>190,188</b>
<b>Amount attributable to operating activities</b>		<b>(405,067)</b>	<b>4,020,493</b>	<b>4,512,386</b>	<b>491,893</b>
					<b>(112%) ▲</b>
<b>INVESTING ACTIVITIES</b>					
<b>Inflows from investing activities</b>					
Capital Grants, Subsidies and Contributions		1,462,650	253,537	1,286,754	1,033,217
Proceeds from Disposal of Assets	2	650,000	0	103,132	103,132
		<b>2,112,650</b>	<b>253,537</b>	<b>1,389,886</b>	<b>1,136,349</b>
<b>Outflows from investing activities</b>					
Purchase Land Held for Resale	1	0	0	0	0%
Purchase of Land and Buildings	1	(202,000)	(202,000)	(3,213)	198,787
Purchase of Furniture & Equipment	1	(77,800)	(77,800)	(82,486)	(4,686)
Purchase of Plant & Equipment	1	(1,869,000)	(1,831,080)	(466,085)	1,364,995
Purchase of Infrastructure Assets - Roads	1	(1,631,067)	(1,631,067)	(122,209)	1,508,858
Purchase of Infrastructure Assets - Footpaths	1	(160,000)	(160,000)	0	160,000
Purchase of Infrastructure Assets - Drainage	1	(85,000)	(85,000)	0	85,000
Purchase of Infrastructure Assets - Parks & Ovals	1	(83,000)	(83,000)	0	83,000
Purchase of Infrastructure Assets - Airports	1	(50,000)	(50,000)	0	50,000
Purchase of Infrastructure Assets - Other	1	(255,000)	(255,000)	(99,285)	155,715
		<b>(4,412,867)</b>	<b>(4,374,947)</b>	<b>(773,277)</b>	<b>3,601,670</b>
<b>Amount attributable to investing activities</b>		<b>(2,300,217)</b>	<b>(4,121,410)</b>	<b>616,609</b>	<b>4,738,019</b>
					<b>15% ▼</b>
<b>FINANCING ACTIVITIES</b>					
<b>Inflows from financing activities</b>					
Proceeds from New Borrowings	3	0	0	0	0%
Transfers from Restricted Asset (Reserves)	4	1,980,333	0	0	0%
		<b>1,980,333</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Outflows from financing activities</b>					
Repayment of borrowings	3	(94,745)	(47,371)	(46,953)	418
Payments for principal portion of lease liabilities	2	(136,913)	0	0	0%
Transfers to Restricted Assets (Reserves)	4	(1,450,000)	0	(22,434)	(22,434)
		<b>(1,681,658)</b>	<b>(47,371)</b>	<b>(69,387)</b>	<b>(22,434)</b>
<b>Amount attributable to financing activities</b>		<b>298,675</b>	<b>(47,371)</b>	<b>(69,387)</b>	<b>(22,434)</b>
					<b>(146%)</b>
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>					
<b>Surplus or deficit at the start of the financial year</b>	5	2,406,610	2,406,610	2,406,610	0
Amount attributable to operating activities		(405,067)	4,020,493	4,512,386	491,893
Amount attributable to investing activities		(2,300,217)	(4,121,410)	616,609	4,738,019
Amount attributable to financing activities		298,675	(47,371)	(69,387)	(22,434)
<b>Surplus or deficit at the end of the financial year</b>	5	<b>0</b>	<b>2,258,322</b>	<b>7,466,217</b>	<b>5,207,477</b>
					<b>(331%) ▲</b>

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

**Material Variances Symbol**

Above Budget Expectations  
Below Budget Expectations

Greater than 10% and \$100,000  
Less than 10% and \$100,000

**SHIRE OF RAVENSTHORPE**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2025**  
**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 both 10% of YTD Budget and \$100,000 whichever is the greater.

**REPORTABLE OPERATING REVENUE VARIATIONS**

**08 - Education**

Childcare sustainability grants for 2024/25 \$190K were paid in arrears in August 2025 and will be written back to the provision account.

**10 - Community Amenities**

Timing difference for recovery of portion of tip expenditure from Jerramungup.

**REPORTABLE OPERATING EXPENSE VARIATIONS**

**12 - Transport**

Road maintenance is running at 48% of budget which is over by \$180K YTD.

**14 - Other Property & Services**

Public Works Overheads has had an increased volume variance of YTD labour hours that has caused a YTD over recovery of \$90K.

**REPORTABLE NON-CASH VARIATIONS**

Depreciation is ahead of YTD budget by \$163K or 6% given that the budget was prepared before all infrastructure Assets were brought to account at 30 June 2025. Non-cash items have no effect on the cash operating cycle of shire activities.

**REPORTABLE CAPITAL EXPENSE VARIATIONS**

Refer to Note 1 for futher details on capital expenditure variances.

**REPORTABLE CAPITAL INCOME VARIATIONS**

Proceeds from the sale of four light fleet vehicles at auction has realilised \$103,000 in July, plus a \$720K rural bushfire shed grant received ahead of budget.

**REPORTABLE N&T INCOME VARIATIONS**

**Fees & Charges** - Timing of commercial lease payments are ahead of YTD budget.

**Other Revenue** - Jerramungup landfill recoup 2nd QTR due.

**REPORTABLE N&T EXPENSE VARIATIONS**

**Employee Costs** - Workers Compensation premiums are \$23K over YTD budegt and are forecast to be over by \$12K at years end. Leave expenses are \$120K ahead of YTD budget and maintenance grading wages are \$63K over YTD budget.

**Materials and Contracts** - Operating Expenditure is \$323K lower than YTD Budget as activity has progressed at 80% of the linear July/Aug/Sept/Oct/Nov budget as either claims for contributions or operating project activities get underway.

**Depreciation** - is ahead of YTD budget by \$163K or 6% given that the budget was prepared before all infrastructure Assets were brought to account at 30 June 2025. Non-cash items have no effect on the cash operating cycle of shire activities.

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2025

1. ACQUISITION OF ASSETS	2025/2026 Adopted Budget \$	2025/2026 YTD Budget \$	NOVEMBER 2025 Actual \$
The following assets have been acquired during the period under review:			
<b>By Program</b>			
<b>Law, Order &amp; Public Safety</b>			
<u>Fire Prevention &amp; Control</u>			
Cesm Vehicle 25/26	50,000	50,000	25,785
<u>Animal Control</u>			
Construction Of New Dog Pound	29,000	29,000	0
<u>Law &amp; Order</u>			
Ranger Vehicle 2 2024/2025	0	0	0
Ranger Vehicle 1 2024/2025	0	0	318
<b>Health</b>			
<u>Doctors &amp; Other Health</u>			
<b>Education &amp; Welfare</b>			
<u>Senior Citizens</u>			
Mary Ann Haven Buildings Upgrades	10,000	10,000	0
<u>Child Care Centres</u>			
<b>Housing</b>			
<u>Staff Housing</u>			
<u>Other Housing</u>			
<b>Community Amenities</b>			
<u>Sanitation - Household Refuse</u>			
Waste Trailer 2024/2025	260,000	260,000	213,457
Ravensthorpe Transfer Shed Improvements	22,000	22,000	0
Munglinup Waste Site Improvements	55,000	55,000	0
<u>Sewerage</u>			
Repalce Effluent Pump Shed	25,000	25,000	0
Ravensthorpe Effluent Ponds - Restore			
Banks	40,000	40,000	0
<u>Other Community Amenities</u>			
<b>Recreation and Culture</b>			
<u>Public Halls &amp; Civic Centres</u>			
Hopetoun Community Centre Technology Upgrade	15,000	15,000	12,564
Ravensthorpe Town Hall - Chairs	12,800	12,800	15,025
Ravensthorpe Town Hall - Ceiling Fans	4,000	4,000	0
Repair & Upgrade Floorcovering Hopetown	5,000	5,000	0
Accoustic Portanle Stage Screens - Hopetown	7,000	7,000	0
Ramps & Railings - Hopetoun Rec Pavilion	20,000	20,000	0
Installation Of New Generator Switch - Hopetoun	5,000	5,000	0
Replacement Outdoor Blinds- Munglinup Rec	12,000	12,000	0
Coolroom Upgrade - Ravensthorpe Rec Centre	25,000	25,000	0
<u>Swimming Areas &amp; Beaches</u>			
Upgrade Beach Coastal Accessways	15,000	15,000	0
<u>Other Recreation &amp; Sport</u>			
Cmpap Grant - Shire Contribution - Hopetoun	60,000	60,000	0
New Gym Equipment	25,000	25,000	24,978
Hopetoun Hockey Field - Lighting Upgrade	23,000	23,000	0
Wall Mounted Fan - Hopetoun Gym	5,000	5,000	0
Seating & Bbq Ravensthorpe Tiigerland & Tennis	6,000	6,000	0
Replace Cricket Pitch And Changeroom Shutters-	12,000	12,000	0
<u>Libraries</u>			

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2025

1. ACQUISITION OF ASSETS (Continued)	2025/2026 Adopted Budget \$	2025/2026 YTD Budget \$	NOVEMBER 2025 Actual \$
The following assets have been acquired during the period under review:			
<b>By Program (Continued)</b>			
<b>Recreation and Culture (Continued)</b>			
<i>Other Culture</i>			
Flag Poles - War Memorial	0	0	2,359
<b>Transport</b>			
<i>Construction - Roads, Bridges, Depots</i>			
Accessible Car Park Space - Morgan Street	10,000	10,000	0
<b>Roads Mrwa V Of G Constr</b>			
Reseal Southern Ocean Road - Slk 7.8 To 11.8Km	224,000	224,000	0
Jerdacutup Road Slk 5.2 To 10	235,000	235,000	600
Resheet West River Road - Slk 0.0 To 5.0	160,000	160,000	0
<b>Mrwa Project Construction</b>			
<b>Roads To Recovery Construction</b>			
Roads To Recovery Mason Bay Road 2Km	174,472	174,472	0
Roads To Recovery West River Road Intersection	25,000	25,000	0
Roads To Recovery Springdale Road Culvert Pipe	45,000	45,000	0
Roads To Recovery Coombe Road 3.5Km	95,000	95,000	109,833
Cowles Road Slk 0 To Slk 4.2	130,854	130,854	0
Hayes Road - Slk 7.65 To Slk 11.33	114,341	114,341	1,063
Beatty Road Slk 14.03 To Slk 16.57	79,135	79,135	0
West Point Slk 37.96 To Slk 42.96	155,778	155,778	6,856
Rawlinson Road - Slk 5.02 To Slk 8.47	107,487	107,487	0
<b>Commodity Route Road Construction</b>			
Tamarine Road Reseal Slk 0.0 To 7.4	75,000	75,000	0
<b>Drainage Construction</b>			
Springdale Road Oldfield River Floodway	45,000	45,000	0
<b>Footpath Construction</b>			
Concrete Footpath Construction Programme	150,000	150,000	0
Bike Paths Upgrades From Master Plan	10,000	10,000	0
<b>Bridges Construction</b>			
<b>Purchase Land - Roadworks And Depots</b>			
<b>Purchase Land &amp; Buildings - Roadworks And</b>			
<b>Purchase Other Infrastructure - Roads &amp; Depots</b>			

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2025

1. ACQUISITION OF ASSETS (Continued)	2025/2026 Adopted Budget \$	2025/2026 YTD Budget \$	NOVEMBER 2025 Actual \$
The following assets have been acquired during the period under review:			
<b>By Program (Continued)</b>			
<i>Road Plant Purchases</i>			
Construction Grader	460,000	460,000	0
Loader 2024/2025	235,000	235,000	225,689
Prime Mover 2024/2025	0	0	632
Tip Truck 2024/2025	252,000	252,000	0
Works Trailer 2024/2025	0	0	180
Grader Draw Bars 23/24	22,000	22,000	0
<i>Traffic Control</i>			
<i>Aerodromes</i>			
Ravensthorpe Airport Fence Line Gravel	50,000	50,000	0
<i>Transport Facilities</i>			
<b>Economic Services</b>			
<i>Tourism</i>			
Marys Road Water Tank & Standpipe Controller	65,000	65,000	0
Sienna Road Dump Point - Leach Drains	10,000	10,000	0
Campground Signage And Improvements	25,000	25,000	0
Rod Daw Memorial Lookout	40,000	40,000	0
Shire Campground Upgrades	60,000	60,000	96,926
<b>Other Property &amp; Services</b>			
<i>Works</i>			
Enis Kluger 2024/2025	60,000	60,000	0
Leading Hand Hilux 2024/2025	60,000	60,000	0
Fuso Single Cab Truck	110,000	110,000	0
Schaffer Small Loader	130,000	130,000	0
Gte Water Cart Tanker	140,000	140,000	0
<i>Administration</i>			
Fortuna Emcs 2024/2025	65,000	27,080	0
Rcp - Back Up Power Supply	25,000	25,000	29,920
Hopetoun Office Upgrade	25,000	25,000	0
	<b>4,412,867</b>	<b>4,374,947</b>	<b>773,277</b>
<b>By Class</b>			
Land			
	0	0	0
Buildings	202,000	202,000	3,213
Furniture & Equipment	77,800	77,800	82,486
Plant & Equipment	1,869,000	1,831,080	466,085
Infrastructure - Roads	1,631,067	1,631,067	122,209
Infrastructure - Footpaths	160,000	160,000	0
Infrastructure - Drainage	85,000	85,000	0
Infrastructure - Parks & Ovals	83,000	83,000	0
Infrastructure - Airports	50,000	50,000	0
Infrastructure - Other	255,000	255,000	99,285
	<b>4,412,867</b>	<b>4,374,947</b>	<b>773,277</b>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2025

**2. DISPOSALS OF ASSETS**

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

<b>By Program</b>	<b>Asset #</b>	<b>Plant #</b>	<b>Written Down Value</b>		<b>Sale Proceeds</b>		<b>Profit/(Loss)</b>		
			<b>2025/2026 Adopted Budget \$</b>	<b>2025/2026 YTD Actual \$</b>	<b>2025/2026 Adopted Budget \$</b>	<b>2025/2026 YTD Actual \$</b>	<b>2025/2026 Adopted Budget \$</b>	<b>2025/2026 Revised Budget \$</b>	<b>2025/2026 YTD Actual \$</b>
<b>Law, Order &amp; Public Safety</b>									
2018 Dual Cab Hilux - Ranger 2	AP696C	P696C	45,475	45,475	20,000	29,893	(25,475)	0	(15,582)
2020 Dual Cab Hilux - Ranger 1	AP697A	P697A	17,000	0	20,000	0	3,000	0	0
Holden Colorado - CESM	AP716A	P716A	0	0	25,000	0	25,000	0	0
<b>Sanitation</b>									
Walking Floor Waste Trailer	P563	P565	0	0	50,000	0	50,000	0	0
Iveco Rubbish Truck	P553	P553	0	0	15,000	0	15,000	0	0
<b>Transport</b>									
Schafer Small Loader	P579	P579	9,200	0	20,000	0	10,800	0	0
Komatsu Loader	AP719	P719	119,300	0	70,000	0	(49,300)	0	0
Hino Prime Mover	P721	P721	28,100	0	0	0	(28,100)	0	0
Hino Tip Truck	AP718	P718	26,200	0	105,000	0	78,800	0	0
<b>Aerodrome</b>									
Hilux - Airport	P678A	P678A	0	0	0	0	0	0	0
<b>Tourism</b>									
RAV4 - Tourism Officer	P665A	P665A	22,512	22,512	20,000	29,186	(2,512)	0	6,674
<b>Administration</b>									
Fortuna - EMCS	P701C	P701C	33,700	0	25,000	0	(8,700)	0	0
<b>Public Works Overheads</b>									
Kluger - EMIS	P683C	P683C	31,000	0	25,000	0	(6,000)	0	0
Komatsu Grader	P584A	P584A	73,700	0	140,000	0	66,300	0	0
2017 Single Cab Hilux - Leading Hand	P677B	P677B	37,149	37,149	20,000	13,717	(17,149)	0	(23,432)
Fuso Single Cab Truck	P676A	P676A	22,000	0	35,000	0	13,000	0	0
Water Cart Semi	P713	P713	0	0	40,000	0	40,000	0	0
Single Cab Ute	P677C	P677C	35,900	0	20,000	0	(15,900)	0	0
2020 Toyota Hilux 1GDJ430 - Mechanic	P732	P732	0	0.00	0	30,336	0	0	30,336
			501,236	105,136	650,000	103,132	148,764	0	(2,004)

<b>By Class of Asset</b>	<b>Asset #</b>	<b>Plant #</b>	<b>Written Down Value</b>		<b>Sale Proceeds</b>		<b>Profit/(Loss)</b>		
			<b>2025/2026 Adopted Budget \$</b>	<b>2025/2026 YTD Actual \$</b>	<b>2025/2026 Adopted Budget \$</b>	<b>2025/2026 YTD Actual \$</b>	<b>2025/2026 Adopted Budget \$</b>	<b>2025/2026 Revised Budget \$</b>	<b>2025/2026 YTD Actual \$</b>
<b>Plant &amp; Equipment</b>									
2018 Dual Cab Hilux - Ranger 2	AP696C	P696C	45,475	45,475	20,000	29,893	(25,475)	0	(15,582)
2020 Dual Cab Hilux - Ranger 1	AP697A	P697A	17,000	0	20,000	0	3,000	0	0
Holden Colorado - CESM	AP716A	P716A	0	0	25,000	0	25,000	0	0
Walking Floor Waste Trailer	P563	P565	0	0	50,000	0	50,000	0	0
Iveco Rubbish Truck	P553	P553	0	0	15,000	0	15,000	0	0
Schafer Small Loader	P579	P579	9,200	0	20,000	0	10,800	0	0
Komatsu Loader	AP719	P719	119,300	0	70,000	0	(49,300)	0	0
Hino Prime Mover	P721	P721	28,100	0	0	0	(28,100)	0	0
Hino Tip Truck	AP718	P718	26,200	0	105,000	0	78,800	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
Hilux - Airport	P678A	P678A	0	0	0	0	0	0	0
RAV4 - Tourism Officer	P665A	P665A	22,512	22,512	20,000	29,186	(2,512)	0	6,674
Fortuna - EMCS	P701C	P701C	33,700	0	25,000	0	(8,700)	0	0
Kluger - EMIS	P683C	P683C	31,000	0	25,000	0	(6,000)	0	0
Komatsu Grader	P584A	P584A	73,700	0	140,000	0	66,300	0	0
2017 Single Cab Hilux - Leading Hand	P677B	P677B	37,149	37,149	20,000	13,717	(17,149)	0	(23,432)
Fuso Single Cab Truck	P676A	P676A	22,000	0	35,000	0	13,000	0	0
Water Cart Semi	P713	P713	0	0	40,000	0	40,000	0	0
Single Cab Ute	P677C	P677C	35,900	0	20,000	0	(15,900)	0	0
2020 Toyota Hilux 1GDJ430 - Mechanic	P732	P732	0	0.00	0	30,336	0	0	30,336
0	0	0	0	0	0	0	0	0	0
			501,236	105,136	650,000	103,132	148,764	0	(2,004)

<b>2025/2026 Adopted Budget \$</b>	<b>2025/2026 Revised Budget \$</b>	<b>2025/2026 YTD Actual \$</b>
301,900	0	37,010
(153,136)	0	(39,014)
<b>148,764</b>	<b>0</b>	<b>(2,004)</b>

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

**Summary**

Profit on Asset Disposals	301,900	0	37,010
Loss on Asset Disposals	(153,136)	0	(39,014)
	<b>148,764</b>	<b>0</b>	<b>(2,004)</b>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2025

**3. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1-Jul-25	New Loans			Principal Repayments			Principal Outstanding		Interest Repayments	
		2025/2026 Adopted Budget \$	2025/2026 Revised Budget \$	2025/2026 YTD Actual \$	2025/2026 Adopted Budget \$	2025/2026 Revised Budget \$	2025/2026 YTD Actual \$	2025/2026 Adopted Budget \$	2025/2026 YTD Actual \$	2025/2026 Adopted Budget \$	2025/2026 YTD Actual \$
<b>Housing</b> Loan 145 Staff Housing Loan 147 Other Housing	0 131,291	0 0	0 0	0 0	0 20,100	0 20,100	0 9,966	0 111,191	0 121,325	0 4,244	0 2,206
<b>Recreation and Culture</b> Loan 146 Hopetoun Community Centre Loan 148 99 Tamar St Hopetoun	222,645 550,000	0 0	0 0	0 0	16,835 16,016	16,835 16,016	8,343 7,903	205,810 533,984	214,302 542,097	7,843 28,870	3,996 14,539
<b>Transport</b> Loan 143B Roads Loan 138E Roads	0 41,794	0 0	0 0	0 0	0 41,794	0 41,794	0 20,741	0 (0)	0 21,053	0 949	0 631
	945,730	0	0	0	94,745	94,745	46,953	850,985	945,730	41,906	21,373

(\*) 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-25	New Loans			Principal Repayments			Principal Outstanding		Interest Repayments	
		2025/2026 Adopted Budget \$	2025/2026 Revised Budget \$	2025/2026 YTD Actual \$	2025/2026 Adopted Budget \$	2025/2026 Revised Budget \$	2025/2026 YTD Actual \$	2025/2026 Adopted Budget \$	2025/2026 YTD Actual \$	2025/2026 Adopted Budget \$	2025/2026 YTD Actual \$
<b>Law, Order &amp; Public Safety</b> BRPC ISUZU D-Max SX 07.02.2024	21,628				15,369		0	6,259	21,628	714	0
<b>Community Amenities</b> Lease Contract 908707 Lease Contract 915953	240,941 116,558				82,720 38,824		0 0	158,221 77,734	240,941 116,558	6,077 2,956	0 0
	379,127	0	0	0	136,913	0	0	242,214	379,127	9,747	0

