

# Agenda Attachments March 2021

## Attachments

### **Minutes**

Ordinary Meeting of Council – February 2021

Audit Committee Meeting- February 2021

Great Eastern Country Zone Meeting- February 2021

Westonia/Yilgarn Local Emergency Management Meeting- March 2021

Yilgarn Tourism Advisory Committee Meeting- March 2021

### **Agenda Attachments**

9.2.1 Financial Reports February 2021

9.2.2 Accounts for Payment February/March 2021

12.1 Draft Standards



Shire of  
YILGARN

*"good country for hardy people"*

# *Minutes*

## *Ordinary Meeting of Council*

### *18 February 2021*

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## 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open at 4pm

## 2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil

## 3. ATTENDANCE

Presiding Member	Cr W Della Bosca	President
Members	Cr B Close Cr J Cobden Cr G Guerini Cr P Nolan Cr L Rose Cr S Shaw	Deputy President
Council Officers	P Clarke C Watson R Bosenberg N Warren L Della Bosca	Chief Executive Officer Executive Manager Corporate Services Executive Manager Infrastructure Executive Manager Regulatory Services Minute Taker
Apologies:	Nil	
Observers:	Mrs. Kay Crafter	
Leave of Absence:	Nil	

## 4. DECLARATION OF INTEREST

Cr Wayne Della Bosca declared an Impartiality Interest pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007 in agenda item 9.1.3 - Local Roads and Community Infrastructure Program-Round 2 due to being a member of the Yilgarn Bowling Club.

Peter Clarke declared an Impartiality Interest pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007 in agenda item 9.1.3- Local Roads and Community Infrastructure Program-Round 2 due to being a member of the Yilgarn Bowling Club.

Robert Bosenberg declared an Impartiality Interest pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007 in agenda item 9.1.3 - Local Roads and Community Infrastructure Program-Round 2 due to being a member of the Yilgarn Bowling Club.

Cr Cobden declared a Financial Interest pursuant to Section 5.60A of the Local Government Act 1995 in agenda item 12.1- Development Application – 105 Altair Street, Southern Cross – Carport, due to being the applicant.

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

Nil

### 5.1 PUBLIC QUESTION TIME

Nil

## 6. CONFIRMATION OF MINUTES

### 6.1 Ordinary Meeting of Council, Thursday 18 December 2020

*1/2021*

*Moved Cr Nolan/Seconded Cr Shaw*

*That the minutes from the Ordinary Council Meeting held on 18 December 2020 be confirmed as a true record of proceedings*

**CARRIED (7/0)**

### 6.2 Audit Committee Meeting, Thursday 17 December 2020

*2/2021*

*Moved Cr Shaw/Seconded Cr Close*

*That the minutes from the Audit Committee meeting held on 17 December 2020 be confirmed as a true record of proceedings.*

**CARRIED (7/0)**

### 6.3 Annual Meeting of Electors, Tuesday 9 February 2021

*3/2021*

*Carried Cr Cobden/Seconded Cr Nolan*

*That the minutes from the Annual Electors meeting held on 9 February 2021 be confirmed as a true record of proceedings*

**CARRIED (7/0)**

## 7. PRESENTATIONS, PETITIONS, DEPUTATIONS

Nil

## 8. DELEGATES' REPORTS

Cr Della Bosca announced the following:

- Attended the Annual Electors Meeting on 9 February 2021
- Met with the CEO on a number of occasions over the course of January 2021.

Cr Close announced the following:

- Attended the Annual Electors Meeting on 9 February 2021

Cr Shaw announced the following:

- Attended the District Health Advisory Council meeting on 17 February 2021

Cr Cobden announced the following:

- Attended the Annual Electors Meeting on the 9 February 2021
- Attended a meeting with Market Creations in relation to the Shire of Yilgarn Tourism Marketing Strategy on 10 February 2021

Cr Nolan announce the following:

- Attended the Annual Electors Meeting on 9 February 2021

Cr Rose announced the following:

- Attended the Annual Electors Meeting on 9 February 2021

Cr Guerini announced the following:

- Attended the Annual Electors Meeting on 9 February 2021

## 9. OFFICERS REPORTS

### 9.1 Officers Report – Chief Executive Officer

#### 9.1.1 Review of Delegations Register

<b>File Reference</b>	<b>2.3.3.6</b>
<b>Disclosure of Interest</b>	<b>None</b>
<b>Voting Requirements</b>	<b>Absolute Majority</b>
<b>Attachments -</b>	<b>Draft Review of Delegations Register</b>

#### Purpose of Report

To present to Council the annual review of the existing delegations to the Chief Executive Officer that is contained within the Shire of Yilgarn's Delegation Register.