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2025

	2025/2026 Adopted Budget \$	2025/2026 Revised Budget \$
<b>4. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Plant Reserve</b>		
Opening Balance	1,707,238	1,707,238
Amount Set Aside / Transfer to Reserve	900,279	900,279
Amount Used / Transfer from Reserve	(1,289,000)	(1,289,000)
	<u>1,318,517</u>	<u>1,318,517</u>
<b>(b) Emergency Farm Water Reserve</b>		
Opening Balance	13,791	13,791
Amount Set Aside / Transfer to Reserve	396	396
Amount Used / Transfer from Reserve	0	0
	<u>14,187</u>	<u>14,187</u>
<b>(c) Building Reserve</b>		
Opening Balance	702,645	702,645
Amount Set Aside / Transfer to Reserve	216,000	216,000
Amount Used / Transfer from Reserve	(125,000)	(125,000)
	<u>793,645</u>	<u>793,645</u>
<b>(d) Road &amp; Footpath Reserve</b>		
Opening Balance	816,687	816,687
Amount Set Aside / Transfer to Reserve	267,000	267,000
Amount Used / Transfer from Reserve	(421,333)	(421,333)
	<u>662,354</u>	<u>662,354</u>
<b>(e) Swimming Pool Upgrade Reserve</b>		
Opening Balance	50,337	50,337
Amount Set Aside / Transfer to Reserve	1,447	1,447
Amount Used / Transfer from Reserve	0	0
	<u>51,784</u>	<u>51,784</u>
<b>(f) Recreation Reserve</b>		
Opening Balance	105,453	105,453
Amount Set Aside / Transfer to Reserve	17,000	17,000
Amount Used / Transfer from Reserve	0	0
	<u>122,453</u>	<u>122,453</u>
<b>(g) Airport Reserve</b>		
Opening Balance	719,463	719,463
Amount Set Aside / Transfer to Reserve	20,687	20,687
Amount Used / Transfer from Reserve	0	0
	<u>740,150</u>	<u>740,150</u>
<b>(h) Waste &amp; Sewerage Reserve</b>		
Opening Balance	533,108	533,108
Amount Set Aside / Transfer to Reserve	25,000	25,000
Amount Used / Transfer from Reserve	(120,000)	(120,000)
	<u>438,108</u>	<u>438,108</u>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2025

	2025/2026 Adopted Budget \$	2025/2026 Revised Budget \$
<b>4. RESERVES (Continued)</b>		
<b>(i) IT &amp; Equipment Reserve</b>		
Opening Balance	45,490	45,490
Amount Set Aside / Transfer to Reserve	816	816
Amount Used / Transfer from Reserve	(25,000)	(25,000)
	<u>21,306</u>	<u>21,306</u>
<b>(j) Leave Reserve</b>		
Opening Balance	47,845	47,845
Amount Set Aside / Transfer to Reserve	1,375	1,375
Amount Used / Transfer from Reserve	0	0
	<u>49,220</u>	<u>49,220</u>
<b>Total Cash Backed Reserves</b>	<b><u>4,211,724</u></b>	<b><u>4,211,724</u></b>
All of the above reserve accounts are to be supported by money held in financial institutions.		
<b>Summary of Transfers</b>		
<b>To Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
Plant Reserve	900,279	900,279
Emergency Farm Water Reserve	396	396
Building Reserve	216,000	216,000
Road & Footpath Reserve	267,000	267,000
Swimming Pool Upgrade Reserve	1,447	1,447
Recreation Reserve	17,000	17,000
Airport Reserve	20,687	20,687
Waste & Sewerage Reserve	25,000	25,000
IT & Equipment Reserve	816	816
Leave Reserve	1,375	1,375
	<u>1,450,000</u>	<u>1,450,000</u>
<b>Transfers from Reserves</b>		
Plant Reserve	(1,289,000)	(1,289,000)
Emergency Farm Water Reserve	0	0
Building Reserve	(125,000)	(125,000)
Road & Footpath Reserve	(421,333)	(421,333)
Swimming Pool Upgrade Reserve	0	0
UHF Repeater Reserve	0	0
Airport Reserve	0	0
Waste & Sewerage Reserve	(120,000)	(120,000)
IT & Equipment Reserve	(25,000)	(25,000)
Leave Reserve	0	0
	<u>(1,980,333)</u>	<u>(1,980,333)</u>
<b>Total Transfer to/(from) Reserves</b>	<b><u>(530,333)</u></b>	<b><u>(530,333)</u></b>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2025

**4. RESERVES (Continued)**

**Cash Backed Reserves (Continued)**

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

**Plant Reserve**

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

**Emergency Farm Water Reserve**

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

**Building Reserve**

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

**Road and Footpath Reserve**

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

**Swimming Pool Upgrade Reserve**

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

**Recreation Reserve**

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

**Airport Reserve**

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

**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 systems and machinery

**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 2025**

	2024/2025 B/Fwd Per	2024/2025 B/Fwd Per	NOVEMBER 2025 Actual
	2025/2026 Budget	Financial Report	\$
<b>5. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	3,765,724	3,998,319	6,617,337
Cash - Restricted Unspent Grants	110,653	0	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	4,409,378	5,060,877	5,017,126
Receivables (Budget Purposes Only)	0	0	0
Rates Outstanding	283,195	324,220	1,610,589
Sundry Debtors	503,030	164,243	214,226
Provision for Doubtful Debts	0	0	0
Gst Receivable	130,573	112,383	(48,458)
Accrued Income/Payments In Advance	49,158	785,462	783,282
Non Current Other Receivables Adjustment	0	(206,927)	(206,927)
Payments in Advance	0	0	0
Inventories	32,563	37,915	82,979
	<hr/>	<hr/>	<hr/>
	9,284,274	10,276,491	14,070,155
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(770,816)	(655,290)	(206,602)
Accrued Interest On Loans	(17,895)	(31,437)	(31,437)
Accrued Salaries & Wages	0	(46,146)	(46,146)
Income In Advance (Contract Liabilities)	(110,653)	(479,819)	(479,819)
Gst Payable	(93,302)	(15,297)	70,487
Payroll Creditors	(2,361)	(2,544)	(2,360)
Accrued Expenses	0	0	0
PAYG Liability	0	0	0
Trust	0	0	0
Other Payables	(272,791)	(285,162)	(286,223)
Right of Use Assets - Current	(132,768)	(127,275)	(127,275)
Current Employee Benefits Provision	(767,870)	(791,116)	(789,882)
Current Loan Liability	(152,459)	(94,746)	(47,793)
	<hr/>	<hr/>	<hr/>
<b>NET CURRENT ASSET POSITION</b>	6,963,359	7,747,659	12,123,105
Less: Cash - Reserves - Restricted	(4,409,378)	(5,060,877)	(5,017,126)
Less: Cash - Unspent Grants - Restricted	0	0	0
Less: Movements Associated with Change in Accounting Standards	0		
Add Back : Component of Leave Liability not Required to be Funded	636,872	791,116	789,882
Add Back : Current Loan Liability	152,459	94,746	47,793
ADD: Current Portion of Lease Liability	132,768	127,275	127,275
Adjustment for Trust Transactions Within Muni		0	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<hr/>	<hr/>	<hr/>
	3,476,080	3,699,919	8,070,929

**SHIRE OF RAVENSTHORPE**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2025**

**6. RATING INFORMATION**

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2025/2026 Rate Revenue \$	2025/2026 Interim Rates \$	2025/2026 Back Rates \$	2025/2026 Total Revenue \$	2025/2026 Budget \$
<b>General Rate</b>								
GRV Residential	0.129672	785	12,492,780	1,619,964	6,000	0	1,625,964	1,619,964
GRV Commercial	0.161048	33	1,640,798	264,247	0	0	264,247	264,247
GRV Industrial	0.161048	41	672,736	108,343	0	0	108,343	108,343
GRV - Transient & Short Stay Accom	0.332050	2	1,075,000	356,954	0	0	356,954	356,954
UV - Mining	0.243628	79	3,622,391	882,516	0	0	882,516	882,516
UV - Other	0.003375	313	733,636,000	2,476,022	0	0	2,476,022	2,476,022
Non-Rateable	0.000000	469	242,332	0	0	0	0	0
<b>Sub-Totals</b>		1,722	753,382,037	5,708,045	6,000	0	5,714,045	5,708,046
<b>Minimum Rates</b>								
GRV Residential	1077.00	369	397,413	397,413	0	0	397,413	397,413
GRV Commercial	1077.00	8	8,616	8,616	0	0	8,616	8,616
GRV Industrial	1077.00	12	12,924	12,924	0	0	12,924	12,924
GRV - Transient & Short Stay Accom	1077.00	0	0	0	0	0	0	0
UV - Mining	1077.00	58	62,466	62,466	0	0	62,466	62,466
UV - Other	1077.00	119	128,163	128,163	0	0	128,163	128,163
<b>Sub-Totals</b>		566	609,582	609,582	0	0	609,582	609,582
Back Rates							<b>6,323,627</b>	<b>6,317,628</b>
Interim Rates							0	6,000
<b>Total Amount Raised From Rates</b>							<b>6,323,627</b>	<b>6,323,628</b>
Ex Gratia Rates							92,105	92,105
<b>Total Rates</b>							<b>6,415,732</b>	<b>6,415,733</b>

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

The general rates detailed above for the 2025/26 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 2025**

**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 2025

8. OPERATING STATEMENT BY PROGRAM

	NOVEMBER 2025 Actual \$	2025/2026 Adopted Budget \$
<b>OPERATING REVENUES</b>		
Governance	179	70,000
General Purpose Funding	7,126,723	7,771,086
Law, Order, Public Safety	1,021,229	495,185
Health	11,947	12,000
Education and Welfare	201,873	13,580
Housing	37,973	93,840
Community Amenities	710,454	928,174
Recreation and Culture	173,703	191,430
Transport	769,900	1,797,334
Economic Services	222,339	527,123
Other Property and Services	52,010	417,550
<b>TOTAL OPERATING REVENUE</b>	<b>10,328,330</b>	<b>12,317,301</b>
<b>OPERATING EXPENSES</b>		
Governance	(435,933)	(1,226,615)
General Purpose Funding	(120,742)	(291,280)
Law, Order, Public Safety	(692,206)	(1,464,852)
Health	(131,254)	(461,554)
Education and Welfare	(159,371)	(295,550)
Housing	(138,985)	(276,545)
Community Amenities	(795,873)	(2,147,291)
Recreation & Culture	(1,501,430)	(3,728,139)
Transport	(2,830,626)	(6,414,209)
Economic Services	(278,925)	(828,013)
Other Property and Services	(230,293)	(423,281)
<b>TOTAL OPERATING EXPENSE</b>	<b>(7,315,640)</b>	<b>(17,557,329)</b>
<b>CHANGE IN NET ASSETS</b>		
<b>RESULTING FROM OPERATIONS</b>	<b>3,012,690</b>	<b>(5,240,028)</b>

SHIRE OF RAVENSTHORPE

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2025

8. OPERATING STATEMENT BY NATURE & TYPE

	NOVEMBER 2025 Actual \$	2025/2026 Adopted Budget \$
<b>OPERATING REVENUES</b>		
Rates	6,387,895	6,415,733
Operating Grants, Subsidies and Contributions	1,064,900	1,904,538
Non-Operating Grants, Subsidies and Contributions	1,286,754	1,462,650
Fees and Charges	1,047,103	1,582,512
Service Charges	0	0
Interest Earnings	135,806	280,000
Profit on Asset Disposals	0	301,900
Proceeds on Disposal of Assets	299,223	650,000
Realisation on Disposal of Assets	0	(650,000)
Other Revenue	106,649	369,969
<b>TOTAL OPERATING REVENUE</b>	<b>10,328,330</b>	<b>12,317,301</b>
<b>OPERATING EXPENSES</b>		
Employee Costs	(2,596,547)	(5,666,827)
Materials and Contracts	(1,272,970)	(4,129,870)
Utility Charges	(112,846)	(357,060)
Depreciation on Non-Current Assets	(2,858,474)	(6,446,375)
Interest Expenses	(21,373)	(54,652)
Insurance Expenses	(250,469)	(259,124)
Loss on Asset Disposals	0	(153,137)
FV Adjustment of Non-Current assets	0	0
Other Expenditure	(202,960)	(490,285)
<b>TOTAL OPERATING EXPENSE</b>	<b>(7,315,640)</b>	<b>(17,557,329)</b>
<b>CHANGE IN NET ASSETS</b>		
<b>RESULTING FROM OPERATIONS</b>	<b>3,012,690</b>	<b>(5,240,028)</b>

**SHIRE OF RAVENSTHORPE**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2025**

**9. STATEMENT OF FINANCIAL POSITION**

	<b>NOVEMBER 2025 Actual</b>	\$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	11,634,462	
Trade and Other Receivables	2,559,640	
Inventories	82,979	
<b>TOTAL CURRENT ASSETS</b>	<hr/> 14,277,082	
<b>NON-CURRENT ASSETS</b>		
Other Receivables	5,063	
Inventories	0	
Property, Plant and Equipment	47,743,849	
Infrastructure	140,983,577	
<b>TOTAL NON-CURRENT ASSETS</b>	<hr/> 188,732,490	
<b>TOTAL ASSETS</b>	<hr/> 203,009,572	
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	982,100	
Right of Use Asset	127,275	
Long Term Borrowings	47,793	
Employee Benefit Provisions	789,882	
<b>TOTAL CURRENT LIABILITIES</b>	<hr/> 1,947,050	
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	\$0.00	
Long Term Borrowings	\$850,984.51	
Right of Use Assets	\$254,852.09	
Employee Benefit Provisions	\$83,183.14	
Other Provisions	\$541,320.35	
<b>TOTAL NON-CURRENT LIABILITIES</b>	<hr/> \$1,730,340.09	
<b>TOTAL LIABILITIES</b>	<hr/> \$3,677,389.97	
<b>NET ASSETS</b>	<hr/> \$199,332,181.54	
Retained Surplus	\$41,441,930.07	
Reserves - Cash Backed	\$5,083,311.09	
Revaluation Surplus	\$152,806,940.38	
<b>TOTAL EQUITY</b>	<hr/> \$199,332,181.54	

**SHIRE OF RAVENSTHORPE**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2025**

**10. FINANCIAL RATIOS**

	<b>2025</b> <b>YTD</b>	<b>2024</b>	<b>2023</b>
Current Ratio	8.00	3.12	1.64
Operating Surplus Ratio	0.23	(0.52)	(0.24)

The above ratios are calculated as follows:

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

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

# **ATTACHMENT 12.2.2**

## 12.2.2 SCHEDULE OF ACCOUNT PAYMENTS – NOVEMBER 2025

**File Reference:** **GR.ME.8**  
**Location:** **Shire Ravensthorpe**  
**Applicant:** **Shire Ravensthorpe**  
**Author:** **Finance Officer**  
**Authorising Officer** **Chief Executive Officer**  
**Date:** **3 December 2025**  
**Disclosure of Interest:** **Nil**  
**Attachments:** **12.2.2** **Creditors List of Accounts Paid November 2025**  
**Credit Card Transactions to 01 November 2025**  
**Fuel Card Transactions November 2025**  
**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.

### **VOTING REQUIREMENTS**

2. Simple Majority

### **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 2025 be NOTED.**

Moved:\_\_\_\_\_

Seconded:\_\_\_\_\_

**Carried:** \_\_\_ / \_\_\_

**BP FUEL CARD REPORT**

01/11/2025 - 30/11/2025

**BP Fuel Card - 1GUV793 - Community Emergency Services Manager**

Date	Purchase location	Litres	Amount	GST
11/19/2025	Albany	87.62	\$ 155.88	\$ 14.17

<b>Total Purchases for CESM</b>	<b>87.62</b>	<b>\$ 155.88</b>	<b>\$ 14.17</b>
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**BP Fuel Card - RA3860 - Facilities Technical Officer**

Date	Purchase location	Litres	Amount	GST
11/3/2025	Ravensthorpe	24.94	\$ 49.36	\$ 4.49
11/15/2025	Ravensthorpe	42.54	\$ 84.19	\$ 7.65
11/23/2025	Ravensthorpe	26.02	\$ 51.49	\$ 4.68

<b>Total Purchases for FTO</b>	<b>93.50</b>	<b>185.04</b>	<b>16.82</b>
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**BP Fuel Card - 101RA - Executive Manager Corporate Services**

Date	Purchase location	Litres	Amount	GST
11/10/2025	Fremantle	13.44	\$ 24.08	\$ 2.19
11/20/2025	Fremantle	47.06	\$ 86.08	\$ 7.83
11/28/2025	Denmark	34.20	\$ 61.53	\$ 5.59

<b>Total Purchases for EMCS</b>	<b>94.70</b>	<b>\$ 171.69</b>	<b>\$ 15.61</b>
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**BP Fuel Card - RA3794 - Works Supervisor**

Date	Purchase location	Litres	Amount	GST
11/6/2025	Scarborough	56.48	\$ 100.47	\$ 9.13

<b>Total Purchases for WS</b>	<b>56.48</b>	<b>\$ 100.47</b>	<b>\$ 9.13</b>
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**BP Fuel Card - Depot Plant PSP - ULP only**

Date	Purchase location	Litres	Amount	GST
11/30/2025	Monthly card fee		\$ 2.20	\$ 0.20

<b>Total Purchases for PSP</b>	<b>0</b>	<b>\$ 2.20</b>	<b>\$ 0.20</b>
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<b>Total BP Fuel Statement</b>	<b>\$ 615.28</b>	<b>\$ 55.93</b>
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Total Litres

**332.30**

26/09/2025 - 25/10/2025

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

Business Credit Card - Chief Executive Officer

Date	Payment to	Description	Amount	GST
9/26/2025	Adina Perth	Parking at Accommodation	\$ 80.96	\$ 7.36
9/26/2025	Adina Perth	Accommodation & meals	\$ 931.26	\$ 84.66
9/26/2025	Adina Perth	Accommodation	\$ 739.99	\$ 67.27
9/27/2025	WANEWSADV	Advertisement	\$ 2,247.50	\$ 204.32
9/28/2025	Intuit Mailchimp	Software subscription	\$ 69.39	\$ 6.31
9/29/2025	WANEWSDTI	Newspaper subscription	\$ 32.00	\$ 2.91
9/30/2025	BP Ravensthorpe	Milk	\$ 12.00	\$ -
10/2/2025	Officeworks	Galaxy mobile phone and delivery	\$ 722.95	\$ 65.72
10/11/2025	Dropbox	Software subscription	\$ 30.79	\$ 2.80
10/18/2025	OpenAI Chatgpt Subscription	Software subscription	\$ 31.05	\$ -
10/18/2025	Commonwealth Bank	International transaction fee	\$ 0.78	\$ -
10/21/2025	Starlink Internet	Software subscription	\$ 417.00	\$ 37.91
10/21/2025	BigW Online	Shire President farewell gift	\$ 165.95	\$ 15.09
<b>Total Purchases for CEO</b>			<b>\$ 5,481.62</b>	<b>\$ 494.36</b>

Business Credit Card - Executive Manager Corporate Services

Date	Payment to	Description	Amount	GST
10/6/2025	Ravensthorpe Post Office	Gift cards for previous Councillors	\$ 1,773.80	\$ 161.25
10/6/2025	The Cellar and Goods	Council refreshments - Farewell function	\$ 399.82	\$ 36.35
10/18/2025	Quest Innaloo	Accommodation for staff DOT training	\$ 1,135.46	\$ 103.22
				\$ -
<b>Total Purchases for EMCS</b>			<b>\$ 3,309.08</b>	<b>\$ 300.82</b>

Business Credit Card - Works Supervisor

Date	Payment to	Description	Amount	GST
9/30/2025	Farmers Centre WA	Fuel Cap and Freight	\$ 81.52	\$ 7.41
10/6/2025	Ikea Pty Limited	Flat pack built-in wardrobe	\$ 1,000.00	\$ -
10/15/2025	Tool Kit Depot	Mesh face shields	\$ 173.00	\$ 15.67
10/17/2025	AI & RP Stephen	Lithium 123 Battery	\$ 26.15	\$ 2.38
10/21/2025	Hopetoun IGA	Food items for Toolbox meeting	\$ 60.08	\$ -
10/22/2025	Bunnings	Extension lead, Copper swage, Storage boxes, Turnbuckle, Rope thimble	\$ 172.34	\$ 15.74
10/22/2025	Farm and General	Battery charger	\$ 149.50	\$ 13.59
				\$ -
<b>Total Purchases for Works Supervisor</b>			<b>\$ 1,662.59</b>	<b>\$ 54.78</b>

Business Credit Card - Executive Manager Infrastructure Services

Date	Payment to	Description	Amount	GST
9/26/2025	Starlink Internet	Internet vehicle tracking	\$ 160.00	\$ 14.55

10/11/2025	Supercheap Auto	Battery charger	\$ 91.99	\$ 8.36
10/20/2025	SP Strike	Phone and Tablet mount	\$ 330.00	\$ 30.00
10/20/2025	SP Manic Music	Projector mount	\$ 89.99	\$ 8.18
10/23/2025	AL & RP Stephen	Drawing pins	\$ 6.15	\$ 0.56
10/23/2025	Gaylene Weisterman (Meridian agencies)	Pipe cleaners	\$ 1.75	\$ 0.16
10/25/2025	Starlink Internet	Internet vehicle tracking	\$ 160.00	\$ 14.55
				\$ -
		<b>Total Purchases for EMIS</b>	<b>\$ 839.88</b>	<b>\$ 76.34</b>

**Business Credit Card - Executive Manager Project & Regulatory Services**

Date	Payment to	Description	Amount	GST
10/4/2025	OpenAI chat subscription	Software subscription	\$ 91.14	\$ -
10/4/2025	Commonwealth Bank	International transaction fee	\$ 2.28	\$ -
10/13/2025	Spacetoco	Venue hire - Red Room	\$ 92.00	\$ 8.36
				\$ -
		<b>Total Purchases for EMPRS</b>	<b>\$ 185.42</b>	<b>\$ 8.36</b>

**Business Credit Card - Community Emergency Services Manager**

Date	Payment to	Description	Amount	GST
9/26/2025	JB Hi Fi Albany	Phone cable, Phone car charger, Power boards, Ethernet cables	\$ 233.67	\$ 21.24
10/6/2025	Go Nuts	BFB training - morning tea and lunch	\$ 645.00	\$ 58.64
10/6/2025	Go Nuts	Emergency Services training - lunch	\$ 100.00	\$ 9.09
10/6/2025	Go Nuts	Emergency Services training - lunch	\$ 69.15	\$ -
10/7/2025	Gaylene Weisterman (Meridian Agencies)	White board markers	\$ 19.98	\$ 1.82
		<b>Total fees and charges</b>	<b>\$ 1,067.80</b>	<b>\$ 90.79</b>
		<b>Total Business Credit Card Statement</b>	<b>\$ 12,546.39</b>	<b>\$ 1,025.45</b>