#### Background

To assist in the effective administration of the Shire, Council has granted various delegations to the Chief Executive Officer. Delegations made under the *Local Government Act 1995* can only be made to the Chief Executive Officer or Council Committees. Where appropriate, the Chief Executive Officer can on-delegate to other Officers.

Delegations under other legislation are made directly to the officer concerned.

Council last reviewed the delegations register in February 2020.

#### Comment

The Chief Executive Officer has reviewed the current Delegations Register and the following changes/deletions to existing delegations are proposed:-

Delegation CVAN01 *Caravan Park and Camping Grounds Act* Authorised Persons  
**Delegation to be removed as there is no power to delegate under the Caravan Park and Camping Grounds Act**

Delegation COVE01 *Control of Vehicles (Off-Road Areas) Act* Authorised Officer  
**Delegation to be removed as there is no power to delegate under the Control of Vehicles (Off-Road Areas) Act**

Delegation FOOD01 *Food Act 2008* Appointment of Designated Officers and Authorised Officers  
**Remove name of Officer as delegation should be a position only**

Delegation HEALTH01 *Public Health Act 2016*  
**Remove name of Officer as delegation should be a position only**

Delegation LITTER01 *Litter Act 1979*

Delegation to be removed as there is no power to delegate under the *Litter Act*

It should be noted that the process for **Appointing Authorised Persons** under a range of legislation has been harmonised through an amendment to section 9.10 of the *Local Government Act 1995*, which now means the CEO is the prescribed decision maker to make the appointments, therefore, this has been recognised in a number of delegations within the reviewed Delegations Register.

### Statutory Environment

#### 5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
  - (a) this Act other than those referred to in section 5.43; or
  - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

\* Absolute majority required.

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

#### 5.46. Register of, and records relevant to, delegations to CEO and employees

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

#### 9.10. Appointment of authorised persons

- (1) In this section —

**law** means any of the following —

- (a) this Act;
- (b) the *Caravan Parks and Camping Grounds Act 1995*;
- (c) the *Cat Act 2011*;
- (d) the *Cemeteries Act 1986*;
- (e) the *Control of Vehicles (Off-road Areas) Act 1978*;
- (f) the *Dog Act 1976*;
- (g) subsidiary legislation made under an Act referred to in any of paragraphs (a) to (f);
- (h) a written law prescribed for the purposes of this section;

***specified*** means specified in the instrument of appointment.

- (2) The CEO may, in writing, appoint persons or classes of persons to be authorised persons for the purposes of 1 or more specified laws or specified provisions of 1 or more specified laws.
- (3) An appointment under subsection (2) is subject to any specified conditions or limitations.
- (4) The CEO must give to each person appointed under subsection (2) an identity card that —
  - (a) on the front of the card, sets out —
    - (i) the name and official insignia of the local government; and
    - (ii) the name of the person; and
    - (iii) a recent photograph of the person;and
  - (b) on the back of the card, specifies each law to which the person's appointment relates.
- (5) A person appointed under subsection (2) (the ***authorised person***) must —
  - (a) carry their identity card at all times when performing functions under a specified law; and
  - (b) produce their identity card for inspection when required to do so by a person in respect of whom the authorised person has performed or is about to perform a function under a specified law.
- (6) A person who, without reasonable excuse, fails to return their identity card to the CEO within 14 days after their appointment ceases to have effect commits an offence.

*[Section 9.10 inserted: No. 16 of 2019 s. 64.]*

#### Strategic Implications

Nil

#### Policy Implications

Where a Policy exists for an activity/function that has been delegated, the Chief Executive Officer is to adhere to that Policy.