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**Shire of Ravensthorpe**  
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<b>Cheque /EFT</b>				<b>Bank</b>	<b>INV</b>	
<b>No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Code</b>	<b>Amount</b>	<b>Amount</b>
49	06/11/2025	Horizon Power	136499 HOPETOUN LAMPS - 01/10/2025 - 31/10/2025	3		5,630.86
INV 2102545731/10/2025		Horizon Power	136499 HOPETOUN LAMPS - 01/10/2025 - 31/10/2025			5,630.86
50	13/11/2025	ELGAS Limited	SERVICE CHARGE 2X 45KG LPG CYL	1		259.60
INV 1648067604/11/2025		ELGAS Limited	SERVICE CHARGE 2X 45KG LPG CYL			129.80
INV 1648067604/11/2025		ELGAS Limited	SERVICE CHARGE 2X 45KG LPG CYL			129.80
51	13/11/2025	Horizon Power	142028 MUNGLINUP PUBLIC TOILETS 2 TUBADA ST - 06/09/2025 - 07/11/2025	1		259.66
INV 2102552310/11/2025		Horizon Power	142028 MUNGLINUP PUBLIC TOILETS 2 TUBADA ST - 06/09/2025 - 07/11/2025			259.66
52	20/11/2025	Australian Communications and Media Authority	ANNUAL LICENCE RENEWAL FOR AERO SYSTEM 25/26	1		47.00
INV 5043664521/10/2025		Australian Communications and Media Authority	ANNUAL LICENCE RENEWAL FOR AERO SYSTEM 25/26			47.00
EFT21785	06/11/2025	4 Rivers Plumbing Gas & Civil Contracting WA	REPLACE HOTWATER SERVICE WITH INSTANTANEOUS GAS RHEEM16 UNIT AS PER QUOTE #7003	3		4,250.00
INV 0000702128/10/2025		4 Rivers Plumbing Gas & Civil Contracting WA	REPLACE HOTWATER SERVICE WITH INSTANTANEOUS GAS RHEEM16 UNIT AS PER QUOTE #7003			2,274.80
INV 0000703829/10/2025		4 Rivers Plumbing Gas & Civil Contracting WA	PUMP OUT AND DISPOSE OF SEPTIC WASTE INCLUDING TRACKING AND TRAVEL			1,896.00
INV 0000704230/10/2025		4 Rivers Plumbing Gas & Civil Contracting WA	SUPPLY ONLY 40MM PAN RUBBERS X 3, 600MM FLEXI X 1, 300MM FLEXI X 1 AS PER QUOTE 00007035 29/10/25			79.20
EFT21786	06/11/2025	ABCO Products PTY LTD	ENVIROPLUS LONG DROP TREATMENT CRYSTALS 2.5KG X 8 - ONLINE ORDER	3		1,560.19
INV INV109528/10/2025		ABCO Products PTY LTD	ENVIROPLUS LONG DROP TREATMENT CRYSTALS 2.5KG X 8 - ONLINE ORDER			1,560.19
EFT21787	06/11/2025	Albany & Great Southern Pest And Weed Control	CARRY OUT ANNUAL TIMBER PEST INSPECTION AT PRECINCT AND OLD ADMIN BUILDING INCLUDING TRAVEL AS PER QUOTE 1040	3		4,129.00
INV INV-168629/10/2025		Albany & Great Southern Pest And Weed Control	PEST CONTROL SPRAYING TO BE DONE AT HOPETOUN HOCKEY AND FOOTY OVAL			885.50
INV INV-168829/10/2025		Albany & Great Southern Pest And Weed Control	ANNUAL TICK AND MITE SPRAYING TO RAVENSTHORPE RECREATION GROUNDS AND SWIMMING POOL			1,045.00

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Cheque /EFT				Bank Code	INV	
No	Date	Name	Invoice Description		Amount	Amount
INV INV-308429	10/2025	Albany & Great Southern Pest And Weed Control	PEST AND WEED CONTROL SPRAYING FRONT AND BACK GARDEN AT 88 MARTIN STREET, RAVENSTHORPE		400.00	
INV INBV-1629	10/2025	Albany & Great Southern Pest And Weed Control	CARRY OUT ANNUAL TIMBER PEST INSPECTION AT PRECINCT AND OLD ADMIN BUILDING INCLUDING TRAVEL AS PER QUOTE 1040		1,798.50	
EFT21788	06/11/2025	Andrew Whyte Refrigeration and Airconditioning	ANNUAL SERVICING, CLEANING, INSPECTION AND DIAGNOSTICS OF AIRCONDITIONING SYSTEMS IN RAVENSTHORPE AT PRECINCT BUILDING, RECREATION CENTRE AND DEPOT AS PER ESTIMATED QUOTE BASED ON 20 HOURS OF LABOUR, TRAVEL AND MATERIAL ALLOWANCE	3	5,455.30	
INV 3670	30/10/2025	Andrew Whyte Refrigeration and Airconditioning	ANNUAL SERVICING, CLEANING, INSPECTION AND DIAGNOSTICS OF AIRCONDITIONING SYSTEMS IN RAVENSTHORPE AT PRECINCT BUILDING, RECREATION CENTRE AND DEPOT AS PER ESTIMATED QUOTE BASED ON 20 HOURS OF LABOUR, TRAVEL AND MATERIAL ALLOWANCE		4,000.00	
INV 3673	04/11/2025	Andrew Whyte Refrigeration and Airconditioning	ANNUAL SERVICING AND CLEANING OF AIRCON UNITS AT SHIRE PROPERTIES, RAVENSTHORPE		1,455.30	
EFT21789	06/11/2025	Best Office Systems	PRINTER READINGS - RAVENSTHORPE OFFICE - C360 & C550 - 20/08/2025 - 20/09/2025	3	1,057.60	
INV 650930	23/09/2025	Best Office Systems	PRINTER READINGS - AIRPORT - C250 - 20/08/2025 - 20/09/2025		49.50	
INV 650928	23/09/2025	Best Office Systems	PRINTER READINGS - RAVENSTHORPE OFFICE - C360 & C550 - 20/08/2025 - 20/09/2025		656.53	
INV 650929	07/10/2025	Best Office Systems	PRINTER READINGS - HOPETOUN OFFICE - C659 - 20/08/2025 - 29/09/2025		351.57	
EFT21790	06/11/2025	Corsign WA	50 X ARC-060 UNI-STRUT BRACKET W/M10X40M BOLT, NUT & WASHER AS PER QUOTE 00099863 21/10/25	3	500.50	
INV 0009951421	10/2025	Corsign WA	1 X ST NAME PLATE LTS X 150MM B/W CL400 REFL D/SD - MASON BAY RD - AS PER QUOTE 00099514 8/10/25		58.30	
INV 0009986324	10/2025	Corsign WA	50 X ARC-060 UNI-STRUT BRACKET W/M10X40M BOLT, NUT & WASHER AS PER QUOTE 00099863 21/10/25		231.00	
INV 0009970830	10/2025	Corsign WA	6 X EVENT AHEAD CORFLUTE SIGNS 1200X600 B/Y CL400WZ AS PER QUOTE 0099708 15/10/25		211.20	

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Cheque /EFT				Bank	INV	
No	Date	Name	Invoice Description	Code	Amount	Amount
EFT21791	06/11/2025	Cr Ben Sutherland	REFUND OF NOMINATION DEPOSIT	3		100.00
INV T2914	05/11/2025	Cr Ben Sutherland	REFUND OF NOMINATION DEPOSIT	1		100.00
EFT21792	06/11/2025	Cr Bill Auburn	REFUND OF NOMINATION DEPOSIT	3		100.00
INV T2913	05/11/2025	Cr Bill Auburn	REFUND OF NOMINATION DEPOSIT	1		100.00
EFT21793	06/11/2025	Cr Julia Marie Bell	REFUND FOR COUNCILLOR NOMINATION DEPOSIT	3		100.00
INV T1946	31/10/2025	Cr Julia Marie Bell	REFUND FOR COUNCILLOR NOMINATION DEPOSIT	1		100.00
EFT21794	06/11/2025	Cr Rachel Livingston	REFUND FOR COUNCILLOR NOMINATION DEPOSIT	3		80.00
INV T1945	31/10/2025	Cr Rachel Livingston	REFUND FOR COUNCILLOR NOMINATION DEPOSIT	1		80.00
EFT21795	06/11/2025	Cr Rachel Lynne Gibson	REFUND FOR COUNCILLOR NOMINATION DEPOSIT	3		100.00
INV T2387	31/10/2025	Cr Rachel Lynne Gibson	REFUND FOR COUNCILLOR NOMINATION DEPOSIT	1		100.00
EFT21796	06/11/2025	Cr Robert Miloseski	REFUND FOR COUNCILLOR NOMINATION DEPOSIT	3		100.00
INV T2386	31/10/2025	Cr Robert Miloseski	REFUND FOR COUNCILLOR NOMINATION DEPOSIT	1		100.00
EFT21797	06/11/2025	Cr Roger Mansell	REFUND FOR COUNCILLOR NOMINATION DEPOSIT	3		100.00
INV T2586	31/10/2025	Cr Roger Mansell	REFUND FOR COUNCILLOR NOMINATION DEPOSIT	1		100.00
EFT21798	06/11/2025	Cr. Mark Mudie	REFUND FOR COUNCILLOR NOMINATION DEPOSIT	3		100.00
INV T1477	31/10/2025	Cr. Mark Mudie	REFUND FOR COUNCILLOR NOMINATION DEPOSIT	1		100.00
EFT21799	06/11/2025	Cr. Rhoda Suzanna (Sue) Leighton	REFUND FOR COUNCILLOR NOMINATION DEPOSIT	3		100.00
INV T2393	31/10/2025	Cr. Rhoda Suzanna (Sue) Leighton	REFUND FOR COUNCILLOR NOMINATION DEPOSIT	1		100.00
EFT21800	06/11/2025	Esperance Fire Services	MONTHLY ROUTING INSPECTION AND TESTING IN RAVENSTHORPE JACKING PUMP	3		605.00
INV S7864	31/10/2025	Esperance Fire Services	MONTHLY ROUTING INSPECTION AND TESTING IN RAVENSTHORPE JACKING PUMP			605.00

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Cheque /EFT				Bank	INV	
No	Date	Name	Invoice Description	Code	Amount	Amount
EFT21801	06/11/2025	Esperance Windscreens	SUPPLY ONLY 1 X RH SIDE REAR PANEL GLASS PART # 431222 FOR HILUX RA235 P678B AS PER ESTIMATE 5343 20/10/25	3		305.61
INV 7043	03/11/2025	Esperance Windscreens	SUPPLY ONLY 1 X RH SIDE REAR PANEL GLASS PART # 431222 FOR HILUX RA235 P678B AS PER ESTIMATE 5343 20/10/25			305.61
EFT21802	06/11/2025	Farmers Centre (WA) Pty	BLADE FUSE - CABLE TWIN CORE	3		152.23
INV 736891	06/10/2025	Farmers Centre (WA) Pty	BLADE FUSES - BLADE TERMINALS			33.98
INV 737224	29/10/2025	Farmers Centre (WA) Pty	BLADE FUSE - CABLE TWIN CORE			118.25
EFT21803	06/11/2025	Freight Lines Group	FREIGHT - FULTON	3		550.58
INV 0022337730/10/2025		Freight Lines Group	FREIGHT - FULTON			550.58
EFT21804	06/11/2025	Fulton Hogan Industries	96 X 20KG BAGS OF EZ STREET POTHOLE REPAIR BLACK - #135302 AS PER QUOTE 251014SR 14/10/25	3		3,801.60
INV 2087517628/10/2025		Fulton Hogan Industries	96 X 20KG BAGS OF EZ STREET POTHOLE REPAIR BLACK - #135302 AS PER QUOTE 251014SR 14/10/25			3,801.60
EFT21805	06/11/2025	Gagandeep Kaur	CORPORATE DISCUSSION CATERING 12 PAX ON 04/11/2025	3		660.00
INV 00044	05/11/2025	Gagandeep Kaur	CORPORATE DISCUSSION CATERING 12 PAX ON 04/11/2025			660.00
EFT21806	06/11/2025	Hollowpool Pty Ltd T/as North OZ Electrical Contracting	RCD TESTING AT COLLOCATED FIRE AND EMERGENCY SERVICES FACILITIES HOPETOUN	3		264.00
INV INV-047204/11/2025		Hollowpool Pty Ltd T/as North OZ Electrical Contracting	RCD TESTING AT COLLOCATED FIRE AND EMERGENCY SERVICES FACILITIES HOPETOUN			264.00
EFT21807	06/11/2025	Hopetoun Ray White Rural South Coast Wa	8 France Street Rent	3		780.00
INV 3 Birdwo	04/11/2025	Hopetoun Ray White Rural South Coast Wa	3 Birdwood Street Rent			300.00
INV 8 France	04/11/2025	Hopetoun Ray White Rural South Coast Wa	8 France Street Rent			480.00
EFT21808	06/11/2025	Hopetoun Tyres & Batteries	STRIP & REPAIR 17.5R25 MICHELIN - GRADER P706B	3		7,486.60
INV INV-212203/11/2025		Hopetoun Tyres & Batteries	STRIP & REPAIR 17.5R25 MICHELIN - GRADER P706B			5,808.00

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INV INV-212303/11/2025		Hopetoun Tyres & Batteries	SUPPLY AND FIT 4 NEW TYRES FOR RA-222 AS PER QUOTE QU-0234 ON 19 OCTOBER 2025		1,678.60	
EFT21809	06/11/2025	Jason Signmakers	SUPPLY OF REPLACEMENT BEN SIGNAGE AS PER QUOTE 63983	3	707.98	
INV 51454	27/10/2025	Jason Signmakers	SUPPLY OF REPLACEMENT BEN SIGNAGE AS PER QUOTE 63983		707.98	
EFT21810	06/11/2025	Karen Sinclair	REFUND OF NOMINATION DEPOSIT	3	100.00	
INV T2385	05/11/2025	Karen Sinclair	REFUND OF NOMINATION DEPOSIT	1	100.00	
EFT21811	06/11/2025	Lloyd's Power Services	LABOUR ONLY FOR INSPECTION, DIAGNOSTICS AND SERVICING OF DUCTED AIRCON SYSTEM AT PRECINCT BUILDING AND OLD ADMIN BUILDING IN RAVENSTHORPE (ESTIMATED 20 HOURS)	3	2,530.00	
INV INV-183128/10/2025		Lloyd's Power Services	LABOUR ONLY FOR INSPECTION, DIAGNOSTICS AND SERVICING OF DUCTED AIRCON SYSTEM AT PRECINCT BUILDING AND OLD ADMIN BUILDING IN RAVENSTHORPE (ESTIMATED 20 HOURS)		2,530.00	
EFT21812	06/11/2025	Mach Mobile Mechanical Services Pty Ltd	COMPLETE 500HR SERVICE INCLUDING OEM FILTERS AND OILS ON KOMATSU GRADER P706A RA-3828 AS PER QUOTE QU-0100 28/10/25	3	2,357.07	
INV INV-032103/11/2025		Mach Mobile Mechanical Services Pty Ltd	COMPLETE 500HR SERVICE INCLUDING OEM FILTERS AND OILS ON KOMATSU GRADER P706A RA-3828 AS PER QUOTE QU-0100 28/10/25		2,357.07	
EFT21813	06/11/2025	Mcleods Lawyers Pty Ltd	MATTER NUMBER 52927	3	2,415.76	
INV 148041	28/10/2025	Mcleods Lawyers Pty Ltd	MATTER NUMBER 52927		2,415.76	
EFT21814	06/11/2025	Moore Australia Audit (wa)	ROADS TO RECOVERY ACQUITTAL AUDIT 2024/2025.	3	4,950.00	
INV 445130	31/10/2025	Moore Australia Audit (wa)	LRCIP PHASE 4 AUDIT TO 30 JUNE 2025 - PROJECT COMPLETED		1,650.00	
INV 445129	31/10/2025	Moore Australia Audit (wa)	ROADS TO RECOVERY ACQUITTAL AUDIT 2024/2025.		3,300.00	
EFT21815	06/11/2025	Perfect Computer Solutions Pty Ltd	2025/26 IT SERVICE DESK AND ASSOCIATED IT SUPPORT SERVICES - 22/10/2025 - 28/10/2025	3	1,111.00	

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INV 29942	30/10/2025	Perfect Computer Solutions Pty Ltd	MONTHLY STARLINK FEE \$160 - AIRPORT DATA & TELEPHONE CONNECTIVITY - OCTOBER 2025		176.00	
INV 29961	30/10/2025	Perfect Computer Solutions Pty Ltd	2025/26 IT SERVICE DESK AND ASSOCIATED IT SUPPORT SERVICES - 22/10/2025 - 28/10/2025		935.00	
EFT21816	06/11/2025	R And R Heavy Diesel Services	TRAVEL TO SITE AND INSPECT STARTING FAULT, CHECK ALL CIRCUITS, REPLACE FUSE, REPLACE FAULTY STARTER MOTOR, REPLACE STOP SOLENOID AS PER ESTIMATE 8107 23/10/25 P569A RA285	3		5,688.70
INV 9288	29/10/2025	R And R Heavy Diesel Services	TRAVEL TO SITE AND INSPECT STARTING FAULT, CHECK ALL CIRCUITS, REPLACE FUSE, REPLACE FAULTY STARTER MOTOR, REPLACE STOP SOLENOID AS PER ESTIMATE 8107 23/10/25 P569A RA285		3,091.97	
INV 9290	31/10/2025	R And R Heavy Diesel Services	CARRY OUT 10,000KM LOGBOOK SERVICE AND INSPECTION, AND ROTATE WHEELS ON HILUX RA-4046 P756 AS PER ESTIMATE 7700 23/5/25		492.48	
INV 9291	31/10/2025	R And R Heavy Diesel Services	SITE VISIT TO RAVENSTHORPE LANDFILL TO DIAGNOSE HYDRAULIC OIL LEAK, SUCK OUT HYDARULIC OIL IN BELLY GUARD ON BOMAG LANDFILL COMPACTOR P734. PARTS ORDERED AS PER ESTIMATE 7665 16/5/25		1,039.50	
INV 9309	03/11/2025	R And R Heavy Diesel Services	DIAGNOSE AND REPLACE BOTH CAR BATTERY (RED TOP EXIDE EXTREME) AND AUXILIARY BATTERY ON RANGER HILUX RA-3280 P697C		390.85	
INV 9308	03/11/2025	R And R Heavy Diesel Services	DIAGNOSE AND REPLACE BOTH CAR BATTERY (RED TOP EXIDE EXTREME) AND AUXILIARY BATTERY ON RANGER HILUX RA-3280 P697C		285.12	
INV 9310	04/11/2025	R And R Heavy Diesel Services	50,000KMS LOGBOOK SERVICE AND INSPECTION RA3860 P638C		388.78	
EFT21817	06/11/2025	Ravensthorpe Agencies	1 X GAS BOTTLE FOR 18 CARLISE STREET	3		464.70
INV 30015	16/10/2025	Ravensthorpe Agencies	MEASURING JUG - BOW SAW		84.70	
INV 30241	29/10/2025	Ravensthorpe Agencies	1 X GAS BOTTLE FOR 18 CARLISE STREET		380.00	
EFT21818	06/11/2025	Ravensthorpe Tennis Club	CDF GRANT 2025-2026	3		3,500.00
INV CDF 202504/11/2025		Ravensthorpe Tennis Club	CDF GRANT 2025-2026		3,500.00	

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EFT21819	06/11/2025	Sigma Telford Group	3 X BOXES PHOTOMETER DPD1 AP011; 3 X BOXES PHOTOMETER PHENOL RED AP130; 3 X BOXES PHOTOMETER ALKAPHOT AP188 AS PER QUOTE NO 194141 27/10/25	3		477.07
INV 194141/027/10/2025		Sigma Telford Group	3 X BOXES PHOTOMETER DPD1 AP011; 3 X BOXES PHOTOMETER PHENOL RED AP130; 3 X BOXES PHOTOMETER ALKAPHOT AP188 AS PER QUOTE NO 194141 27/10/25		477.07	
EFT21820	06/11/2025	Stephanie Ikin	Rates refund for assessment A433 19 DUNN STREET RAVENSTHORPE 6346	3		564.18
INV A433	31/10/2025	Stephanie Ikin	Rates refund for assessment A433 19 DUNN STREET RAVENSTHORPE 6346		564.18	
EFT21821	06/11/2025	Sunny Industrial Brushware	50 X 700MM TRAFFIC CONES REFLECTIVE AS PER QUOTE 0031837	3		687.50
INV 0003183729/10/2025		Sunny Industrial Brushware	50 X 700MM TRAFFIC CONES REFLECTIVE AS PER QUOTE 0031837		687.50	
EFT21822	06/11/2025	Team Global Express Pty Ltd (TOLL)	FREIGHT - JOVY - CORSIGN	3		122.90
INV 0674-S3026/10/2025		Team Global Express Pty Ltd (TOLL)	FREIGHT - JOVY - CORSIGN		122.90	
EFT21823	06/11/2025	Telstra Limited	TELSTRA CHARGES - SAT PHONES - 22/10/2025 - 21/11/2025	3		308.26
INV T311	22/10/2025	Telstra Limited	TELSTRA CHARGES - SAT PHONES - 22/10/2025 - 21/11/2025		165.00	
INV T 311	25/10/2025	Telstra Limited	TIMS - HARVEST LINE - 25/10/2025 24/11/2025		143.26	
EFT21824	06/11/2025	Tinker Group T/as Ravensthorpe Building Supplies	2 X DIAMOND BLADES 350MM X 25.4/20MM AS PER QUOTE 8000199 24/10/25	3		798.90
INV 1006646	27/10/2025	Tinker Group T/as Ravensthorpe Building Supplies	SADDLE - PVC JUNCTION - PVC PIPE		45.30	
INV 1006665	28/10/2025	Tinker Group T/as Ravensthorpe Building Supplies	2 X DIAMOND BLADES 350MM X 25.4/20MM AS PER QUOTE 8000199 24/10/25		500.00	
INV 1006719	29/10/2025	Tinker Group T/as Ravensthorpe Building Supplies	SOCKET END - WD40 - DRILL BITS		45.50	
INV 1006708	29/10/2025	Tinker Group T/as Ravensthorpe Building Supplies	BATTERIES - TRIMMER LINE		62.50	
INV 1006720	29/10/2025	Tinker Group T/as Ravensthorpe Building Supplies	BUTANE LIGHTER - BATTERIES		80.10	
INV 1006846	03/11/2025	Tinker Group T/as Ravensthorpe Building Supplies	SADDLES - SCREWS - FLANGE - NUTSERT		65.50	

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EFT21825	06/11/2025	WALGA	CERT 3 IN LOCAL GOVERNMENT- TRAINEE	3		1,332.50
INV SI-016474	30/10/2025	WALGA	CERT 3 IN LOCAL GOVERNMENT- TRAINEE			1,332.50
EFT21826	13/11/2025	Aerodrome Management Services Pty Ltd	FOR QUARTERLY COMPLIANCE SUPPORT ONSITE, OFFICE SUPPORT, TRAVEL TIME AND TRAVEL COSTS FOR OCTOBER 2025 PER QUOTE SQ-251410	1		3,521.76
INV AMSINV2	22/10/2025	Aerodrome Management Services Pty Ltd	FOR QUARTERLY COMPLIANCE SUPPORT ONSITE, OFFICE SUPPORT, TRAVEL TIME AND TRAVEL COSTS FOR OCTOBER 2025 PER QUOTE SQ-251410			3,521.76
EFT21827	13/11/2025	Agwest Machinery	SLASHER BLADE KIT, INCLUDING HARDWARE FOR AIRPORT SLASHER AS PER QUOTE 86149	1		352.37
INV 413056	31/10/2025	Agwest Machinery	SLASHER BLADE KIT, INCLUDING HARDWARE FOR AIRPORT SLASHER AS PER QUOTE 86149			352.37
EFT21828	13/11/2025	Employee	REIMBURSEMENT FOR MEALS AND TRAVEL FOR TRAINING - LG AUTHORISED OFFICER	1		1,263.22
INV REIMBU	12/11/2025	Employee	REIMBURSEMENT FOR MEALS AND TRAVEL FOR TRAINING - LG AUTHORISED OFFICER			1,263.22
EFT21829	13/11/2025	Australian Government Child Support Agency	Payroll deductions	1		66.72
INV DEDUCT	10/11/2025	Australian Government Child Support Agency	Payroll deductions			66.72
EFT21830	13/11/2025	Australian Taxation Office (ATO) PAYG	Payroll deductions	1		41,274.00
INV DEDUCT	10/11/2025	Australian Taxation Office (ATO) PAYG	Payroll deductions			40,744.00
INV DEDUCT	10/11/2025	Australian Taxation Office (ATO) PAYG	Payroll deductions			530.00
EFT21831	13/11/2025	BP Australia Pty Ltd	BP FUEL CARD - OCTOBER 2025	1		1,374.57
INV 14073658	31/10/2025	BP Australia Pty Ltd	BP FUEL CARD - OCTOBER 2025			1,374.57
EFT21832	13/11/2025	Best Office Systems	2X RICOH M320F TONER CARTRIDGES FOR RAVENSTHORPE AND HOPETOUN DOT PRINTERS	1		418.00
INV 652348	29/10/2025	Best Office Systems	2X RICOH M320F TONER CARTRIDGES FOR RAVENSTHORPE AND HOPETOUN DOT PRINTERS			418.00

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EFT21833	13/11/2025	Employee	SALARY SACRIFICE - LAFHA - FORTNIGHT ENDING 10/11/2025	1		598.00
INV SAL SAC10/11/2025		Employee	SALARY SACRIFICE - LAFHA - FORTNIGHT ENDING 10/11/2025			598.00
EFT21834	13/11/2025	Bio Diverse Solutions	FLORA AND VEGETATION SURVEY AS PER QUOTE DATED 5TH SEPTEMBER	1		12,696.20
INV BDSA-0205/11/2025		Bio Diverse Solutions	FLORA AND VEGETATION SURVEY AS PER QUOTE DATED 5TH SEPTEMBER			12,696.20
EFT21835	13/11/2025	Christine Brown	GYM FOB BOND REFUND	1		40.00
INV T2972	11/11/2025	Christine Brown	GYM FOB BOND REFUND	1		40.00
EFT21836	13/11/2025	Cleanaway Pty Ltd	RUBBISH COLLECTION FROM STARVATION BAY - OCTOBER 2025	1		2,420.18
INV 2187619531/10/2025		Cleanaway Pty Ltd	RUBBISH COLLECTION FROM STARVATION BAY - OCTOBER 2025			1,517.00
INV 2187619631/10/2025		Cleanaway Pty Ltd	RUBBISH COLLECTION FROM MASON'S BAY - OCTOBER 2025			903.18
EFT21837	13/11/2025	Community Spirit Newspaper Inc	DOUBLE PAGE EDITORIAL FOR ISSUE 21 PAGES 12&13	1		342.00
INV 0002709206/11/2025		Community Spirit Newspaper Inc	DOUBLE PAGE EDITORIAL FOR ISSUE 21 PAGES 12&13			342.00
EFT21838	13/11/2025	Department of Local Government, Industry Regulation and Safety	BSL RETURN - OCTOBER 2025	1		518.10
INV OCT 202511/11/2025		Department of Local Government, Industry Regulation and Safety	BSL RETURN - OCTOBER 2025			518.10
EFT21839	13/11/2025	Farmers Centre (WA) Pty	TUBING - CABLE TIE - PVC TAPE	1		70.63
INV 736900	06/10/2025	Farmers Centre (WA) Pty	TUBING - CABLE TIE - PVC TAPE			70.63
EFT21840	13/11/2025	Hinchys Auto Electrics	SUPPLY AND INSTALL CEL-FI AND ANTENNA ON CESM TOYOTA HILUX RA-106 AP716	1		2,461.25
INV 0000102412/11/2025		Hinchys Auto Electrics	SUPPLY AND INSTALL CEL-FI AND ANTENNA ON CESM TOYOTA HILUX RA-106 AP716			2,461.25
EFT21841	13/11/2025	Hopetoun Ray White Rural South Coast Wa	8 France Street Rent	1		780.00

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INV 3 Birdwo	07/11/2025	Hopetoun Ray White Rural South Coast Wa	3 Birdwood Street Rent			300.00
INV 8 France	07/11/2025	Hopetoun Ray White Rural South Coast Wa	8 France Street Rent			480.00
EFT21842	13/11/2025	Indiji Flora	COST OF CHEMICAL AND MECHANICAL WORK 2025-2027 AS PER TENDER #RFT012025 MAF 25-27 - MAF TREATMENT #36604	1		11,055.00
INV INV-09530	03/11/2025	Indiji Flora	COST OF CHEMICAL AND MECHANICAL WORK 2025-2027 AS PER TENDER #RFT012025 MAF 25-27 - MAF TREATMENT #36604		6,380.00	
INV INV-09510	03/11/2025	Indiji Flora	COST OF CHEMICAL AND MECHANICAL WORK 2025-2027 AS PER TENDER #RFT012025 MAF 25-27 MAF TREATMENT #36615		715.00	
INV INV-09520	03/11/2025	Indiji Flora	COST OF CHEMICAL AND MECHANICAL WORK 2025-2027 AS PER TENDER #RFT012025 MAF 25-27 MAF TREATMENT #36616		1,980.00	
INV INV-09500	03/11/2025	Indiji Flora	COST OF CHEMICAL AND MECHANICAL WORK 2025-2027 AS PER TENDER #RFT012025 MAF 25-27 MAF TREATMENT #36638		1,980.00	
EFT21843	13/11/2025	Industry Kitchens	SUPPLY AND DELIVERY OF THREE VOGUE DX993 - THERMAL BOX FRONT LOADING HEAVY DUTY INSULATED FOOD BOX GN SIZE, AS PER QUOTE # PF20240970 ON 17 OCTOBER 2025	1		2,502.24
INV PF20241122	10/2025	Industry Kitchens	SUPPLY AND DELIVERY OF THREE VOGUE DX993 - THERMAL BOX FRONT LOADING HEAVY DUTY INSULATED FOOD BOX GN SIZE, AS PER QUOTE # PF20240970 ON 17 OCTOBER 2025		2,502.24	
EFT21844	13/11/2025	Employee	SALARY SACRIFICE - RENT - FORTNIGHT ENDING 10/11/2025	1		480.00
INV SAL SAC10	11/2025	Employee	SALARY SACRIFICE - RENT - FORTNIGHT ENDING 10/11/2025		480.00	
EFT21845	13/11/2025	Employee	SALARY SACRIFICE - RENT - FORTNIGHT ENDING 10/11/2025	1		430.00
INV SAL SAC10	11/2025	Employee	SALARY SACRIFICE - RENT - FORTNIGHT ENDING 10/11/2025		430.00	

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EFT21846	13/11/2025	Landgate	CERTIFICATE OF TITLES - COPY OF TRANSFER OF LAND ACT DOCUMENT	1		130.40
INV 1522372	03/11/2025	Landgate	CERTIFICATE OF TITLES - COPY OF TRANSFER OF LAND ACT DOCUMENT		130.40	
EFT21847	13/11/2025	Employee	SALARY SACRIFICE - LAFHA - FORTNIGHT ENDING 10/11/2025	1		598.00
INV SAL SAC	10/11/2025	Employee	SALARY SACRIFICE - LAFHA - FORTNIGHT ENDING 10/11/2025		598.00	
EFT21848	13/11/2025	Employee	SALARY SACRIFICE - LAFHA - FORTNIGHT ENDING 10/11/2025	1		598.00
INV SAL SAC	10/11/2025	Employee	SALARY SACRIFICE - LAFHA - FORTNIGHT ENDING 10/11/2025		598.00	
EFT21849	13/11/2025	Mia Lane	GYM FOB BOND REFUND	1		30.00
INV T2747	11/11/2025	Mia Lane	GYM FOB BOND REFUND	1	30.00	
EFT21850	13/11/2025	Nicola Jane Crane	PROVIDING, AND SUPERVISING, SWIMMING POOL INDUCTIONS X3	1		600.00
INV 103	05/11/2025	Nicola Jane Crane	PROVIDING, AND SUPERVISING, SWIMMING POOL INDUCTIONS X3		600.00	
EFT21851	13/11/2025	Perfect Computer Solutions Pty Ltd	2025/26 IT SERVICE DESK AND ASSOCIATED IT SUPPORT SERVICES - 29/10/2025 - 06/11/2025	1		765.00
INV 29974	07/11/2025	Perfect Computer Solutions Pty Ltd	2025/26 IT SERVICE DESK AND ASSOCIATED IT SUPPORT SERVICES - 29/10/2025 - 06/11/2025		765.00	
EFT21852	13/11/2025	Perth Branch ITR Pacific Pty Ltd	GRADER BLADES AS PER QUOTE 837409 3/11/25	1		5,157.90
INV 837409	04/11/2025	Perth Branch ITR Pacific Pty Ltd	GRADER BLADES AS PER QUOTE 837409 3/11/25		5,157.90	
EFT21853	13/11/2025	R And R Heavy Diesel Services	SUPPLY AND FIT TYRES TO 1GAR-559 P145AA AS PER QUOTE #8010	1		25,720.08
INV 9234	10/10/2025	R And R Heavy Diesel Services	SUPPLY AND FIT TYRES TO 1GAR-559 P145AA AS PER QUOTE #8010		8,573.29	
INV 9267	23/10/2025	R And R Heavy Diesel Services	SERVICE A ON FIRE TANKER P689 1EEW142 AS PER TENDER 9/7/20		3,446.64	
INV 9282	23/10/2025	R And R Heavy Diesel Services	FOR WORK DONE ON 1EEW-142 P689 PER ESTIMATE NO 8076 DATED 13/10/2025		949.48	

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INV 9312	04/11/2025	R And R Heavy Diesel Services	SERVICE A ON FIRE TANKER AS PER TENDER 9/7/2025 1EEM041 P688			3,446.64
INV 9311	04/11/2025	R And R Heavy Diesel Services	REPLACE REAR BRAKE PADS, TENSION ALL WHEEL NUTS ON MACK RA-3871 P703A AS PER ESTIMATE 8128 31/10/25			2,168.10
INV 9313	04/11/2025	R And R Heavy Diesel Services	CARRY OUT MAJOR LOGBOOK SERVICE AND INSPECTION, REPLACE ALL FILTERS, REPLACE WIPER BLADES, REPLACE BOTH FAN BELTS AND BOTH BELT TENSIONERS, REPLACE COOLANT AND RADIATOR CAP, REPLACE AIR DRYER FILTER ON MACK TRIDENT P703A RA-3871 AS PER ESTIMATE 8079 17/10/25			7,135.93
EFT21854	13/11/2025	RavMech	CARRY OUT 30,000 KM SERVICE & INSPECTION ON RA 222 P696C	1		318.45
INV INV-570721/10/2025		RavMech	CARRY OUT 30,000 KM SERVICE & INSPECTION ON RA 222 P696C			318.45
EFT21855	13/11/2025	Ravensthorpe Agencies	1 X FF OXYFLUORFEN 240EC 20L; 2 X DG METSULFURON 600WG 500G; 2 X FF GLYPHOSATE 470 20L	1		2,127.21
INV 30127	27/10/2025	Ravensthorpe Agencies	HOSE CLAMPS, CAMLOCK, DUST CAP, ELBOW THREADED AND NIPPLE 3 AS PER QUOTE 29493 23/10/25			274.12
INV 30233	03/11/2025	Ravensthorpe Agencies	1 X 20L DRUM HYDRAULIC OIL AS PER QUOTE 29495 29/10/25			233.00
INV 30221	04/11/2025	Ravensthorpe Agencies	1 X FERTILISER HOUSE GARDNER 10KG; 3 X FF GLYPHOSATE 470 20L			694.99
INV 30354	04/11/2025	Ravensthorpe Agencies	CAP X40			88.00
INV 30337	04/11/2025	Ravensthorpe Agencies	1 X FF OXYFLUORFEN 240EC 20L; 2 X DG METSULFURON 600WG 500G; 2 X FF GLYPHOSATE 470 20L			837.10
EFT21856	13/11/2025	Ravensthorpe State Emergency Service	ESL PAYMENT 2ND QUARTER 2025/2026	1		6,532.50
INV 0000006812/11/2025		Ravensthorpe State Emergency Service	ESL PAYMENT 2ND QUARTER 2025/2026			6,532.50
EFT21857	13/11/2025	Scavenger Supplies Pty Ltd	PPE FOR SHIRE OF RAVENSTHORPE PER QUOTE NO QU-10472 (REF EM / PPE VARIOUS)	1		12,632.02
INV INV-235810/11/2025		Scavenger Supplies Pty Ltd	PPE FOR SHIRE OF RAVENSTHORPE PER QUOTE NO QU-10472 (REF EM / PPE VARIOUS)			12,632.02

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EFT21858	13/11/2025	Shire of Esperance	LONG SERVICE LEAVE ENTITLEMENT - PREVIOUS STAFF MEMBER 01/02/2016 - 06/10/2021	1		13,750.31
INV 91234	27/10/2025	Shire of Esperance	LONG SERVICE LEAVE ENTITLEMENT - PREVIOUS STAFF MEMBER 01/02/2016 - 06/10/2021		13,750.31	
EFT21859	13/11/2025	South Pride Pty Ltd	TOWN PLANNING SERVICE FROM 30 SEPTEMBER 2025 - 30 OCTOBER 2025	1		7,040.00
INV 463	30/10/2025	South Pride Pty Ltd	TOWN PLANNING SERVICE FROM 30 SEPTEMBER 2025 - 30 OCTOBER 2025		7,040.00	
EFT21860	13/11/2025	T-Quip	15 X TOP110-0621-03 BLADE MED (72 SD SOME RD) AS PER QUOTE 33100 #32 10/11/25	1		666.60
INV 144085 #310/11/2025		T-Quip	15 X TOP110-0621-03 BLADE MED (72 SD SOME RD) AS PER QUOTE 33100 #32 10/11/25		666.60	
EFT21861	13/11/2025	Team Global Express Pty Ltd (TOLL)	FREIGHT - CORSIGN - JASON SIGNMAKERS - SUNNY INDUSTRIES	1		365.94
INV 0675-S30/02/11/2025		Team Global Express Pty Ltd (TOLL)	FREIGHT - CORSIGN - JASON SIGNMAKERS - SUNNY INDUSTRIES		365.94	
EFT21862	13/11/2025	The Local Government, Racing And Cemeteries Employees Union (wa)	Payroll deductions	1		48.00
INV DEDUCT10/11/2025		The Local Government, Racing And Cemeteries Employees Union (wa)	Payroll deductions		24.00	
INV DEDUCT10/11/2025		The Local Government, Racing And Cemeteries Employees Union (wa)	Payroll deductions		24.00	
EFT21863	13/11/2025	Employee	SALARY SACRIFICE - RENT - FORTNIGHT ENDING 10/11/2025	1		400.00
INV SAL SAC10/11/2025		Employee	SALARY SACRIFICE - RENT - FORTNIGHT ENDING 10/11/2025		400.00	
EFT21864	13/11/2025	Turner, Anthony Edward T/as LG Consulting Solutions	FOR ENVIRONMENTAL HEALTH SERVICES - OCTOBER 2025	1		2,652.65
INV INV-009509/11/2025		Turner, Anthony Edward T/as LG Consulting Solutions	FOR ENVIRONMENTAL HEALTH SERVICES - OCTOBER 2025		2,652.65	
EFT21865	13/11/2025	Vanguard Print	DISTRIBUTION AND WAREHOUSING OF TOURISM BROCHURES	1		54.34
INV 49050	31/10/2025	Vanguard Print	DISTRIBUTION AND WAREHOUSING OF TOURISM BROCHURES		54.34	

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EFT21866	13/11/2025	Wicked Strategies Pty Ltd	CLUB AND COMMUNITY CAPACITY BUILDING - EVERY CLUB PROGRAM - TRAVEL, MEALS AND ACCOMMODATION	1		3,311.91
INV NOV251-03/11/2025		Wicked Strategies Pty Ltd	CLUB AND COMMUNITY CAPACITY BUILDING - EVERY CLUB PROGRAM - TRAVEL, MEALS AND ACCOMMODATION		3,311.91	
EFT21867	20/11/2025	4 Rivers Plumbing Gas & Civil Contracting WA	ANNUAL BACKFLOW TESTING TO BE DONE INCLUDING TRAVEL MUNGLINUP STANDPIPE	1		1,063.70
INV 0000710118/11/2025		4 Rivers Plumbing Gas & Civil Contracting WA	ANNUAL BACKFLOW TESTING TO BE DONE INCLUDING TRAVEL MUNGLINUP STANDPIPE		1,063.70	
EFT21868	20/11/2025	Aerodrome Management Services Pty Ltd	ANNUAL TECHNICAL/SAFETY INSPECTION AND MOBILISATION AS PER QUOTE NO AMSSQ-251319 DATED 17.07.2025	1		8,697.15
INV AMSINV11/11/2025		Aerodrome Management Services Pty Ltd	ANNUAL TECHNICAL/SAFETY INSPECTION AND MOBILISATION AS PER QUOTE NO AMSSQ-251319 DATED 17.07.2025		8,697.15	
EFT21869	20/11/2025	Australia Post	POSTAL CHARGES - OCTOBER 2025	1		708.25
INV 1014349603/11/2025		Australia Post	POSTAL CHARGES - OCTOBER 2025		708.25	
EFT21870	20/11/2025	Cathy Warburton	GYM FOB BOND REFUND	1		40.00
INV T2978	18/11/2025	Cathy Warburton	GYM FOB BOND REFUND	1		40.00
EFT21871	20/11/2025	Cleanaway Pty Ltd	RUBBISH COLLECTION - OCTOBER 2025	1		24,062.29
INV 2187793831/10/2025		Cleanaway Pty Ltd	RUBBISH COLLECTION - OCTOBER 2025		24,062.29	
EFT21872	20/11/2025	Department of Transport	DISCLOSURE OF INFORMATION FEES X1	1		21.15
INV 8082794	11/11/2025	Department of Transport	DISCLOSURE OF INFORMATION FEES X1		21.15	
EFT21873	20/11/2025	Dion Barbarich	GYM FOB BOND REFUND	1		30.00
INV T2796	18/11/2025	Dion Barbarich	GYM FOB BOND REFUND	1		30.00
EFT21874	20/11/2025	Esperance Fire Services	MONTHLY ROUTING INSPECTION AND TESTING IN RAVENSTHORPE JACKING PUMP	1		605.00

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INV S7980	18/11/2025	Esperance Fire Services	MONTHLY ROUTING INSPECTION AND TESTING IN RAVENSTHORPE JACKING PUMP		605.00	
EFT21875	20/11/2025	Evan Warburton	GYM FOB BOND REFUND	1	40.00	
INV T2979	18/11/2025	Evan Warburton	GYM FOB BOND REFUND	1	40.00	
EFT21876	20/11/2025	Farmers Centre (WA) Pty	FUSES, TOGGLE, SEALANT, PLUG SET	1	59.39	
INV 736901	06/10/2025	Farmers Centre (WA) Pty	FUSES, TOGGLE, SEALANT, PLUG SET		59.39	
EFT21877	20/11/2025	Four Foot Cleaning	EXIT CLEAN BATHROOM UNIT 1 DUNN STREET	1	75.00	
INV 2033	13/11/2025	Four Foot Cleaning	EXIT CLEAN BATHROOM UNIT 1 DUNN STREET		75.00	
EFT21878	20/11/2025	Freight Lines Group	FREIGHT - SIGMA CHEMICALS	1	217.89	
INV 0022394931/10/2025		Freight Lines Group	FREIGHT - SIGMA CHEMICALS		217.89	
EFT21879	20/11/2025	Hinchys Auto Electrics	INSTALL ANTENNA AND CABLE AT BLUE VISTA FIRE SHED AS PER Q1007	1	3,049.20	
INV 0000102815/11/2025		Hinchys Auto Electrics	INSTALL ANTENNA AND CABLE AT BLUE VISTA FIRE SHED AS PER Q1007		3,049.20	
EFT21880	20/11/2025	Hopetoun Ray White Rural South Coast Wa	8 France Street Rent	1	830.00	
INV 3 Birdwood/17/11/2025		Hopetoun Ray White Rural South Coast Wa	3 Birdwood Street Rent		350.00	
INV 8 France S/17/11/2025		Hopetoun Ray White Rural South Coast Wa	8 France Street Rent		480.00	
EFT21881	20/11/2025	Indiji Flora	COST OF CHEMICAL AND MECHANICAL WORK 2025-2027 AS PER TENDER #RFT012025 MAF 25-27- MAF WORKS TREATMENT #36797	1	22,891.00	
INV INV-095509/11/2025		Indiji Flora	COST OF CHEMICAL AND MECHANICAL WORK 2025-2027 AS PER TENDER #RFT012025 MAF 25-27 - MAF WORKS TREATMENT#36627		1,320.00	
INV INV-095811/11/2025		Indiji Flora	COST OF CHEMICAL AND MECHANICAL WORK 2025-2027 AS PER TENDER #RFT012025 MAF 25-27 - MAF WORKS TREATMENT #36701		3,960.00	