#### Financial Implications

Nil.



## Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
<b>Health/People</b>	To ensure that Council Officers are aware of their obligations relating to delegations	Moderate (9)	An up-to-date Delegations Register approved by Council and disseminated to appropriate staff
<b>Financial Impact</b>	Allows Officers to be aware of their delegation responsibilities	Moderate (9)	Approved delegations ensure minimal impact
<b>Service Interruption</b>	Nil	Nil	Nil
<b>Compliance</b>	Compliance with Section 5.42 of the <i>Local Government Act</i>	Moderate (6)	Annual review of Register
<b>Reputational</b>	Nil	Nil	Nil
<b>Property</b>	Nil	Nil	Nil
<b>Environment</b>	Nil	Nil	Nil

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

**Officers Recommendation and Council Resolution**

**4/2021**

***Moved Cr Close/Seconded Cr Nolan***

***That the reviewed 2021 Shire of Yilgarn Delegations Register as presented to Council with the alterations recommended be adopted.***

**CARRIED BY ABSOLUTE MAJORITY (7/0)**

unconfirmed

## 9.1 Officers Report – Chief Executive Officer

### 9.1.2 2020 Annual Compliance Audit Return

<b>File Reference</b>	<b>1.6.6.4</b>
<b>Disclosure of Interest</b>	<b>None</b>
<b>Voting Requirements</b>	<b>Absolute Majority</b>
<b>Attachments -</b>	<b>2020 Annual Compliance Audit Return</b>

#### Purpose of Report

To present to Council the 2020 Annual Compliance Audit Return (CAR) for adoption and submission to the Department of Local Government, Sport and Cultural Industries.

#### Background

Council is required by section 14 of the *Local Government (Audit) Regulations 1996* to complete a CAR each year covering the period 1 January to 31 December. The CAR is to be:-

1. Presented to Council at a meeting of the Council;
2. Adopted by the Council;
3. The adoption recorded in the minutes of the meeting at which it is adopted;
4. Signed by the Shire President and Chief Executive Officer and returned to the Department with a copy of the Council minutes of the meeting at which it was received; and
5. Submitted to the Department of Local Government by 31 March each year.

The CAR must also be reviewed by the Shire of Yilgarn Audit Committee prior to its adoption by Council.

#### Comment

The 2020 CAR was presented to the Audit Committee at its meeting held on 18 February 2021 prior to the Council meeting for consideration.

The 2020 CAR contains 102 questions of which:-

- 79 were complied with
- 23 were not applicable to the Shire of Yilgarn during the year under review

#### Statutory Environment

*Local Government (Audit) Regulations 1996*

#### 14. Compliance audits by local governments

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.

- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
- (a) presented to the council at a meeting of the council; and
  - (b) adopted by the council; and
  - (c) recorded in the minutes of the meeting at which it is adopted.

### Strategic Implications

Nil

### Policy Implications

Nil

### Financial Implications

Nil.

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
<b>Health/People</b>	Internal review by senior management to Audit Committee and Council on an annual basis	Moderate (6)	Internal CAR review ensures Council and staff are meeting statutory requirements
<b>Financial Impact</b>	Nil	Nil	Nil
<b>Service Interruption</b>	Nil	Nil	Nil
<b>Compliance</b>	Section 14 of the <i>Local Government (Audit) Regulations 1996</i>	Moderate (6)	Annual Compliance Audit Return
<b>Reputational</b>	Not meeting statutory obligations could give rise to adverse response from DLGSC	High (15)	Annual review and Reporting process to DLGSC
<b>Property</b>	Nil	Nil	Nil
<b>Environment</b>	Nil	Nil	Nil

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

#### Committee Recommendation and Council Decision

5/2021

*Moved Cr Cobden/Seconded Cr Nolan*

*That Council adopts the Local Government Compliance Audit Return (CAR) for the Shire of Yilgarn for the period 1 January 2020 to 31 December 2020 noting compliance in all areas assessed. In accepting the CAR, Council authorises the Shire President and CEO to sign and submit the CAR to the Department of Local Government, Sport and Cultural Industries as required.*