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INV INV-096114/11/2025		Indiji Flora	COST OF CHEMICAL AND MECHANICAL WORK 2025-2027 AS PER TENDER #RFT012025 MAF 25-27 - MAF WORKS TREATMENT #36715		726.00	
INV INV-096014/11/2025		Indiji Flora	COST OF CHEMICAL AND MECHANICAL WORK 2025-2027 AS PER TENDER #RFT012025 MAF 25-27 - MAF WORKS TREATMENT #36713		5,335.00	
INV INV-095914/11/2025		Indiji Flora	COST OF CHEMICAL AND MECHANICAL WORK 2025-2027 AS PER TENDER #RFT012025 MAF 25-27- MAF WORKS TREATMENT #36797		11,550.00	
EFT21882	20/11/2025	JOVY Uniform and Embroidery	12 X SUNMASTER 4295 HATS (WITH NECK FLAP AND CHIN TIE) IN NAVY WITH SHIRE EMBLEM ON THE FRONT 6 X S/M AND 6 X L/XL	1	421.30	
INV 0000489618/09/2025		JOVY Uniform and Embroidery	1 X HI VIS BISLEY HOODIE SR BK6819 WITH SHIRE EMBLEM SIZE XL		58.30	
INV 0000505018/10/2025		JOVY Uniform and Embroidery			363.00	
EFT21883	20/11/2025	Jason Signmakers	SUPPLY OF REPLACEMENT BEN SIGNAGE AS PER QUOTE 65277	1	471.99	
INV 52078	18/11/2025	Jason Signmakers	SUPPLY OF REPLACEMENT BEN SIGNAGE AS PER QUOTE 65277		471.99	
EFT21884	20/11/2025	Jerdacuttup Primary School	SHIRE PRESIDENT DONATION - END OF YEAR SCHOOL AWARDS 2025	1	50.00	
INV CDF	17/11/2025	Jerdacuttup Primary School	SHIRE PRESIDENT DONATION - END OF YEAR SCHOOL AWARDS 2025		50.00	
EFT21885	20/11/2025	Kinetic Communications and Mechanical	CARRY DIAGNOSTIC TESTS AND REPAIR INTERCOM SYSTEM FITTED TO 1EGP115 (P690). AS PER QUOTE 00000953 30/10/2025	1	1,115.50	
INV 0000096604/11/2025		Kinetic Communications and Mechanical	CARRY DIAGNOSTIC TESTS AND REPAIR INTERCOM SYSTEM FITTED TO 1EGP115 (P690). AS PER QUOTE 00000953 30/10/2025		1,115.50	
EFT21886	20/11/2025	Mcleods Lawyers Pty Ltd	MATTER NUMBER 55503	1	4,070.88	
INV 148130	31/10/2025	Mcleods Lawyers Pty Ltd	MATTER NUMBER 55503		4,070.88	
EFT21887	20/11/2025	Meridian Agencies (Weistermann Family Trust)	FAREWELL CARDS AND GIFT WRAPPING FOR DEPARTING COUNCILLORS	1	25.67	

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INV INV-198703	11/2025	Meridian Agencies (Weistermann Family Trust)	FAREWELL CARDS AND GIFT WRAPPING FOR DEPARTING COUNCILLORS		25.67	
EFT21888	20/11/2025	Employee	REIMBURSEMENT FOR MEALS AND ACCOMODATION - DFES INFOR FORUM AND MCLEODS COMPLIANCE SEMINAR	1	874.20	
INV REIMBU18	11/2025	Employee	REIMBURSEMENT FOR MEALS AND ACCOMODATION - DFES INFOR FORUM AND MCLEODS COMPLIANCE SEMINAR		874.20	
EFT21889	20/11/2025	Perfect Computer Solutions Pty Ltd	4 X 3S 850 UPS BOX	1	980.00	
INV 29987	17/11/2025	Perfect Computer Solutions Pty Ltd	4 X 3S 850 UPS BOX		980.00	
EFT21890	20/11/2025	R And R Heavy Diesel Services	1 X 205L DRUM ULTRAMAX HVI-46 HYDRAULIC OIL AS PER ESTIMATE 8169 11/11/25	1	3,914.38	
INV 9321	11/11/2025	R And R Heavy Diesel Services	REPLACE BROKEN BRAKE BOOSTER FRONT RIGHT, FIX BROKEN GREASE LINES, REPLACE BROKEN SIDE CLEARANCE LIGHTS, STRIP DOWN TRAILER JACKING LEGS, RECTIFY AND REASSEMBLE, REPLACE TRAILER SOCKET ON SIDE TIPPER RA-1827 P577B AS PER ESTIMATE 8166 7/11/25		1,892.31	
INV 9322	14/11/2025	R And R Heavy Diesel Services	1 X 205L DRUM ULTRAMAX HVI-46 HYDRAULIC OIL AS PER ESTIMATE 8169 11/11/25		2,022.07	
EFT21891	20/11/2025	Ravensthorpe Agencies	1 X AD BLUE 1000L AS PER EMAIL QUOTE 17/11/25	1	2,744.76	
INV 30436	07/11/2025	Ravensthorpe Agencies	1 X GAS BOTTLE FOR 30 KINGSMILL STREET		190.00	
INV 30456	10/11/2025	Ravensthorpe Agencies	THREAD TAPE, REDUCING NIPPLE, SOCKET		46.86	
INV 30565	17/11/2025	Ravensthorpe Agencies	2 X FF GLYPHOSATE 570 20L & 1 X DG OXYFLUORFEN 240 20L AS PER EMAIL QUOTE 14/11/25		886.70	
INV 30584	17/11/2025	Ravensthorpe Agencies	1 X AD BLUE 1000L AS PER EMAIL QUOTE 17/11/25		1,530.00	
INV 30585	17/11/2025	Ravensthorpe Agencies	CAMPLOCK, THREAD TAPE, HOSE CLAMP, WIRE BRUSH		91.20	
EFT21892	20/11/2025	Ravensthorpe District Art Group	CDF 2025/2026 POTTERY SHED AND KILN IMPROVEMENTS	1	3,500.00	
INV CDF 649	17/11/2025	Ravensthorpe District Art Group	CDF 2025/2026 POTTERY SHED AND KILN IMPROVEMENTS		3,500.00	

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EFT21893	20/11/2025	Regional Early Education and Development INC (REED)	MERGER - SICK LEAVE ACCRUALS	1		20,118.11
INV INV-023105/11/2025		Regional Early Education and Development INC (REED)	MERGER - SICK LEAVE ACCRUALS		20,118.11	
EFT21894	20/11/2025	Shire of Ravensthorpe- Petty Cash	HOPETOUN PETTY CASH REIMBURSEMENT - 24/07/2025 - 13/11/2025	1		208.45
INV HOPEY N	17/11/2025	Shire of Ravensthorpe- Petty Cash	HOPETOUN PETTY CASH REIMBURSEMENT - 24/07/2025 - 13/11/2025		208.45	
EFT21895	20/11/2025	Sienna Jones	GYM FOB BOND REFUND	1		40.00
INV T2864	18/11/2025	Sienna Jones	GYM FOB BOND REFUND	1	40.00	
EFT21896	20/11/2025	Sigma Telford Group	4 X 20L HYDROCHLORIC ACID 28%; 2 X 20L HYDROCHLORIC ACID 14%; 3 X 25KG BAGS SODIUM BI CARB; 3 X 25KG BAGS CALCIUM CHLORIDE	1		103.95
INV 194366/0	05/11/2025	Sigma Telford Group	4 X 20L HYDROCHLORIC ACID 28%; 2 X 20L HYDROCHLORIC ACID 14%; 3 X 25KG BAGS SODIUM BI CARB; 3 X 25KG BAGS CALCIUM CHLORIDE		486.75	
INV CR56530	05/11/2025	Sigma Telford Group	CREDIT NOTE FOR 4X 200 LT DRUM POLY, 12X 20LT DRUM POLY, 2X PALLETS		-382.80	
EFT21897	20/11/2025	T-Quip	ANTI SCALP CUP	1		67.16
INV 144116 #	11/11/2025	T-Quip	ANTI SCALP CUP		67.16	
EFT21898	20/11/2025	Team Global Express Pty Ltd (TOLL)	FREIGHT - PATHWEST - BEST OFFICE - CORSIGN - PCS	1		241.44
INV 0676-S30	09/11/2025	Team Global Express Pty Ltd (TOLL)	FREIGHT - PATHWEST - BEST OFFICE - CORSIGN - PCS		241.44	
EFT21899	20/11/2025	The Brett Wolfe Family Trust	ADVICE FOR GROUND LEVELLING WORKS AT HOPETOUN CRICKET/HOCKEY PITCH AND SET UP MACHINERY	1		990.00
INV INV.345	13/11/2025	The Brett Wolfe Family Trust	ADVICE FOR GROUND LEVELLING WORKS AT HOPETOUN CRICKET/HOCKEY PITCH AND SET UP MACHINERY		990.00	

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EFT21900	20/11/2025	Tinker Group T/as Ravensthorpe Building Supplies	1 X IMPACT WRENCH 18V, 1 X DEEP IMPACT SOCKET 19MM; 1 DEEP IMPACT SOCKET 22MM; 1 X DEEP IMPACT SOCKET 24MM; 2 X MAKITA PRO CHAINS 40CM3/8; 2 X PROKUT LOOP CHAINSAW CHAINS AS PER QUOTE 6000156 11/11/25	1		979.10
INV 1007076	11/11/2025	Tinker Group T/as Ravensthorpe Building Supplies	2 X BOXES BOSISTO'S EUCALYPTUS SPRAY 200G (24 CANS)		286.80	
INV 1007060	11/11/2025	Tinker Group T/as Ravensthorpe Building Supplies	MEASURING TAPE		13.95	
INV 1007175	14/11/2025	Tinker Group T/as Ravensthorpe Building Supplies	CEMENT GP 20KG X2		29.00	
INV 1007276	18/11/2025	Tinker Group T/as Ravensthorpe Building Supplies	1 X IMPACT WRENCH 18V, 1 X DEEP IMPACT SOCKET 19MM; 1 DEEP IMPACT SOCKET 22MM; 1 X DEEP IMPACT SOCKET 24MM; 2 X MAKITA PRO CHAINS 40CM3/8; 2 X PROKUT LOOP CHAINSAW CHAINS AS PER QUOTE 6000156 11/11/25		649.35	
EFT21901	20/11/2025	Woodlands Distributors Pty Ltd	6 X CARTONS BC350L COMPOSTABLE DOG WASTE BAGS AS PER QUOTE QU-0138 11/11/25	1		1,100.88
INV INV-112217	11/11/2025	Woodlands Distributors Pty Ltd	6 X CARTONS BC350L COMPOSTABLE DOG WASTE BAGS AS PER QUOTE QU-0138 11/11/25		1,100.88	
EFT21902	27/11/2025	Employee	REIMBURSEMENT- DISPOSABLE TABLEWARE FOR STAFF CHRISTMAS PARTY	1		127.50
INV REIMBU	20/11/2025	Employee	REIMBURSEMENT- DISPOSABLE TABLEWARE FOR STAFF CHRISTMAS PARTY		127.50	
EFT21903	27/11/2025	Australian Government Child Support Agency	Payroll deductions	1		66.72
INV DEDUCT	24/11/2025	Australian Government Child Support Agency	Payroll deductions		66.72	
EFT21904	27/11/2025	Australian Taxation Office (ATO) PAYG	Payroll deductions	1		42,524.00
INV DEDUCT	24/11/2025	Australian Taxation Office (ATO) PAYG	Payroll deductions		41,994.00	
INV DEDUCT	24/11/2025	Australian Taxation Office (ATO) PAYG	Payroll deductions		530.00	
EFT21905	27/11/2025	Employee	SALARY SACRIFICE - LAFHA - FORTNIGHT ENDING 24/11/2025	1		671.67
INV SAL SAC	24/11/2025	Employee	SALARY SACRIFICE - LAFHA - FORTNIGHT ENDING 24/11/2025		598.00	

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INV REIMBU	25/11/2025	Employee	REIMBURSEMENT FOR OFFICE SUPPLIES		73.67	
EFT21906	27/11/2025	Cara Jones	GYM FOB BOND REFUND	1	30.00	
INV T2803	26/11/2025	Cara Jones	GYM FOB BOND REFUND	1	30.00	
EFT21907	27/11/2025	Community Spirit Newspaper Inc	DOUBLE PAGE EDITORIAL FOR ISSUE 22 PAGES 12&13	1	342.00	
INV 0002711420	11/2025	Community Spirit Newspaper Inc	DOUBLE PAGE EDITORIAL FOR ISSUE 22 PAGES 12&13		342.00	
EFT21908	27/11/2025	Financially Empowered Pty Ltd	EVERY CLUB PROGRAM - DEVELOPMENT OF WORKSHOP RESOURCES AND WORKSHOP FACILITATION	1	8,835.75	
INV INV-144923	11/2025	Financially Empowered Pty Ltd	EVERY CLUB PROGRAM - DEVELOPMENT OF WORKSHOP RESOURCES AND WORKSHOP FACILITATION		8,835.75	
EFT21909	27/11/2025	Four Barrell Cafe & Restaurant	2025 REMEMBRANCE DAY EVENT CATERING	1	440.70	
INV IV00030024	11/2025	Four Barrell Cafe & Restaurant	2025 REMEMBRANCE DAY EVENT CATERING		330.00	
INV IV00030024	11/2025	Four Barrell Cafe & Restaurant	FINANCIAL SKILLS FOR SPORTING CLUBS AND COMMUNITY GROUPS (EVERY CLUB PROGRAM) - NOV 2025 - CATERING AND REFRESHMENTS		110.70	
EFT21910	27/11/2025	G.C. Sales	30 X COMPLETE BIN 240L DARK GREEN WITH RED LIDS AS PER QUOTE Q11472 3/11/25	1	1,910.70	
INV 14415	18/11/2025	G.C. Sales	30 X COMPLETE BIN 240L DARK GREEN WITH RED LIDS AS PER QUOTE Q11472 3/11/25		1,910.70	
EFT21911	27/11/2025	Hopetoun Primary School	SHIRE PRESIDENT DONATION - END OF YEAR AWARDS 2025	1	50.00	
INV 19/25	13/11/2025	Hopetoun Primary School	SHIRE PRESIDENT DONATION - END OF YEAR AWARDS 2025		50.00	
EFT21912	27/11/2025	Hopetoun Ray White Rural South Coast Wa	8 France Street Rent	1	830.00	
INV 3 Birdwo	25/11/2025	Hopetoun Ray White Rural South Coast Wa	3 Birdwood Street Rent		350.00	
INV 8 France	25/11/2025	Hopetoun Ray White Rural South Coast Wa	8 France Street Rent		480.00	
EFT21913	27/11/2025	Employee	SALARY SACRIFICE - RENT - FORTNIGHT ENDING 24/11/2025	1	480.00	

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INV SAL SAC	24/11/2025	Employee	SALARY SACRIFICE - RENT - FORTNIGHT ENDING 24/11/2025		480.00	
EFT21914	27/11/2025	JOVY Uniform and Embroidery	2X EMBROIDERED JB'S JACKET FOR NEW COUNCILLORS	1	136.40	
INV 0000518	18/11/2025	JOVY Uniform and Embroidery	2X EMBROIDERED JB'S JACKET FOR NEW COUNCILLORS		136.40	
EFT21915	27/11/2025	Employee	SALARY SACRIFICE - RENT - FORTNIGHT ENDING 24/11/2025	1	430.00	
INV SAL SAC	24/11/2025	Employee	SALARY SACRIFICE - RENT - FORTNIGHT ENDING 24/11/2025		430.00	
EFT21916	27/11/2025	Lance Stephen Franke	CHILD CARE FOB BOND REFUND	1	30.00	
INV T2454	26/11/2025	Lance Stephen Franke	CHILD CARE FOB BOND REFUND	1	30.00	
EFT21917	27/11/2025	Employee	SALARY SACRIFICE - LAFHA - FORTNIGHT ENDING 24/11/2025	1	598.00	
INV SAL SAC	24/11/2025	Employee	SALARY SACRIFICE - LAFHA - FORTNIGHT ENDING 24/11/2025		598.00	
EFT21918	27/11/2025	Lusty Tip Trailers Pty Ltd	SUPPLY OF H/V (67M3) SIDE TIPPER TAG (TRI) AND DELIVERY TO 31 MARTIN STREET RAVENSTHORPE, WA 6346 IN NOVEMBER 2025, AS PER QUOTE Q4510 R1 DATED 2/10/2025	1	234,741.70	
INV GLTSI17	18/11/2025	Lusty Tip Trailers Pty Ltd	SUPPLY OF H/V (67M3) SIDE TIPPER TAG (TRI) AND DELIVERY TO 31 MARTIN STREET RAVENSTHORPE, WA 6346 IN NOVEMBER 2025, AS PER QUOTE Q4510 R1 DATED 2/10/2025		234,741.70	
EFT21919	27/11/2025	Employee	SALARY SACRIFICE - LAFHA - FORTNIGHT ENDING 24/11/2025	1	598.00	
INV SAL SAC	24/11/2025	Employee	SALARY SACRIFICE - LAFHA - FORTNIGHT ENDING 24/11/2025		598.00	
EFT21920	27/11/2025	O'Sullivan Financial Group T/as Mount Barren Cafe	DEPOSIT FOR 2025 SENIORS CHRISTMAS LUNCH CATERING PLUS DECORATING OF TABLES AND CHAIRS	1	3,850.00	
INV 0057	04/11/2025	O'Sullivan Financial Group T/as Mount Barren Cafe	DEPOSIT FOR 2025 SENIORS CHRISTMAS LUNCH CATERING PLUS DECORATING OF TABLES AND CHAIRS		3,850.00	

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EFT21921	27/11/2025	Perfect Computer Solutions Pty Ltd	2025/26 IT SERVICE DESK AND ASSOCIATED IT SUPPORT SERVICES - 10/11/2025 - 18/11/2025	1		425.00
INV 29991	18/11/2025	Perfect Computer Solutions Pty Ltd	2025/26 IT SERVICE DESK AND ASSOCIATED IT SUPPORT SERVICES - 10/11/2025 - 18/11/2025			425.00
EFT21922	27/11/2025	R And R Heavy Diesel Services	CARRY OUT MAJOR LOGBOOK SERVICE AND INSPECTION, REPLACE ALL FILTERS, WIPER BLADES, BOTH FAN BELTS AND BOTH BELT TENSIONERS, REPLACE COOLANT AND RADIATOR CAP, REPLACE AIR DRYER FILTER ON MACK TRIDENT RA-142 P580A AS PER ESTIMATE 8112 23/10/25	1		11,470.68
INV 9327	19/11/2025	R And R Heavy Diesel Services	CARRY OUT LUBRICATION SERVICE AND INSPECTION ON TORO GROUNMASTER RA-3761 P731 AS PER ESTIMATE 8156 7/11/25			1,141.11
INV 9337	20/11/2025	R And R Heavy Diesel Services	INSTALL AND WIRE UP NETSTAR TRACKER AND ACTIVATE ON UD PRIME MOVER RA-3751 P721A AS PER ESTIMATE 8182 14/11/25			242.55
INV 9336	20/11/2025	R And R Heavy Diesel Services	CARRY OUT SERVICE AND INSPECTION, REPAIR GREASE HOSES TO BRAKE SYSTEM, ADJUST BREAKS ON SEMI WATER TANKER P713 1TQB-638 AS PER ESTIMATE 8181 14/11/25			437.34
INV 9335	20/11/2025	R And R Heavy Diesel Services	CARRY OUT 80,000KM LOGBOOK SERVICE AND INSPECTION ON HILUX RA-165 P732 AS PER ESTIMATE 8185 19/11/25			738.15
INV 9338	20/11/2025	R And R Heavy Diesel Services	CARRY OUT 60,000KM LOGBOOK SERVICE AND INSPECTION ON ISUZU TRUCK RA-225 P632B AS PER ESTIMATE 8175 14/11/25			1,483.67
INV 9340	20/11/2025	R And R Heavy Diesel Services	CARRY OUT MAJOR LOGBOOK SERVICE AND INSPECTION, REPLACE ALL FILTERS, WIPER BLADES, BOTH FAN BELTS AND BOTH BELT TENSIONERS, REPLACE COOLANT AND RADIATOR CAP, REPLACE AIR DRYER FILTER ON MACK TRIDENT RA-142 P580A AS PER ESTIMATE 8112 23/10/25			7,427.86
EFT21923	27/11/2025	Ravensthorpe Agencies	VARIOUS CAMLOCK'S, NIPPLES, SUCTION HOSE & FOOT VALVE FOR JERDACUTTUP BFB AS PER EMAIL QUOTE 04/11/2025	1		1,052.05

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INV 30445	10/11/2025	Ravensthorpe Agencies	VARIOUS CAMLOCKS, BUSH REDUCING NIPPLES, HOSES & COUPLINGS FOR DFES HIGH SEASON LOAN TRUCK 1QCB389.		298.65	
INV 30444	10/11/2025	Ravensthorpe Agencies	VARIOUS CAMLOCK'S, NIPPLES, SUCTION HOSE & FOOT VALVE FOR JERDACUTTUP BFB AS PER EMAIL QUOTE 04/11/2025		740.20	
INV 30465	10/11/2025	Ravensthorpe Agencies	HOSE CLAMP		13.20	
EFT21924	27/11/2025	Sofia Figueiras	GYM FOB BOND REFUND	1	40.00	
INV T2869	26/11/2025	Sofia Figueiras	GYM FOB BOND REFUND	1	40.00	
EFT21925	27/11/2025	Stantec Australia Pty Ltd	ELECTRICAL FEE AS PER PROJECT # PL1172828 - VIA ALBANY OFFICE	1	3,429.92	
INV 1984106	12/11/2025	Stantec Australia Pty Ltd	ELECTRICAL FEE AS PER PROJECT # PL1172828 - VIA ALBANY OFFICE		3,429.92	
EFT21926	27/11/2025	T.C Boxes Australia Pty Ltd	CANOPY CENTRAL LOCKING SYSTEMS COMPONENTS AND SHIPPING FOR CESM VEHICLE, AS PER QUOTE EST1083755 DATED 13/10/2025	1	718.28	
INV SO93286	29/10/2025	T.C Boxes Australia Pty Ltd	CANOPY CENTRAL LOCKING SYSTEMS COMPONENTS AND SHIPPING FOR CESM VEHICLE, AS PER QUOTE EST1083755 DATED 13/10/2025		718.28	
EFT21927	27/11/2025	Team Global Express Pty Ltd (TOLL)	FREIGHT - T-QUIP	1	66.87	
INV 0677-S30	16/11/2025	Team Global Express Pty Ltd (TOLL)	FREIGHT - T-QUIP		66.87	
EFT21928	27/11/2025	Telstra Limited	TELSTRA CHARGES TO 10/11/2025	1	6,392.60	
INV K 878 814	18/11/2025	Telstra Limited	TELSTRA CHARGES TO 10/11/2025		6,392.60	
EFT21929	27/11/2025	The Local Government, Racing And Cemeteries Employees Union (wa)	Payroll deductions	1	48.00	
INV DEDUCT	24/11/2025	The Local Government, Racing And Cemeteries Employees Union (wa)	Payroll deductions		24.00	
INV DEDUCT	24/11/2025	The Local Government, Racing And Cemeteries Employees Union (wa)	Payroll deductions		24.00	

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EFT21930	27/11/2025	Employee	SALARY SACRIFICE - RENT - FORTNIGHT ENDING 24/11/2025	1		400.00
INV SAL SAC	24/11/2025	Employee	SALARY SACRIFICE - RENT - FORTNIGHT ENDING 24/11/2025			400.00
DD8477.1	10/11/2025	Aware Super	Payroll deductions	1		13,688.08
INV SUPER	10/11/2025	Aware Super	Superannuation contributions	1		11,803.84
INV DEDUCT	10/11/2025	Aware Super	Payroll deductions	1		353.17
INV DEDUCT	10/11/2025	Aware Super	Payroll deductions	1		686.68
INV DEDUCT	10/11/2025	Aware Super	Payroll deductions	1		783.00
INV DEDUCT	10/11/2025	Aware Super	Payroll deductions	1		61.39
DD8477.2	10/11/2025	Public Sector Superannuation Accumulation Plan (PSSap)	Payroll deductions	1		706.16
INV SUPER	10/11/2025	Public Sector Superannuation Accumulation Plan (PSSap)	Superannuation contributions	1		545.67
INV DEDUCT	10/11/2025	Public Sector Superannuation Accumulation Plan (PSSap)	Payroll deductions	1		160.49
DD8477.3	10/11/2025	C-Bus Super	Payroll deductions	1		958.44
INV SUPER	10/11/2025	C-Bus Super	Superannuation contributions	1		858.44
INV DEDUCT	10/11/2025	C-Bus Super	Payroll deductions	1		100.00
DD8477.4	10/11/2025	Uni Super	Payroll deductions	1		202.94
INV SUPER	10/11/2025	Uni Super	Superannuation contributions	1		156.82
INV DEDUCT	10/11/2025	Uni Super	Payroll deductions	1		46.12
DD8477.5	10/11/2025	Rest Superannuation	Superannuation contributions	1		109.80
INV SUPER	10/11/2025	Rest Superannuation	Superannuation contributions	1		109.80
DD8477.6	10/11/2025	Australian Super Pty Ltd	Superannuation contributions	1		531.16
INV SUPER	10/11/2025	Australian Super Pty Ltd	Superannuation contributions	1		531.16

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DD8477.7	10/11/2025	Hesta Superannuation	Payroll deductions	1		812.45
INV SUPER	10/11/2025	Hesta Superannuation	Superannuation contributions	1		627.80
INV DEDUCT	10/11/2025	Hesta Superannuation	Payroll deductions	1		184.65
DD8477.8	10/11/2025	Care Super Pty Ltd	Superannuation contributions	1		325.90
INV SUPER	10/11/2025	Care Super Pty Ltd	Superannuation contributions	1		325.90
DD8477.9	10/11/2025	MLC MasterKey Business Super	Payroll deductions	1		707.95
INV SUPER	10/11/2025	MLC MasterKey Business Super	Superannuation contributions	1		499.73
INV DEDUCT	10/11/2025	MLC MasterKey Business Super	Payroll deductions	1		208.22
DD8497.1	24/11/2025	Aware Super	Payroll deductions	1		13,829.10
INV SUPER	24/11/2025	Aware Super	Superannuation contributions	1		11,944.86
INV DEDUCT	24/11/2025	Aware Super	Payroll deductions	1		353.17
INV DEDUCT	24/11/2025	Aware Super	Payroll deductions	1		686.68
INV DEDUCT	24/11/2025	Aware Super	Payroll deductions	1		783.00
INV DEDUCT	24/11/2025	Aware Super	Payroll deductions	1		61.39
DD8497.2	24/11/2025	Public Sector Superannuation Accumulation Plan (PSSap)	Payroll deductions	1		714.39
INV SUPER	24/11/2025	Public Sector Superannuation Accumulation Plan (PSSap)	Superannuation contributions	1		552.03
INV DEDUCT	24/11/2025	Public Sector Superannuation Accumulation Plan (PSSap)	Payroll deductions	1		162.36
DD8497.3	24/11/2025	C-Bus Super	Payroll deductions	1		958.44
INV SUPER	24/11/2025	C-Bus Super	Superannuation contributions	1		858.44
INV DEDUCT	24/11/2025	C-Bus Super	Payroll deductions	1		100.00
DD8497.4	24/11/2025	Uni Super	Payroll deductions	1		196.40
INV SUPER	24/11/2025	Uni Super	Superannuation contributions	1		151.76

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INV DEDUCT	24/11/2025	Uni Super	Payroll deductions	1	44.64	
DD8497.5	24/11/2025	Rest Superannuation	Superannuation contributions	1		113.37
INV SUPER	24/11/2025	Rest Superannuation	Superannuation contributions	1	113.37	
DD8497.6	24/11/2025	Australian Super Pty Ltd	Superannuation contributions	1		471.45
INV SUPER	24/11/2025	Australian Super Pty Ltd	Superannuation contributions	1	471.45	
DD8497.7	24/11/2025	Hesta Superannuation	Payroll deductions	1		616.45
INV SUPER	24/11/2025	Hesta Superannuation	Superannuation contributions	1	476.35	
INV DEDUCT	24/11/2025	Hesta Superannuation	Payroll deductions	1	140.10	
DD8497.8	24/11/2025	Care Super Pty Ltd	Superannuation contributions	1		325.90
INV SUPER	24/11/2025	Care Super Pty Ltd	Superannuation contributions	1	325.90	
DD8497.9	24/11/2025	MLC MasterKey Business Super	Payroll deductions	1		707.78
INV SUPER	24/11/2025	MLC MasterKey Business Super	Superannuation contributions	1	499.61	
INV DEDUCT	24/11/2025	MLC MasterKey Business Super	Payroll deductions	1	208.17	
DD8506.1	27/11/2025	Department of Transport (Shire Licensing)	DOT PAYMENT BY AUTHORITY - NOVEMBER 2025	1		27,328.35
INV NOV 2022	27/11/2025	Department of Transport (Shire Licensing)	DOT PAYMENT BY AUTHORITY - NOVEMBER 2025	1	27,328.35	
DD8506.2	24/11/2025	Synergy	SYNERGY PAYMENT BY AUTHORITY - NOVEMBER 2025	1		5,764.84
INV NOV 2022	24/11/2025	Synergy	SYNERGY PAYMENT BY AUTHORITY - NOVEMBER 2025	1	5,764.84	
DD8506.3	25/11/2025	Water Corporation	WATER CORPORATION PAYMENT BY AUTHORITY - NOVEMBER 2025	1		11,126.93
INV NOV 2022	25/11/2025	Water Corporation	WATER CORPORATION PAYMENT BY AUTHORITY - NOVEMBER 2025	1	11,126.93	
DD8506.4	07/11/2025	Fleetcare Pty Ltd	FLEETCARE PAYMENT BY AUTHORITY - NOVEMBER 2025	1		1,474.30

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INV NOV 202	07/11/2025	Fleetcare Pty Ltd	FLEETCARE PAYMENT BY AUTHORITY - NOVEMBER 2025	1	1,474.30
DD8506.5	17/11/2025	SG Fleet	SG FLEET PAYMENT BY AUTHORITY - NOVEMBER 2025	1	11,969.59
INV NOV 202	17/11/2025	SG Fleet	SG FLEET PAYMENT BY AUTHORITY - NOVEMBER 2025	1	11,969.59
DD8477.10	10/11/2025	Mercer SmartSuper	Payroll deductions	1	1,681.39
INV SUPER	10/11/2025	Mercer SmartSuper	Superannuation contributions	1	1,454.58
INV DEDUCT	10/11/2025	Mercer SmartSuper	Payroll deductions	1	226.81
DD8477.11	10/11/2025	WA Local Government Super Plan	Payroll deductions	1	1,176.86
INV DEDUCT	10/11/2025	WA Local Government Super Plan	Payroll deductions	1	110.00
INV DEDUCT	10/11/2025	WA Local Government Super Plan	Payroll deductions	1	242.52
INV DEDUCT	10/11/2025	WA Local Government Super Plan	Payroll deductions	1	541.90
INV DEDUCT	10/11/2025	WA Local Government Super Plan	Payroll deductions	1	56.49
INV DEDUCT	10/11/2025	WA Local Government Super Plan	Payroll deductions	1	225.95
DD8477.12	10/11/2025	Australian Superannuation (Formerly Westscheme)	Payroll deductions	1	2,411.57
INV DEDUCT	10/11/2025	Australian Superannuation (Formerly Westscheme)	Payroll deductions	1	300.00
INV SUPER	10/11/2025	Australian Superannuation (Formerly Westscheme)	Superannuation contributions	1	1,936.59
INV DEDUCT	10/11/2025	Australian Superannuation (Formerly Westscheme)	Payroll deductions	1	174.98
DD8477.13	10/11/2025	Colonial First State	Superannuation contributions	1	1,218.36
INV DEDUCT	10/11/2025	Colonial First State	Payroll deductions	1	276.90
INV SUPER	10/11/2025	Colonial First State	Superannuation contributions	1	941.46
DD8477.14	10/11/2025	Hostplus Superannuation	Superannuation contributions	1	1,727.51
INV DEDUCT	10/11/2025	Hostplus Superannuation	Payroll deductions	1	225.21
INV DEDUCT	10/11/2025	Hostplus Superannuation	Payroll deductions	1	71.88

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INV SUPER	10/11/2025	Hostplus Superannuation	Superannuation contributions	1	1,430.42
DD8477.15	10/11/2025	IOOF Employer Super	Superannuation contributions	1	1,379.11
INV DEDUCT	10/11/2025	IOOF Employer Super	Payroll deductions	1	500.00
INV SUPER	10/11/2025	IOOF Employer Super	Superannuation contributions	1	879.11
DD8477.16	10/11/2025	Employee	Superannuation contributions	1	1,102.82
INV DEDUCT	10/11/2025	Employee	Payroll deductions	1	250.64
INV SUPER	10/11/2025	Employee	Superannuation contributions	1	852.18
DD8477.17	10/11/2025	Resolution Life Australasia Limited SUPER	Superannuation contributions	1	128.45
INV DEDUCT	10/11/2025	Resolution Life Australasia Limited SUPER	Payroll deductions	1	60.21
INV SUPER	10/11/2025	Resolution Life Australasia Limited SUPER	Superannuation contributions	1	68.24
DD8477.18	10/11/2025	GESB Government Employees Superannuation Board	Superannuation contributions	1	94.44
INV SUPER	10/11/2025	GESB Government Employees Superannuation Board	Superannuation contributions	1	94.44
DD8497.10	24/11/2025	Panorama Super	Payroll deductions	1	644.62
INV SUPER	24/11/2025	Panorama Super	Superannuation contributions	1	455.03
INV DEDUCT	24/11/2025	Panorama Super	Payroll deductions	1	189.59
DD8497.11	24/11/2025	Mercer SmartSuper	Payroll deductions	1	1,646.78
INV SUPER	24/11/2025	Mercer SmartSuper	Superannuation contributions	1	1,427.84
INV DEDUCT	24/11/2025	Mercer SmartSuper	Payroll deductions	1	218.94
DD8497.12	24/11/2025	WA Local Government Super Plan	Payroll deductions	1	1,171.40
INV DEDUCT	24/11/2025	WA Local Government Super Plan	Payroll deductions	1	110.00
INV DEDUCT	24/11/2025	WA Local Government Super Plan	Payroll deductions	1	242.52

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INV DEDUCT	24/11/2025	WA Local Government Super Plan	Payroll deductions	1	536.44	
INV DEDUCT	24/11/2025	WA Local Government Super Plan	Payroll deductions	1	56.49	
INV DEDUCT	24/11/2025	WA Local Government Super Plan	Payroll deductions	1	225.95	
DD8497.13	24/11/2025	Australian Superannuation (Formerly Westscheme)	Payroll deductions	1		2,417.61
INV DEDUCT	24/11/2025	Australian Superannuation (Formerly Westscheme)	Payroll deductions	1	300.00	
INV SUPER	24/11/2025	Australian Superannuation (Formerly Westscheme)	Superannuation contributions	1	1,954.83	
INV DEDUCT	24/11/2025	Australian Superannuation (Formerly Westscheme)	Payroll deductions	1	162.78	
DD8497.14	24/11/2025	Colonial First State	Superannuation contributions	1		1,218.36
INV DEDUCT	24/11/2025	Colonial First State	Payroll deductions	1	276.90	
INV SUPER	24/11/2025	Colonial First State	Superannuation contributions	1	941.46	
DD8497.15	24/11/2025	Hostplus Superannuation	Superannuation contributions	1		1,624.04
INV DEDUCT	24/11/2025	Hostplus Superannuation	Payroll deductions	1	194.10	
INV DEDUCT	24/11/2025	Hostplus Superannuation	Payroll deductions	1	78.09	
INV SUPER	24/11/2025	Hostplus Superannuation	Superannuation contributions	1	1,351.85	
DD8497.16	24/11/2025	IOOF Employer Super	Superannuation contributions	1		1,182.56
INV DEDUCT	24/11/2025	IOOF Employer Super	Payroll deductions	1	500.00	
INV SUPER	24/11/2025	IOOF Employer Super	Superannuation contributions	1	682.56	
DD8497.17	24/11/2025	Employee	Superannuation contributions	1		1,102.82
INV DEDUCT	24/11/2025	Employee	Payroll deductions	1	250.64	
INV SUPER	24/11/2025	Employee	Superannuation contributions	1	852.18	
DD8497.18	24/11/2025	Resolution Life Australasia Limited SUPER	Superannuation contributions	1		128.45
INV DEDUCT	24/11/2025	Resolution Life Australasia Limited SUPER	Payroll deductions	1	60.21	

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INV SUPER	24/11/2025	Resolution Life Australasia Limited SUPER	Superannuation contributions	1	68.24	
DD8497.19	24/11/2025	GESB Government Employees Superannuation Board	Superannuation contributions	1		80.99
INV SUPER	24/11/2025	GESB Government Employees Superannuation Board	Superannuation contributions	1		80.99

**REPORT TOTALS**

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
1	Municipal Bank Account	<b>707,652.45</b>
3	Reserve Bank Account	<b>66,185.59</b>
<b>TOTAL</b>		<b>773,838.04</b>

# ATTACHMENT 12.3.2

## 12.3.2 NORTH RAVENSTHORPE BUSH FIRE BRIGADE – APPROVAL TO ALLOCATE FUNDING

**File Reference:** Nil  
**Location:** Beatty Rd, North Ravensthorpe  
**Applicant:** Executive Manager Projects and Regulatory Services  
**Author:** Executive Manager Projects and Regulatory Services  
**Authorising Officer** Chief Executive Officer  
**Date:** 4 December 2025  
**Disclosure of Interest:** Nil  
**Attachments:** 12.3.2 Now Sheds Quote  
LGGS Capital Grant Funding  
North Ravensthorpe BFB Shed – Order of Magnitude Cost Estimate  
**Previous Reference:** N/A

### **PURPOSE**

1. For Council to consider approval of the funding of the Nth Ravensthorpe Bush Fire Brigade Shed (BFB Shed) and commit to 'in principle' additional funding and in-kind works by the Shire.
2. For Council to commit to a preliminary budget estimate of \$150,000, with \$142,277.00 funded under the DFES administered Local Government Grants Scheme funding arrangements.

### **VOTING REQUIREMENTS**

3. Absolute Majority

### **OFFICER RECOMMENDATION**

**That Council APPROVE the addition of the North Ravensthorpe Bush Fire Brigade Shed as a unapproved budget item in the 25/26 budget of up to \$150,000 with \$142,277 secured as grant funding, and COMMIT to considering additional funding to complete the shed, if requested.**

Moved:\_\_\_\_\_

Seconded:\_\_\_\_\_

**Carried:\_\_\_\_ / \_\_\_\_**



## Bushfire Brigade Shed – Order-of-Magnitude Budget Estimate (December 2025)

**Location:** ~45 km north of Ravensthorpe

**Status:** Concept estimate only – for budgeting, not procurement

**All amounts ex GST**

### 1. Scope (as assumed)

- **Shed:** 10 m × 15 m prefabricated steel shed
  - 2 × 4.5 m (w) × 3.5 m (h) roller doors
  - 1 × pedestrian door
  - Shed kit supply by others: **\$38,500** (given)
- **Use:** Storage for **1 heavy-duty bushfire appliance**, internal/external lighting, trickle charging, basic power.
- **Slab:** Approx. 14 m × 21 m reinforced concrete slab incl. thickened footings
  - Thickness **optimised (reduced)** subject to engineering, but **allow ~38 m<sup>3</sup>** of concrete overall (as previously assumed).
- **Gravel pad:** 14 m × 23 m, **reduced thickness**
  - 450 mm compacted thickness (previously 600 mm).
  - Volume  $\approx 145 \text{ m}^3$  compacted roadbase.
- **Services:**
  - Internal LED lighting and a couple of external fittings
  - Power outlets and appliance trickle charge for one truck
  - Provision for a **Cel-Fi (or similar) mobile booster**
  - Basic solar-battery system to run lights and small loads
- **Water:** 1 × **50,000 L** poly water tank on prepared base.
- **Siteworks:** Minimal drainage and external earthworks, basic all-weather access only.
- **No amenities:** No toilets, showers, septic, kitchen etc.

---

### 2. Budget Summary (Concept Allowances)

Item	Allowance (ex GST)	Notes
1. Site prep & gravel pad	\$15,000 – \$22,000	Strip and level, 14 m × 23 m pad, 450 mm compacted roadbase ( $\approx 145 \text{ m}^3$ ) including supply, delivery, plant & labour.
2. Concrete slab & footings	\$37,000 – \$60,000	14 m × 21 m slab, reduced thickness with engineering ( $\approx 38 \text{ m}^3$ concrete allowed), formwork, mesh, vapour barrier, pump, placement and finishing.
3. Shed erection (labour only)	\$10,000 – \$18,000	Erection of 10 m × 15 m shed from supplied kit, including roller doors & PA door; remote travel and small plant included.



Item	Allowance (ex GST)	Notes
<b>4. Solar + battery system</b>	<b>\$10,000 – \$18,000</b>	~3–5 kW solar with ~5–7 kWh battery, sufficient for lighting, Cel-Fi and trickle charge for one appliance (not full facility backup).
<b>5. Electrical fit-out (internal &amp; external)</b>	<b>\$5,000 – \$10,000</b>	Lights (internal + a couple of external), GPOs, appliance charger point(s), switchboard, earthing, RCDs, basic external floodlight(s).
<b>6. Cel-Fi (or similar) booster</b>	<b>\$2,000 – \$4,000</b>	Cel-Fi unit, external antenna, cabling, install and commissioning.
<b>7. 50,000 L poly tank + base &amp; plumbing</b>	<b>\$10,000 – \$15,000</b>	Tank supply, pad/base prep, hold-down, basic pipework to shed/pump connection (excludes dedicated fire pump set if required separately).
<b>8. Travel &amp; freight allowance</b>	<b>\$5,000 – \$10,000</b>	Extra delivery and travel premiums for remote location (gravel, concrete, shed kit, trades, tank, solar).
<b>9. Design, engineering &amp; approvals</b>	<b>\$5,000 – \$10,000</b>	Structural certification, basic drawings, building permit, any bushfire/building compliance documentation.

**Indicative total (construction + preliminaries, ex GST): ~\$89,000 – \$149,000**

*(Rounded: say \$90k–\$150k ex GST for planning purposes.)*

### 3. Key Assumptions & Exclusions

#### Assumptions

- Rates reflect **remote WA** conditions and small-project inefficiencies.
- Concrete unit rate assumed to include remote cartage and pump; final slab thickness and reinforcing to be confirmed by structural engineer, especially for heavy truck loads.
- Solar/battery sized for **lights + light power + communications + appliance trickle charge**, not full building backup or major tools.
- Only **minimal drainage** (simple falls and spoon drain or similar) – no major stormwater system, culverts or sealing.

#### Exclusions

- GST, escalation, or cost escalation beyond current market.
- Detailed civil works beyond the immediate pad area (e.g. large carparks, driveways, big drainage structures).
- Amenities (toilets, showers, kitchen, septic), landscaping, fencing, security systems, IT networks, major firefighting pump/pipework packages unless added later.
- Any land acquisition or major environmental works.

**Bush Fire Brigades**  
**Local Government Grants Scheme 2025/26**  
**Application - Capital Grant Assessment**

<b>Local Government</b>	Ravensthorpe
<b>Region</b>	Great Southern

**Approved Capital Grants**

<b><u>Brigade</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
North Ravensthorpe BFB	4.4 Broadacre - Tatra Crew Cab (In Principle)	
North Ravensthorpe BFB	1 Appliance Bay Facility & Ablutions	\$142,277

**Approved Carryovers**

<b><u>Description</u></b>	<b><u>Amount</u></b>

**Capital Grants Not Funded**

<b><u>Brigade</u></b>	<b><u>Description</u></b>	<b><u>Reason</u></b>
East Ravensthorpe BFB	4.4 Broadacre - Tatra Crew Cab	Committee took into consideration the ongoing issues with supply and funding availability. As such the request was not considered.
Cocanarup BFB	1 Appliance Bay Facility & Amenities	Committee took into consideration the funding availability. The facility request was not considered within the available funding.
East Ravensthorpe BFB	1 Appliance Bay Facility & Amenities	Facility request dependant on additional fleet approval. As such the facility request was not considered within the available funding.
Shire - ICC	Generator 11kva	Not eligible for LGGS funding
Munglinup ICC	Generator 22kva	Not eligible for LGGS funding

**Enquiries**

Should you have any enquiries about this allocation or require further advice on '***Capital Grants Not Funded***', please contact Peter Raykos, LGGS Funding Officer via email on [lggs@dfes.wa.gov.au](mailto:lggs@dfes.wa.gov.au) or 9395 9846.