**CARRIED BY ABSOLUTE MAJORITY (7/0)**

## 9.1 Officers Report – Chief Executive Officer

### 9.1.3 Local Roads & Community Infrastructure Program – Round 2

<b>File Reference</b>	<b>1.6.26.33</b>
<b>Disclosure of Interest</b>	<b>CEO - Member of Yilgarn Bowling Club EMI - Member of Yilgarn Bowling Club</b>
<b>Voting Requirements</b>	<b>Absolute Majority</b>
<b>Attachments</b>	<b>Nil</b>

#### Purpose of Report

To present to Council potential projects under the Australian Governments Round 2 of the Local Roads and Community Infrastructure (LRCI) Funding Program as part of the Government's COVID-19 stimulus package to local governments.

#### Background

Council at the December 2020 Ordinary meeting were advised that on 30 October 2020 the Hon. Michael McCormack MP, Deputy Prime Minister and Minister for Infrastructure, Transport and Regional Development and the Hon. Mark Coulton, Minister for Regional Health, Regional Communications and Local Government forwarded the following email addressed to the Shire President:-

*"We are writing to you following the 2020-21 Budget, where we have again demonstrated our commitment to partner with local governments as they play a critical role as part of the national recovery from the COVID-19 pandemic, delivering local jobs, through local projects.*

*As the closest tier of government to the people it serves, local governments remain an essential support for communities across Australia, helping them through this downturn and planning for the recovery.*

*Under the initial funding available through the LRCI Program, local government areas such as yours have identified more than 2,200 projects, providing opportunities and support for local jobs, firms and procurement in all areas of the nation. The LRCI Program Extension will continue to assist local governments to deliver local road and community infrastructure projects, as well as create local job opportunities particularly where employment in other sectors have been negatively impacted.*

*We encourage you to identify projects to maximise the opportunity for a range of workers to be retained, redeployed and employed to deliver ready to roll-out projects that provide economic stimulus and benefits to communities.*

***Under the LRCI Program Extension, Shire of Yilgarn will receive an additional funding allocation of \$659,586. This funding will be available from 1 January 2021, with the Program being extended until the end of 2021.***

*Program Guidelines and Grant Agreements are currently being drafted and will be provided in the coming weeks. In the meantime, we encourage you to consider projects you may wish to nominate for funding under the Program Extension.*

*We look forward to continuing to work with you to deliver priority local road and community infrastructure projects”.*

## Comment

At the December 2020 Council meeting the CEO submitted a list of potential projects (see updated table below) for Council consideration. The CEO did advise Council that Work Schedules relating to specific projects under the Local Roads and Community Infrastructure Program Additional Funding Allocation did not have to be submitted until June 2021, and therefore, it was considered appropriate for Council to defer a decision/commitment to projects at this time to allow for further investigation by Council staff regarding more accurate costings associated with the projects and to consider other potential projects that were listed within the table presented.

In light of the above information, Council resolved the following:-

**187/2020**

**Moved Cr Close Seconded Cr Shaw**

***That the agenda item be re-presented at the February 2021 Council meeting in order for the presented projects to be considered further.***

**CARRIED (7/0)**

The following Projects are those that were listed at the Briefing Session, excluding Projects already approved under Round 1.

Project	Amount
Footpath – Spica Street (Centaur to Phoenix Streets)	\$60,000
Electric Vehicle Charger – Subject to Power Upgrade of Emu Park	
All Ability Playground – Not considered necessary	
New Lighting Tower – Recreation Ground	\$65,000
New Synthetic Bowling Green Surface	\$160,000
Interactive Information Signage – Subject to outcomes of Tourism Marketing Strategy and power upgrade of Emu Park	
Tourism Townsite Entrance Signage - Subject to outcomes of Tourism Marketing Strategy	
Mobile Phone Tower – Telstra already committed other Towers in relation to Round 5A Mobile Blackspot Program	
Upgrade Sections Guerini/Panizza Road – Can be addressed through Council’s own future maintenance program	