QUOTE REFERENCE: **allis046391**

Valid until: 24 November 2025

barry allison  
barry allison  
+61438498221

## QUOTATION

**PROPOSED PROJECT** 10m W x 15m L x 5m H - Enclosed

Hi barry

Thank you for the opportunity to quote on your building project. Please find your quotation, terms and conditions and draft drawings below. If you see any changes that need to be made to your building, please don't hesitate to call us on 0437 699 111

Kindest Regards,  
John Cain

### BUILDING DETAILS

<b>Building Size</b>	10m W x 15m L x 5m H
<b>Roof Pitch</b>	10 Degrees
<b>Key Connections</b>	Unique Double Bracketed System
<b>Bolt Type</b>	High Tensile Class 8.8
<b>Roof Type</b>	Custom Orb 0.47 TCT Colorbond
<b>Wall Type</b>	Custom Orb 0.47 TCT Colorbond
<b>Barge Type</b>	Square Barge Colorbond
<b>Gutter Type</b>	Fasica Gutter Colorbond
<b>Downpipe Type</b>	100mm Round PVC
<b>Weight</b>	approx 5030 kgs

### SITE CLASSIFICATION

<b>Importance Level</b>	2
<b>Region</b>	A
<b>Terrain Category</b>	2
<b>Shielding Multiplier</b>	1
<b>Regional Wind Speed</b>	45
<b>Snow Loading</b>	NA
<b>Building Class</b>	10a

### SHED SUMMARY

<b>Building Price</b>	\$34,536.36
<b>Additions Included</b>	See Page 2
<b>TOTAL PROJECT</b>	\$34,536.36
<b>GST</b>	\$3,453.64
<b>TOTAL INC. GST</b>	\$37,990.00

Put into production  
before December  
15th and take  
additional 2% off!\*

### PAYMENT SUMMARY

<b>DEPOSIT</b>	\$9,497.50
<b>PRODUCTION</b>	\$18,995.00
<b>BALANCE</b>	\$9,497.50



ABN 98 320 570 179 P 1300 553 779 F 1300 554 882 E john@nowbuildings.com.au

[www.nowbuildings.com.au](http://www.nowbuildings.com.au)

**DISCLAIMER** - This quote is subject to the accompanying terms and conditions. Dimensions stipulated are nominal only. The manufacturer reserves the right to alter engineering & components as it sees fit without prior notice.

\* To Claim 2% you must place your building into production by 15/12/2025. Rebate will be applied as 2% adjustment to your final invoice.

QUOTE REFERENCE: **allis046391**

Valid until: 24 November 2025

**ADDITION SUMMARY****ROLLER DOORS:**

2/ 4200mm High \* 3400mm Wide Colorbond [Colorbond] Industrial Roll-A-Door Series 2 Door-No Motor (RD1)

**ACCESS DOORS:**

1/ Single Skin Extra (2040 x 920) Knob/Lever Colorbond [Colorbond] (AD1)

**SKYLIGHTS:**

No Skylights

**BEAMOVER:**

No Beamover

**ROOF VENT:**

No Roof Vents

**INTERNAL WALL:**

No Internal Walls

**LEAN-TO:**No Left LeanTo  
No Right LeanTo**SLIDING DOORS:**

No Metal Sliding Doors

**INSULATION:**Walls: No Insulation  
Roof: No Insulation**DELIVERY:**

Pick up

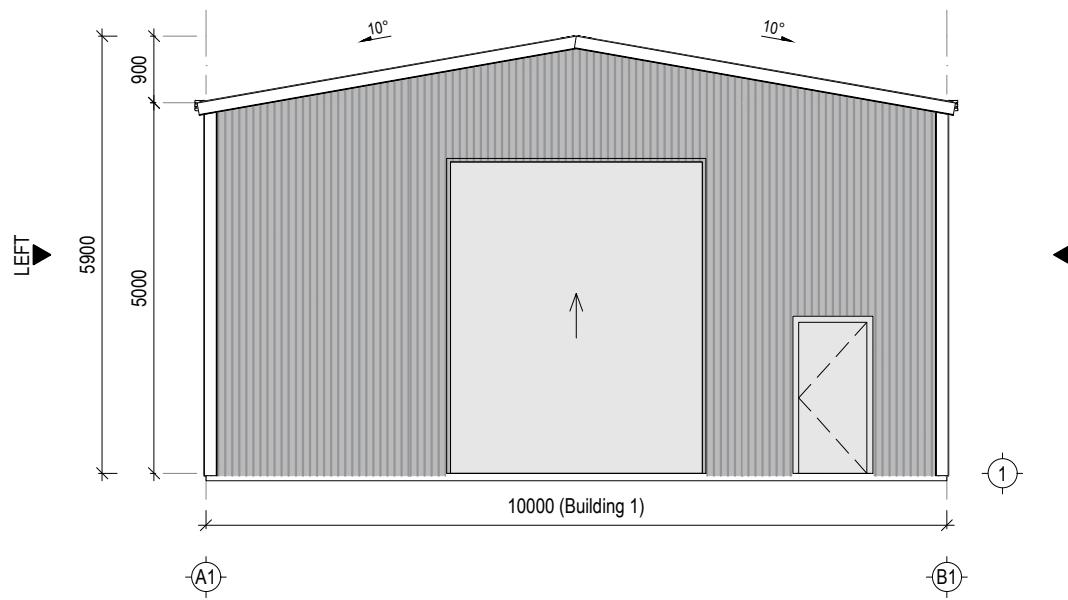
**EXTRAS:**

No Extras

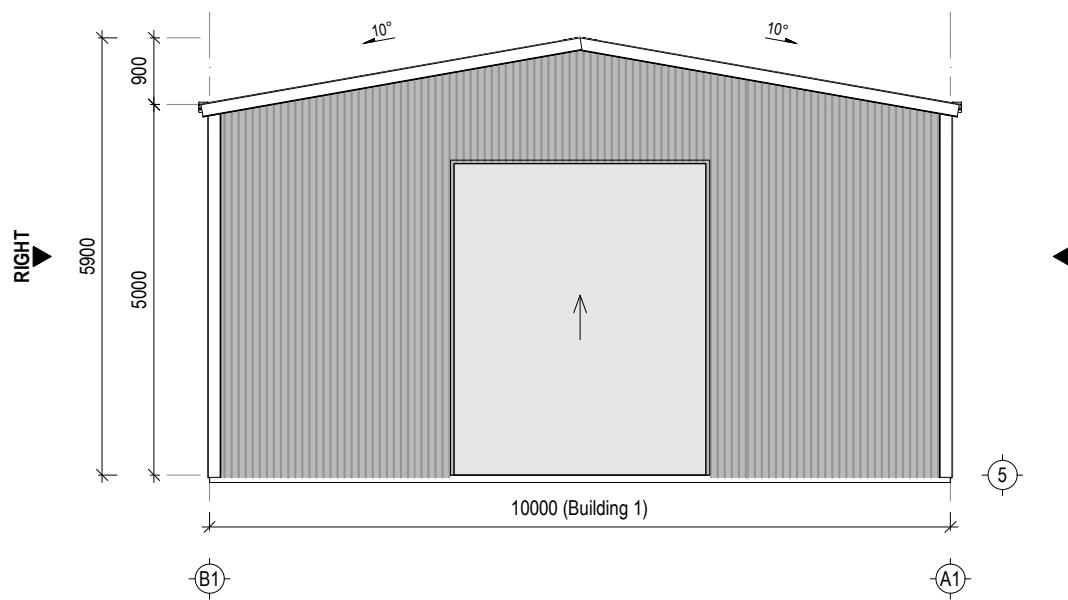
**ABN** 98 320 570 179  
**F** 1300 554 882 **P** 1300 553 779  
**E** [john@nowbuildings.com.au](mailto:john@nowbuildings.com.au)  
**www.nowbuildings.com.au**



**DISCLAIMER** - This quote is subject to the accompanying terms and conditions. Dimensions stipulated are nominal only.  
The manufacturer reserves the right to alter engineering & components as it sees fit without prior notice.



FRONT ELEVATION



REAR ELEVATION

Legend



Custom Orb 0.47 TCT

#### PLANS DRAWN BY

**NOW**  
**BUILDINGS**

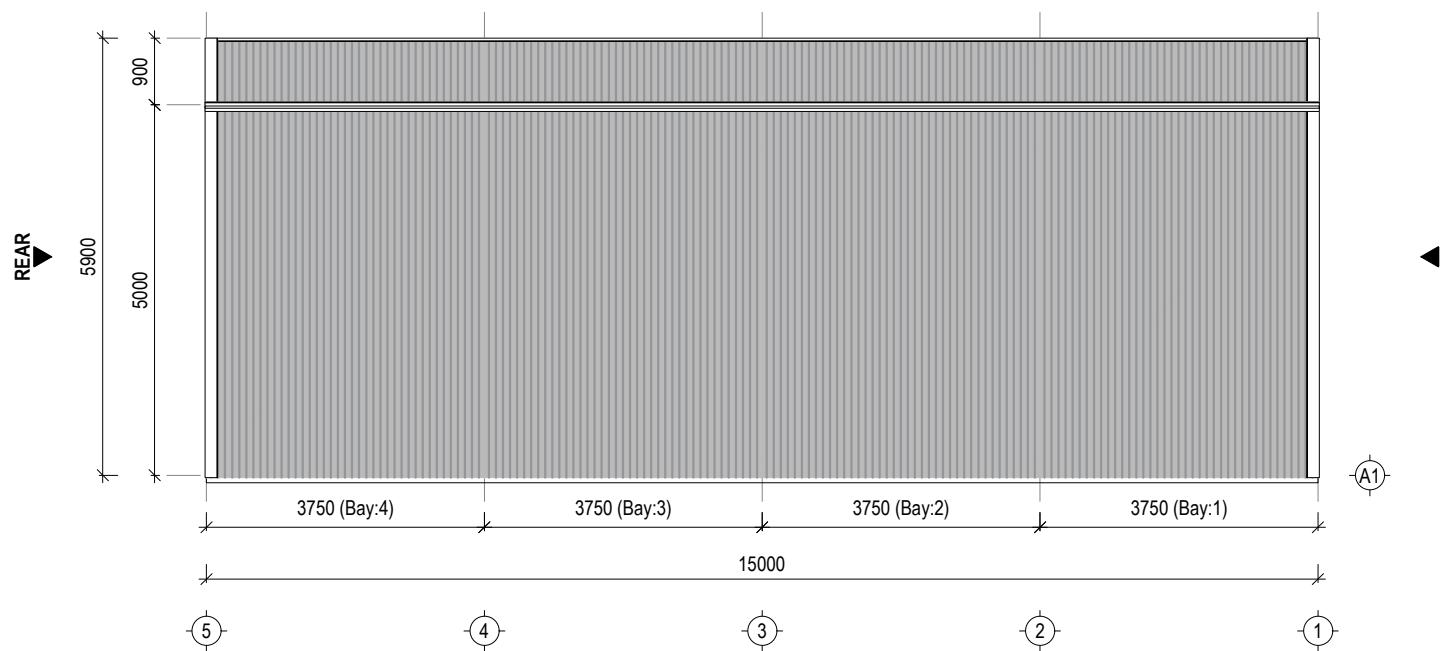
P 1300 553 779 F 1300 554 882  
E john@nowbuildings.com.au  
www.nowbuildings.com.au

#### JOB DETAILS

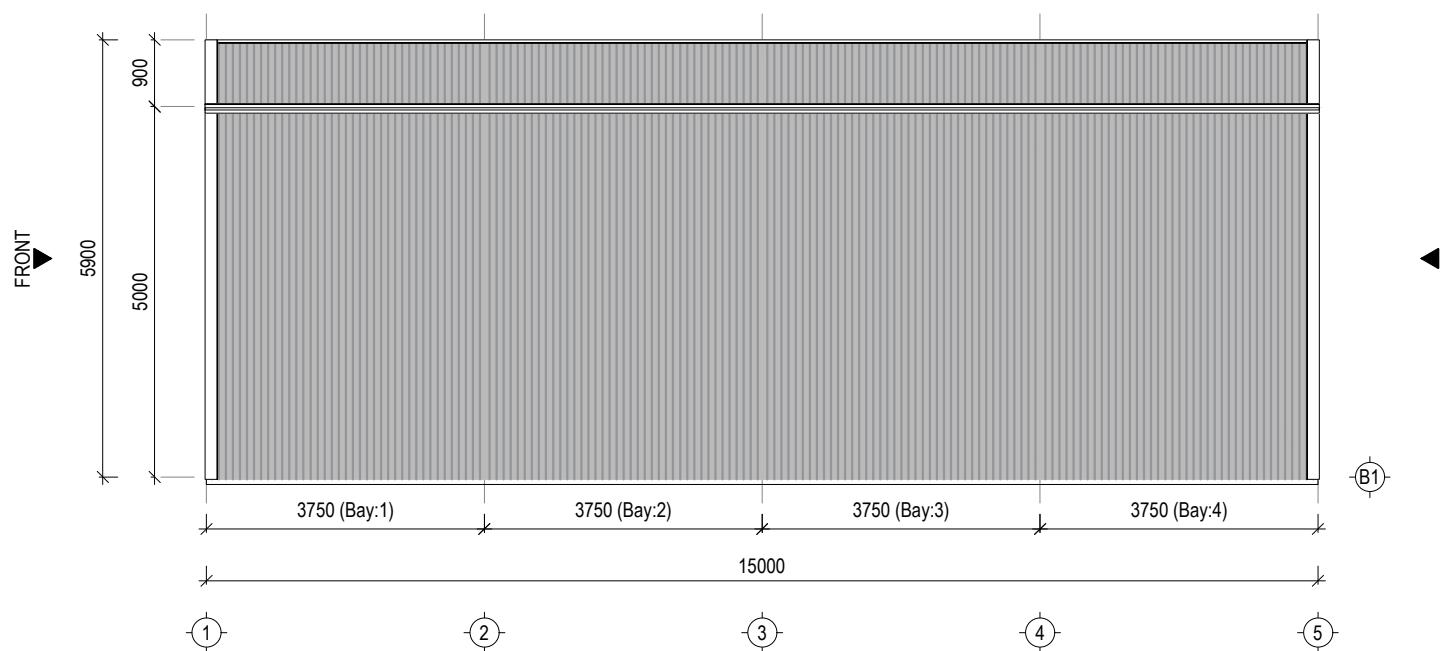
PROJECT: allis046391 | 10m W x 15m L x 5m H - Enclosed  
CLIENT: Barry allison, barry allison  
ADDRESS: Ravensthorpe WA 6346

#### DRAWING DETAILS

DRAWING TITLE: ELEVATIONS 1  
DATE OF ISSUE: 10/11/2025  
DRAWING SCALE: 1:100  
REVISION NO: 00 DRAWING NO.: allis046391 / 03



LEFT ELEVATION



RIGHT ELEVATION

Legend



PLANS DRAWN BY

**NOW**  
**BUILDINGS**

P 1300 553 779 F 1300 554 882  
E john@nowbuildings.com.au  
www.nowbuildings.com.au

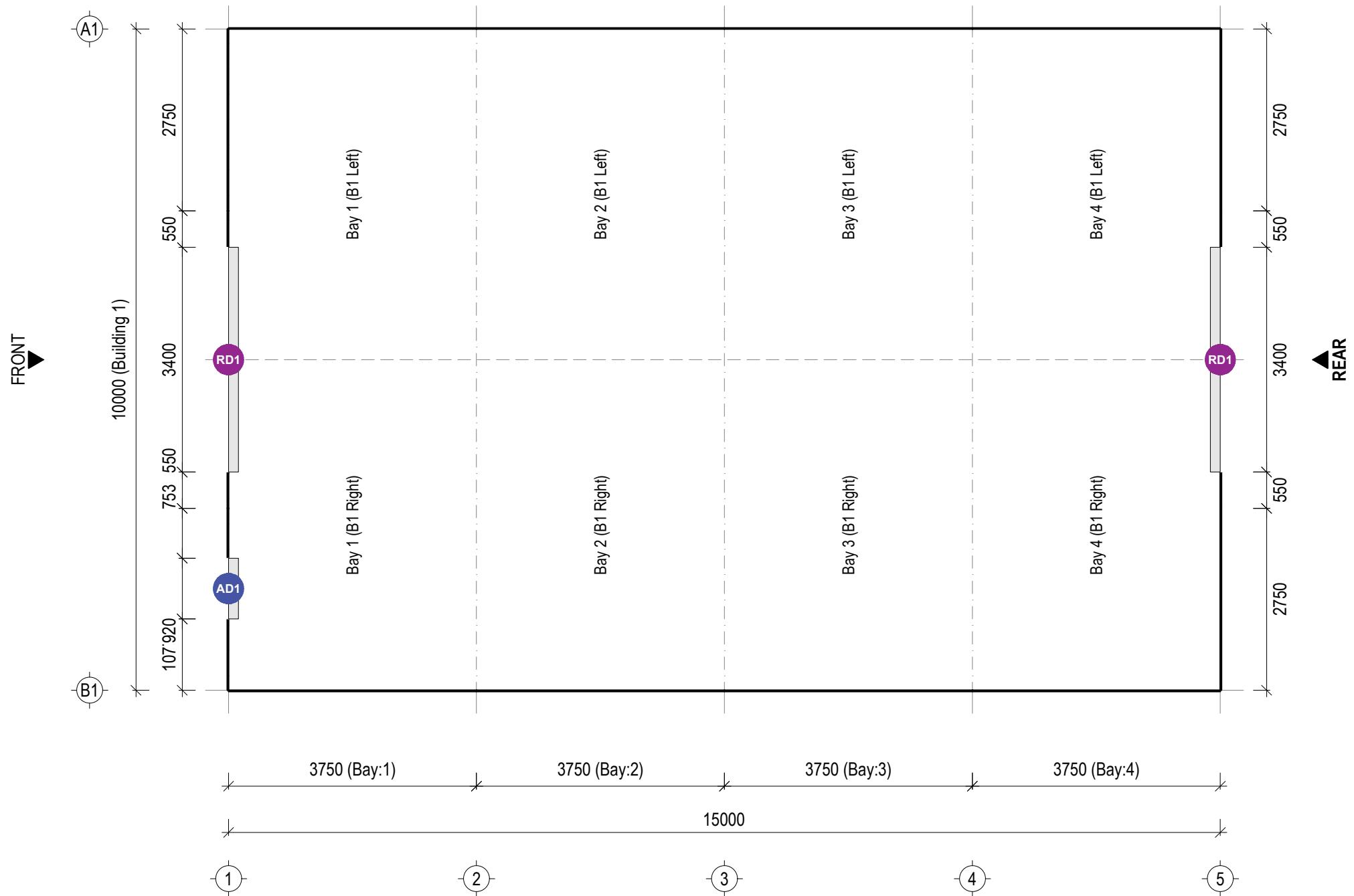
JOB DETAILS

PROJECT: allis046391 | 10m W x 15m L x 5m H - Enclosed  
CLIENT: Barry allison, barry allison  
ADDRESS: Ravensthorpe WA 6346

DRAWING DETAILS

DRAWING TITLE: ELEVATIONS 2  
DATE OF ISSUE: 10/11/2025  
DRAWING SCALE: 1:100  
REVISION NO: 00 DRAWING NO.: allis046391 / 04

<b>ACCESS DOORS</b>
<b>MARKING SIZE</b>
AD1 2040 H x 920 W
<b>ROLLER DOORS</b>
<b>MARKING SIZE</b>
RD1 4200 H x 3400 W



## FLOOR PLAN

### LEGEND

— Full Height Sheeting

### PLANS DRAWN BY

**NOW**  
**BUILDINGS**

P 1300 553 779 F 1300 554 882

E john@nowbuildings.com.au

www.nowbuildings.com.au

### JOB DETAILS

PROJECT: allis046391 | 10m W x 15m L x 5m H - Enclosed  
 CLIENT: Barry allison, barry allison  
 ADDRESS: Ravensthorpe WA 6346

### DRAWING DETAILS

DRAWING TITLE: FLOOR PLAN  
 DATE OF ISSUE: 10/11/2025  
 DRAWING SCALE: 1:75  
 REVISION NO: 00 DRAWING NO.: allis046391 / 05

# ATTACHMENT 12.3.3

12.3.3 DEVELOPMENT APPLICATION – HOME BUSINESS (NANO BREWERY) – LOT 506 DAVIESIA DRIVE, HOPETOUN

**File Reference:** P25-43  
**Location:** Lot 506 Daviesia Drive, Hopetoun  
**Applicant:** Andrew and Cheralynn Pieters  
**Author:** Executive Manager Projects and Regulatory Services  
**Authorising Officer** Chief Executive Officer  
**Date:** 21 November 2025  
**Disclosure of Interest:** Nil  
**Attachments:** 12.3.3 Planning Application Statement  
**Previous Reference:** N/A

**PURPOSE**

1. For Council to consider Development Application P25-43 for a Home Business (Nano Brewery) at Lot 506 Daviesia Drive, Hopetoun (the Site).

**VOTING REQUIREMENTS**

2. Simple Majority

**OFFICER RECOMMENDATION**

**That Council GRANT Development Approval to support the change in use for a Home Business - Nano Brewery at No. 16 (Lot 506) Daviesia Drive, Hopetoun subject to the following conditions:**

1. The activity being undertaken and developed in accordance with the attached stamped "Planning Application Statement" submitted with the planning application.
2. The use approved is for a *nano brewery*, defined as a small-scale production facility for craft beer with a maximum production volume of 96,000 litres per annum, with no direct retail sales or tasting permitted to members of the public.
3. Any change to the scale and nature of the approved use will require further approval from the Shire of Ravensthorpe.
4. The permitted hours of operation are to be from 8am to 4pm Monday to Friday.
5. All noise emissions associated with the brewery operation must comply with the Environmental Protection (Noise) Regulations 1997 at all times.
6. Brewing equipment, compressors, chillers, and other mechanical plant must be enclosed or acoustically treated to minimise noise impacts on nearby land uses.
7. Any deliveries and waste collection shall occur only during approved operating hours.
8. The brewery shall be designed and operated to ensure that no odour, vapour, or emission associated with brewing activities is detectable beyond the boundaries of the site.
9. Spent grain, hops, yeast, and any waste product must be processed on site to the satisfaction of the Shire of Ravensthorpe.
10. All wastewater generated by the brewing process must be directed to a trade waste system approved by the Shire of Ravensthorpe.
11. Any external storage areas, bins, or tanks must be screened from view from Daviesia Drive and adjoining properties.
12. If required, external lighting shall be designed and installed to comply with Australian Standard AS 4282 – *Control of Obtrusive Effects of Outdoor Lighting* to avoid light spill onto neighbouring properties
13. The premises must comply with all relevant requirements of the Food Act 2008 (WA), Occupational Safety and Health Regulations 1996 (WA), and the Building Code of Australia.

**14. All chemicals, cleaning agents, and CO<sub>2</sub> cylinders must be stored in accordance with the relevant Australian Standards and safety regulations.**

**Advice Notes**

1. A Building Permit must be obtained from the Shire of Ravensthorpe prior to the commencement of any building or structural works associated with this approval.
2. The operator is required to liaise with the Shire's Environmental Health Officer prior to operation to ensure compliance with all health, food safety, and sanitation requirements under the *Food Act 2008 (WA)* and associated regulations.
3. Approval for trade waste discharge must be obtained from the Shire of Ravensthorpe prior to the commencement of brewing operations.
4. The operator must ensure that all brewery waste materials (spent grain, yeast, hops, packaging, etc.) are processed on a site in accordance with a suitable environmental management plan, to be approved by the Shire of Ravensthorpe.
5. All gas storage (CO<sub>2</sub> cylinders, LPG, etc.) and flammable liquids must comply with the *Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007 (WA)* and relevant Australian Standards.
6. Separate development approval may be required for any signage proposed on the property. The applicant should consult with the Shire of Ravensthorpe prior to installation of any external signage.
7. This approval does not constitute approval under the *Liquor Control Act 1988 (WA)*, *Gaming and Wagering Commission Act 1987 (WA)*, or any other industry-specific legislation. Should the operator intend to apply for any liquor production or distribution licence (e.g. Producer's Licence), they must liaise directly with the Department of Racing, Gaming and Liquor (now part of the Department of Local Government, Sport and Cultural Industries). All necessary State and industry approvals must be obtained and complied with prior to the sale or distribution of any alcohol.

Moved:\_\_\_\_\_

Seconded:\_\_\_\_\_

Carried:\_\_\_\_ / \_\_\_\_

## **Planning Application Statement – Proposed Nano Brewery**

We are submitting this application to seek approval for the establishment of a Nano Brewery on our property. After reviewing the Local Planning Scheme provisions for *Home Business*, we believe our proposal fully complies with the relevant requirements.

The brewery will be operated solely by my husband and myself. The total area of the brewery is 36m<sup>2</sup>. Sales of our products will occur through bottle shops, online platforms, and direct-to-public orders; however, no sales or product collections will take place at the business premises. Consequently, there will be no increase in traffic and no requirement for additional on-site parking. Furthermore, no large delivery vehicles will be accessing the property, as all transport of materials and products will be undertaken by ourselves using our personal vehicles.

The batch sizes will be 500l per batch. The brewing process will not cause any adverse impact on neighbouring properties or the surrounding environment. Rainwater will be used in the brewing process, and all wastewater will be directed to our on-site septic system. The brewery is located a sufficient distance from the adjoining property boundaries to ensure there are no negative effects on neighbours.

Regarding odours, during the one-hour boil stage of brewing, mild and pleasant malt and hop aromas may be present inside the brewery. However, due to the small scale of the operation, these odours will be barely perceptible immediately outside the building and not detectable beyond approximately 10 metres. Our nearest neighbour's residence is approximately 60 metres from the brewery, ensuring there will be no noticeable odour impacts. Approximately 30 litres of water is released as steam during the brewing process, which is contained within the brewery structure.

All by-products will be responsibly repurposed. Spent grain will be utilised as stock feed for our livestock, while spent hops and yeast will be incorporated into our garden compost system, ensuring minimal waste.

In support of this application, we have included letters from our neighbours expressing their support for the proposal.

# **ATTACHMENT 12.3.4**

**12.3.4 DEVELOPMENT APPLICATION FOR OUTBUILDING (SHED)- LOT 114 (NO.10) CHAPMAN ROAD, HOPETOUN**

<b>File Reference:</b>	<b>P25-45</b>
<b>Location:</b>	<b>Lot 114 (10) Chapman Rd, Hopetoun</b>
<b>Applicant:</b>	<b>G and N Minchin</b>
<b>Author:</b>	<b>Executive Manager Projects and Regulatory Services</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>13 November 2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments: 12.3.4</b>	<b>Supporting Cover Letter and Plans of Proposal</b>
<b>Previous Reference:</b>	<b>N/A</b>

**PURPOSE**

1. For Council to consider an application for an Outbuilding (shed) extension with a setback relaxation sought at No. 10 (Lot 114) Chapman Road, Hopetoun (the site).

**VOTING REQUIREMENTS**

2. Simple Majority

**OFFICER RECOMMENDATION**

**That Council APPROVE the Development Application with setback concession supported for the Outbuilding (shed) at No. 10 (Lot 114) Chapman Road, Hopetoun subject to the following conditions:**

1. The development shall be carried out generally in accordance with the approved plans and details submitted with this application, to the satisfaction of the Shire of Ravensthorpe, unless otherwise amended by any condition of this approval.
2. The outbuilding shall be used for domestic purposes associated with the residential use of the land and shall not be used for human habitation, commercial, or industrial purposes.
3. The wall height of the outbuilding shall not exceed is 3m and a ridge height of 4.5m as shown on the approved plans and shall remain consistent with the acceptable development standards under LPP3.
4. The outbuilding shall be constructed in accordance with the approved 2.5-metre front setback variation and 1m secondary street setback variation as endorsed by this approval. Any further reduction to setbacks will require the prior written approval of the Shire.
5. The external materials and colours of the outbuilding shall be of a non-reflective nature and complementary to the existing outbuilding, to the satisfaction of the Shire.
6. All stormwater runoff from the roof and hardstand areas shall be contained and disposed of on-site to the satisfaction of the Shire of Ravensthorpe.
7. The provision of all services, including augmentation of existing services, necessary as a consequence of any proposed development shall be at the cost of the developer and at no cost to the Shire of Ravensthorpe.
8. The development hereby approved must not create community safety concerns, or otherwise adversely affect the amenity of the subject locality by reason of (or the appearance or emission of) smoke, fumes, noise, vibration, odour, vapour, dust, waste water, waste products or other pollutants.
9. The works involved in the implementation of the development must not cause sand drift and/or dust nuisance. In the event that the Shire of Ravensthorpe is aware of, or is made aware of, the existence of a dust problem, measures such as installation of sprinklers, use of water tanks, mulching, or other land management systems as appropriate may be required to be installed or implemented to prevent or control dust nuisance, and such measures shall be installed or implemented within the time and manner directed by the Shire of Ravensthorpe.

10. The proposed operations, during and after construction, are required to comply with the *Environmental Protection (Noise) Regulations 1997*.
11. The outbuilding shall be maintained in good condition and appearance to the satisfaction of the Shire at all times.

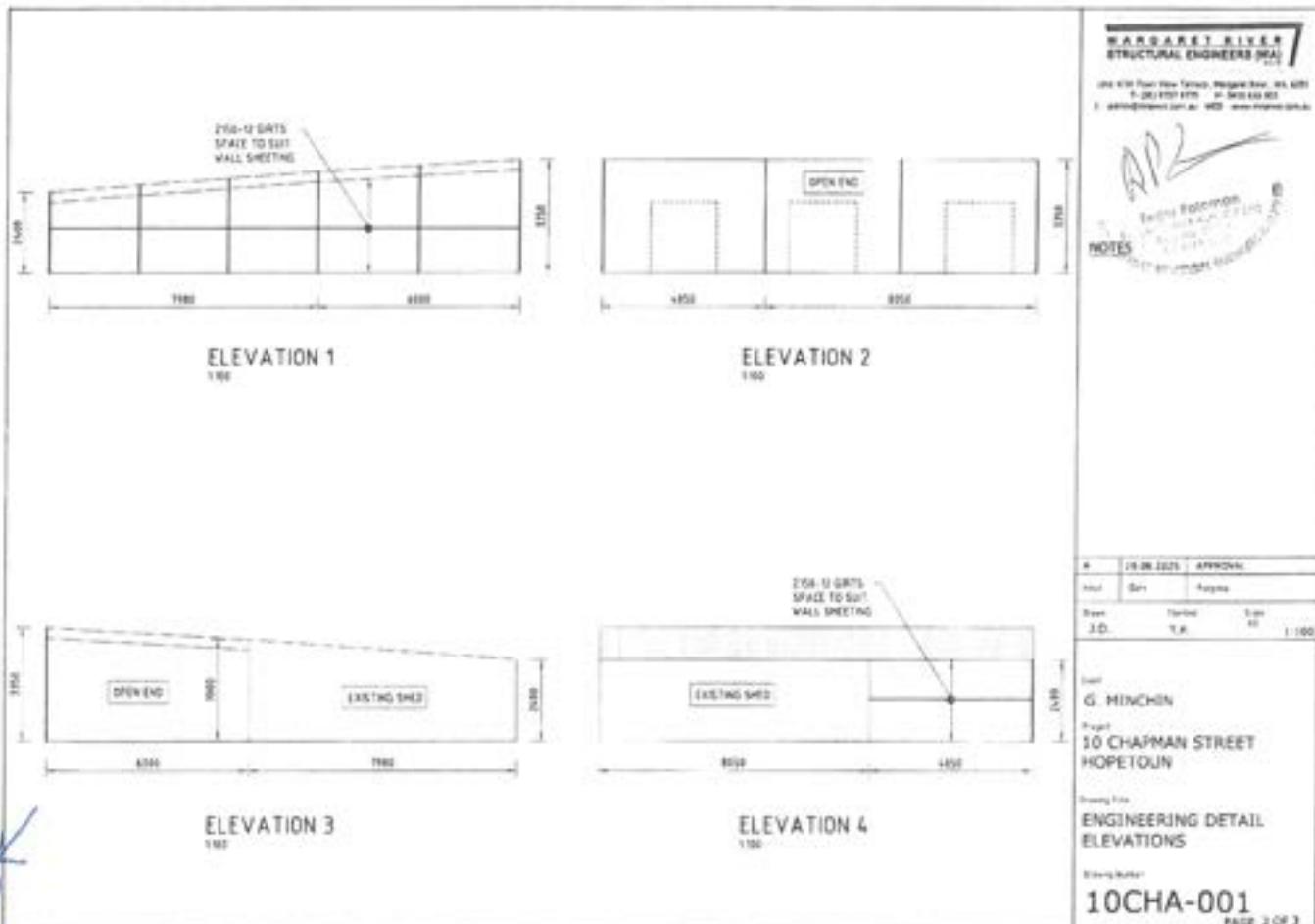
And the following advice notes:

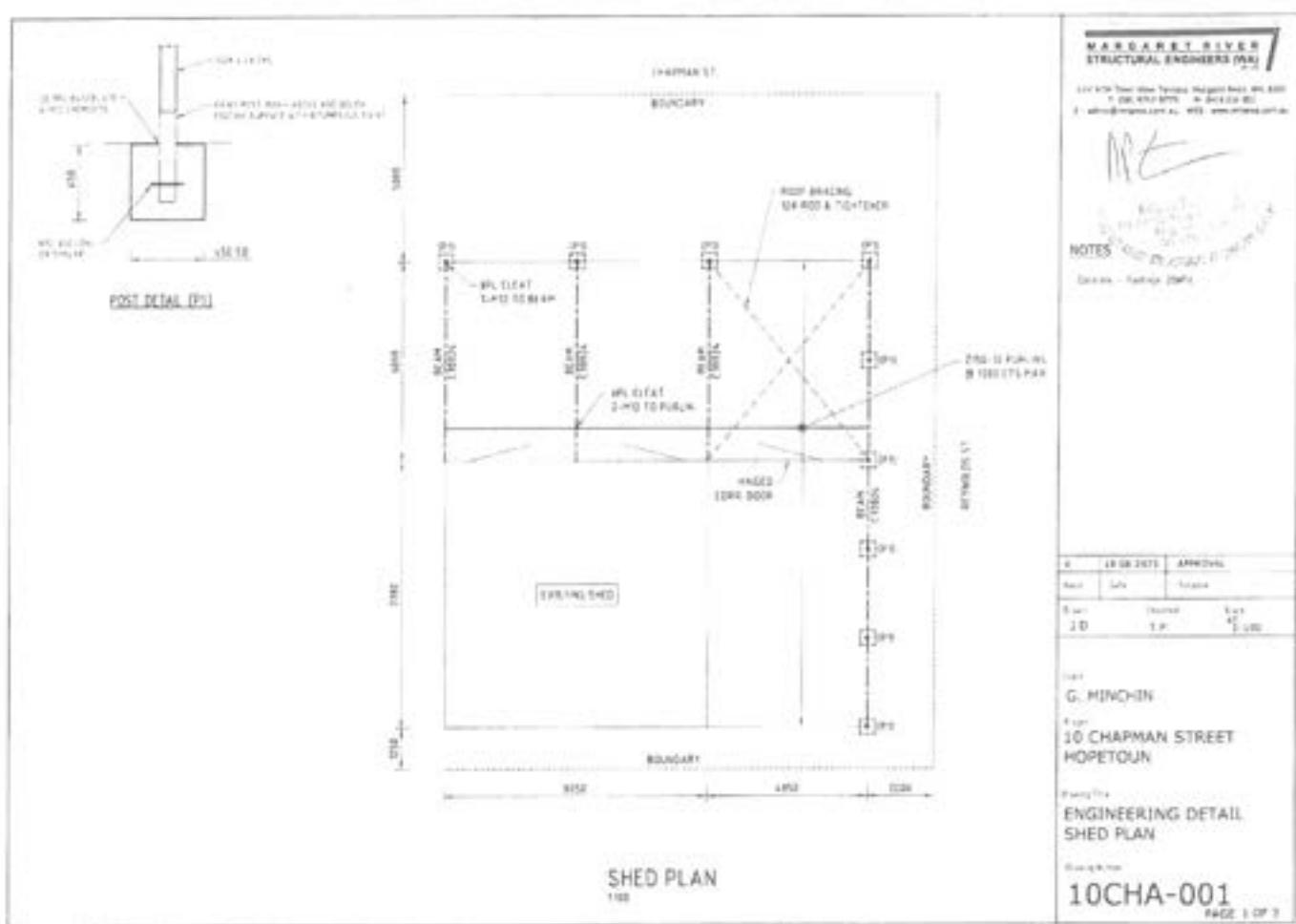
1. **THIS IS NOT A BUILDING PERMIT.** An application for a building permit is required to be submitted and approved by the Shire of Ravensthorpe prior to any works commencing on-site.
2. The development is to comply with the *Building Code of Australia, Building Act 2011, Building Regulations 2012* and the *Local Government Act 1995*.
3. It is the responsibility of the applicant to ensure that building setbacks correspond with the legal description of the land. This may necessitate re-surveying and re-pegging the site. The Shire of Ravensthorpe will take no responsibility for incorrectly located buildings.
4. The Department of Water and Environment Regulation has prepared dust control guidelines for development sites, which outline the procedures for the preparation of dust management plans. Further information on the guidelines can be obtained from the Department of Water and Environment and Regulation's website [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au) under air quality publications.

Moved:\_\_\_\_\_

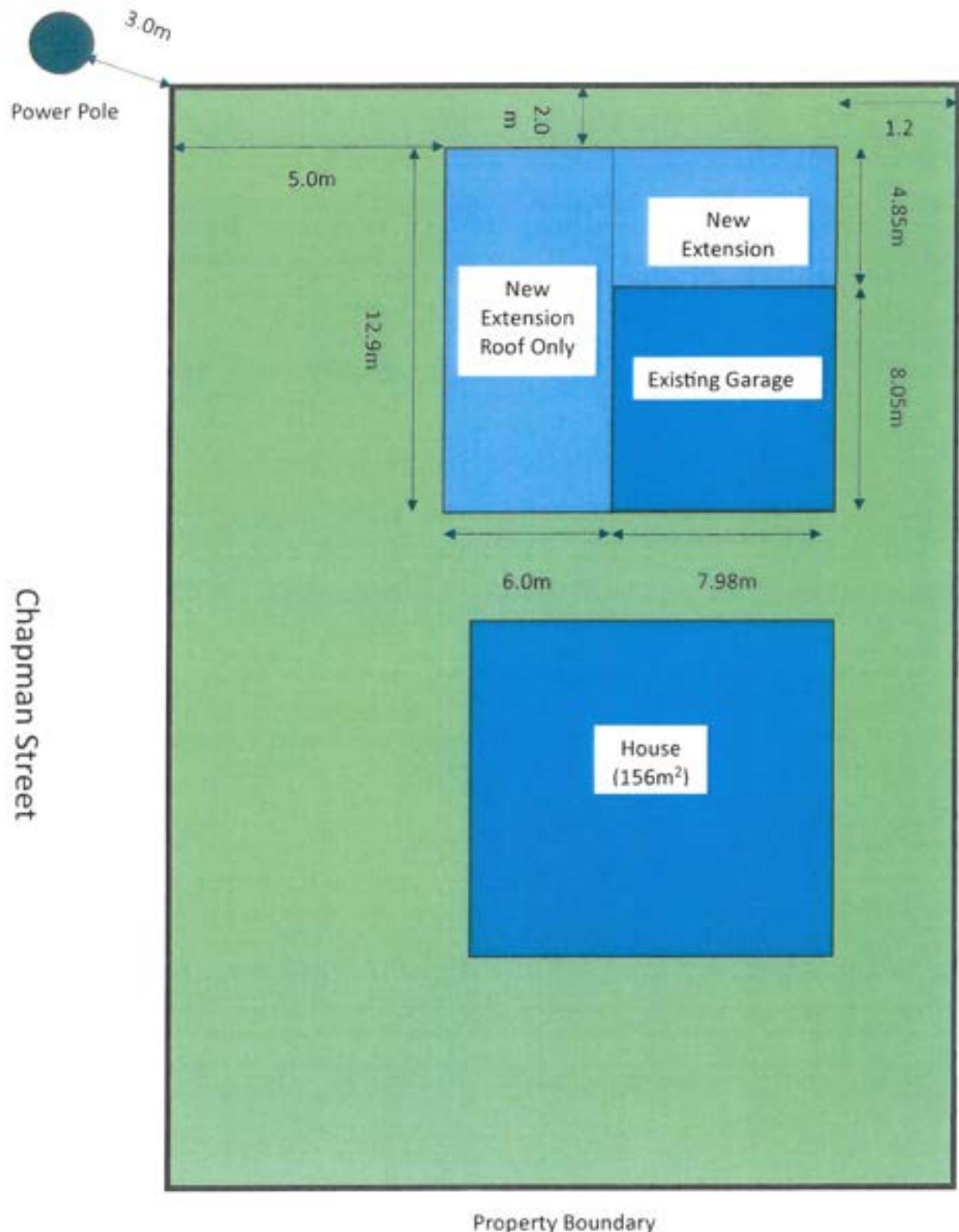
Seconded:\_\_\_\_\_

**Carried:** \_\_\_ / \_\_\_





## Reynolds Street



(Not to Scale, colours only for contrast).

# ATTACHMENT 12.4.1

## **12.4 INFRASTRUCTURE SERVICES**

### **12.4.1 COMMUNITY WATER SUPPLY PROGRAMME (CWSP) GRANT – MARY'S ROAD TANK**

**File Reference:** N/A  
**Location:** Shire-wide  
**Applicant:** Executive Manager Infrastructure Services  
**Author:** Paul Spencer  
**Authorising Officer** Chief Executive Officer  
**Date:** 10 December 2025  
**Disclosure of Interest:** Nil  
**Attachments:** 12.4.1 Property Information  
**Previous Reference:** N/A

#### **PURPOSE**

1. Council is asked to consider an additional land use for a "WATER TANK" to the purpose of Reserve 7377, which will enable the construction and operation of a water tank and swipe card operated standpipe to provide non-treated water to the community for a fee.

#### **VOTING REQUIREMENTS**

2. Simple Majority

#### **OFFICER RECOMMENDATION**

##### **That Council:**

1. **ENDORSE the additional land use designation of "Water Tank" to Reserve 7377 (Lot 300) on Deposited Plan 104806 on Springdale Rd Hopetoun.**
2. **REQUEST the CEO writes to the Minister for Planning; Lands; Housing; Homelessness to request the additional land use designation "Water Tank" to Reserve 7377 (Lot 300) on Deposited Plan 104806 on Hopetoun-Ravensthorpe Rd, pursuant to s42 of the Land Administration Act (1997).**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

**Carried:** \_\_\_ / \_\_\_

Reserve 7377

Reserve Details	General Details	Reserve Land Listing	Additional Details	Reserve Report
Reserve Number	7377			
Reserve Name	N/A			
File Number	13506-1902-01 RO			
Legal Area (ha)	64.5499			
Status	CURRENT			
Current Purpose	AERIAL LANDING GROUND			
Class	C			
Responsible Agency	DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD)			
Date of Last Change	25/02/2011			
Management Orders	SHIRE OF RAVENSTHORPE			
Document Number	L502761			
Local Government Authority	SHIRE OF RAVENSTHORPE			
Land Use	AIRPORT			
Type	N/A			
Notes	WITH POWER TO LEASE FOR ANY TERM NOT EXCEEDING 21 YEARS, SUBJECT TO THE CONSENT OF THE OWNER FOR LANDS			
Additional Reserve Information	RESERVE COMPRIMSES LOT 300 ON DP104806			



#### **12.4.1 Attachment – Property Information**

## Reserve Details Report - 7377

[Print this page](#)

Reserve	7377	Legal Area (ha)	64.5499
Name	N/A	Status	CURRENT
Type	N/A	Current Purpose	AERIAL LANDING GROUND
File Number	13506-1902-01RO		
Notes	WITH POWER TO LEASE FOR ANY TERM NOT EXCEEDING 21 YEARS, SUBJECT TO THE CONSENT OF THE MINISTER FOR LANDS		
Additional Reserve Information	RESERVE COMPRISSES LOT 300 ON DP104806		

Class	Responsible Agency	Date of Last Change
C	DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD)	25/02/2011

Management Order	Document Number
SHIRE OF RAVENSTHORPE	L502761

Land Use
AIRPORT

Local Government Authority
SHIRE OF RAVENSTHORPE

CLT Number	Parcel Identifier	Street Address, Suburb	File Number	PIN	Area (m <sup>2</sup> )
LR3159/639	Lot 300 On Deposited Plan 104806	No Street Address Information Available	13506-1902-01RO	796348	645856