Nunn Road Culvert Upgrade - Can be addressed through Council's own future maintenance program	
Newland and Garbin Road Upgrade - Can be addressed through Council's own future maintenance program	
Sandalwood Road Upgrade - Can be addressed through Council's own future maintenance program	
Audio/Visual System Recreation Complex	\$30,000
Yilgarn Recreation Complex - Generator	\$20,000
Yilgarn Recreation Complex – Installation of Reverse Cycle Air-conditioning	\$45,000
Outdoor Basketball/Netball Courts Upgrade – 2 Courts Only with new backboards/goals and fencing	\$149,586
Constellation Park – Perimeter Fencing	\$30,000
Constellation Park – Additional Rotunda/Shade Shelter/Seating	\$60,000
Caravan Park - Generator	\$40,000
Lake Polaris Beautification - Subject to outcomes of Tourism Marketing Strategy	
<b>Total Project Spend</b>	<b>\$659,586</b>
<b>Funding Available</b>	<b>\$659,586</b>

It should be noted that the funding does not have to be expended on the above projects until 31 December 2021.

#### Policy Implications

Nil

#### Statutory Environment

Australian Government Guidelines in respect to COVID-19 Local Roads and Community Infrastructure Program.

#### Strategic Implications

Shire of Yilgarn Strategic Community Plan 2020-2030 – Civic Leadership – Maintain a high . Nil impact upon Council's Budget as projects fully funded by the Australian Government under the LRCI Program.



### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
<b>Health/People</b>	Projects benefit residents of the district	Moderate (6)	Nil
<b>Financial Impact</b>	Additional Funding received from Australian Government under COVID-19 stimulus package	Low (3)	Ensure that Projects submitted meet the necessary guidelines
<b>Service Interruption</b>	Nil	Nil	Nil
<b>Compliance</b>	Australian Government's LRCI Funding Program	Low (4)	Requirement to provide Progress Reports to Funding Provider
<b>Reputational</b>	Nil	Nil	Nil
<b>Property</b>	Shire community Infrastructure upgrades	Moderate (8)	Insurance Premiums associated with upgrades
<b>Environment</b>	Nil	Nil	Nil

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

**Officer Recommendation and Council Decision**

**6/2021**

***Moved Cr Guerini/Seconded Cr Close***

***That Council submits the following projects to the Australian Government's Department of Infrastructure, Transport, Regional Development and Communications for approval under the Local Roads and Community Infrastructure Round 2 Program:-***

<b>1. Footpath – Spica Street (Centaur to Phoenix Streets)</b>	<b>\$ 60,000</b>
<b>2. New Lighting Tower – Recreation Ground</b>	<b>\$ 65,000</b>
<b>3. New Synthetic Bowling Green Surface</b>	<b>\$160,000</b>
<b>4. Audio/Visual System Recreation Complex</b>	<b>\$ 30,000</b>
<b>5. Yilgarn Recreation Complex – Generator Evacuation Centre</b>	<b>\$ 20,000</b>
<b>6. Constellation Park Perimeter Fencing</b>	<b>\$ 30,000</b>
<b>7. Constellation Park – Additional Rotunda/Shade Shelter/Seating</b>	<b>\$ 60,000</b>
<b>8. Caravan Park – Generator</b>	<b>\$ 40,000</b>
<b>9. Outdoor Netball/Basketball Courts Upgrade</b>	<b>\$149,586</b>
<b>10. Yilgarn Recreation Complex – Installation Reverse Cycle A/C</b>	<b>\$ 45,000</b>
<b>TOTAL</b>	<b>\$659,586</b>

**CARRIED BY ABSOLUTE MAJORITY (7/0)**

## 9.1 Reporting Officer – Chief Executive Officer

### 9.1.4 Local Government Ordinary Elections 2021

<b>File Reference</b>	<b>2.2.1.3</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Absolute Majority</b>
<b>Attachments</b>	<b>Nil</b>

#### Purpose of Report

Council to consider declaring the WA Electoral Commissioner to be responsible for the conduct of the 2021 Shire of Yilgarn Local Government Elections to be held on Saturday, 16 October 2021.

#### Background

Mr Robert Kennedy, WA Electoral Commissioner, has written to Council to advise that the next Local Government Elections are being held on 16 October 2021 and while this still some distance in the future, the Commissioner has provided an estimate of costs for the Election for consideration in the 2021/2022 budget preparations.

The Commissioner advises that the estimated cost for the Election if conducted as a Postal Ballot is \$13,000 incl., GST which has been based on the following assumptions:-

- 700 Electors
- Response rate of approximately 50%
- 3 Vacancies
- Count to be conducted at the offices of the Shire of Yilgarn
- Appointment of a local Returning Officer
- Regular Australia Post delivery service to apply for the lodgement of the election packages.

The Commissioner also advises that an additional amount of \$140 will be incurred if Council decides to opt for the Australia Post Priority Service for the lodgement of election packages.

The Commissioner indicates that costs not incorporated in this estimate include:-

- Any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns;
- One local government staff member to work in the polling place on election day;
- Any additional postage rate increase by Australia Post.
- Any unanticipated costs arising from public health requirements for the COVID-19 pandemic.

The Commissioner further advises that the Commission is required by the *Local Government Act 1995* to conduct local government elections on a full cost recovery basis and Council should note that this is an estimate only and may vary depending upon a range of factors

including the cost of materials or number of replies received. The basis for charges is all materials at cost and a margin on staff time only. Should a significant change in this figure become evident prior to or during the election Council will be advised as early as possible.

The Commissioner advises that the current procedure required by the *Act* is that his written agreement has to be obtained before the vote by Council is taken. To facilitate this process, the Commissioner indicates that Council can take this letter as his agreement to be responsible for the conduct of the ordinary elections in 2021 for the Shire of Yilgarn in accordance with Section 4.20(4) of the *Local Government Act 1995*, together with any other elections or polls that may also be required. The Commissioner advises that his agreement is subject to the proviso that the Shire of Yilgarn also wishes to have the election undertaken by the Western Australian Electoral Commission as a postal election.

### Comment

The conduct of Postal Elections previously in the Shire of Yilgarn has been proven to increase voter participation. This was evidenced in the 2019 Council Elections when a 58.7% turnout was achieved.

### Statutory Environment

*Local Government Act 1995*

#### **4.20. CEO to be returning officer unless other arrangements made**

- (1) Subject to this section the CEO is the returning officer of a local government for each election.
- (2) A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner, appoint\* a person other than the CEO to be the returning officer of the local government for —
  - (a) an election; or
  - (b) all elections held while the appointment of the person subsists.

*\* Absolute majority required.*

- (3) An appointment under subsection (2) —
  - (a) is to specify the term of the person's appointment; and
  - (b) has no effect if it is made after the 80<sup>th</sup> day before an election day.
- (4) A local government may, having first obtained the written agreement of the Electoral Commissioner, declare\* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.

*\* Absolute majority required.*

- (5) A declaration under subsection (4) has no effect if it is made after the 80<sup>th</sup> day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.
- (6) A declaration made under subsection (4) on or before the 80<sup>th</sup> day before election day cannot be rescinded after that 80<sup>th</sup> day.

#### 4.61. Choice of methods of conducting election

- (1) The election can be conducted as a —  
*postal election* which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or  
*voting in person election* which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.
- (2) The local government may decide\* to conduct the election as a postal election.

\* *Absolute majority required.*

#### Strategic Implications

Nil

#### Policy Implications

Nil

#### Financial Implications

As indicated in the Commissioner's correspondence, costs to conduct the election by Postal Vote is estimated to be \$13,000.

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	To ensure that the Election process is kept at arms-length from staff	Low (4)	Engage WA Electoral Commission to manage Postal Vote process
Financial Impact	Costs associated with engagement of WAEC	High (12)	Budget accordingly
Service Interruption	Nil	Nil	Nil
Compliance	Section 4.20 of <i>Local Government Act 1995</i>	Moderate (6)	Meeting statutory requirement of Act in appointing WAEC
Reputational			
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

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

**Officer Recommendation and Council Decision**

**7/2021**

***Moved Cr Shaw/Seconded Cr Rose***

***That Council***

- 1. Declare 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 2021 Ordinary Elections together with any other elections or polls which may be required; and***
- 2. Determines in accordance with Section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a Postal Election.***

**CARRIED BY ABSOLUTE MAJORITY (7/0)**

## 9.1 Officers Report – Chief Executive Officer

### 9.1.5 Use of Common Seal – Subdivision Documentation for 50 Antares Street

<b>File Reference</b>	<b>1.1.12.1</b>
<b>Disclosure of Interest</b>	<b>None</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Nil</b>

#### Purpose of Report

To submit to Council for endorsement, the Use of the Common Seal of the Shire of Yilgarn.

#### Background

For some time now, Council staff have been processing subdivision (survey strata plan) documentation for the land located at 50 Antares Street in order that the lots are individualised to necessitate the transfer of two (2) of the lots to the Central East Accommodation and Care Alliance Inc. (CEACA). The subdivision would also allow the private sale of the remaining lots should there be demand for them.

Council at its December 2020 meeting resolved the following in respect to its obligations under Section 3.58 of the *Local Government Act 1995* in relation to disposition of property:-

**194/2020**

**Moved Cr Guerini/Seconded Cr Shaw**

***Council endorses the disposal of Lots 5 and 6, 50 Antares Street, Southern Cross to the Central East Aged Care Alliance for Nil payment, on the provision that no contentious or substantiated objections are received during the public notice period for the disposal.***

**CARRIED (7/0)**

No objections or comments were received in relation to the above at the advertising expiry date.

#### Comment

Delegation LGA13 relating to the "Executing and Affixing of the Common Seal to Documents" allows the Shire President and the CEO with the power to affix the Common Seal of the Shire of Yilgarn to a variety of documents but subject to Council being notified via a report at a subsequent Council meeting.

To progress the subdivision documentation and transfer of land, staff engaged the services of BKS Conveyancing who supplied the appropriate documentation for signing and affixing the Shire of Yilgarn Common Seal by the Shire President and CEO on Monday, 4 January 2021.



### Statutory Environment

Shire of Yilgarn Delegation Register LGA13 relating to the "Executing and Affixing of the Common Seal to Documents".

*Local Government Act 1995* – Section 3.58 relating to Disposition of Property.

### Strategic Implications

Nil

### Policy Implications

Council Policy 1.4 relating to "Use of Council's Common Seal

### Financial Implications

BKS Conveyancing fees \$1,658.44

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	To ensure housing is available for elderly	Low (1)	Two individual Units available for rental
Financial Impact	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Section 3.58 of <i>LGA</i> relating to Disposition of Property	Low (2)	Meet necessary requirement of the <i>Act</i>
Reputational	Nil	Nil	Nil
Property	Disposal of Council owned land	Moderate (6)	As per Agreement in transferring land to CEACA
Environment	Nil	Nil	Nil

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

#### Officers Recommendation and Council Decision

8/2021

*Moved Cr Cobden/Seconded Cr Nolan*

*That Council endorses the actions of the Shire President and CEO in signing and affixing the Shire of Yilgarn's Common Seal on subdivision documents relating to 50 Antares Street, Southern Cross to accommodate the transfer of Lots 5 and 6 to the Central East Accommodation and Care Alliance Inc. (CEACA).*

**CARRIED (7/0)**

## 9.1 Officers Report – Chief Executive Officer

### 9.1.6 Extension of Terms – CEO Contract of Employment and Proposed Recruitment Process

<b>File Reference</b>	<b>1.1.1.1 &amp; 1.1.11.2</b>
<b>Disclosure of Interest</b>	<b>None</b>
<b>Voting Requirements</b>	<b>Absolute Majority</b>
<b>Attachments</b>	<b>Guidelines for Local Government CEO Recruitment</b>

#### Purpose of Report

To inform Council of the processes of Clause 2.2 of the CEO's Contract of Employment relating to Extension of Terms beyond the current Contract expiry date.

#### Background

Clause 2.2 of the CEO's Contract of Employment relates to Extension of Terms and particularly 2.2(c), which refers to the CEO notifying the Council in writing whether or not he wishes to seek a renewal of the Contract and, if so, for what term.

Clause 2.2(d) then indicates that if an extension is sought, within 2 months of receiving this notification, Council must write to the CEO to advise either its intention to advertise the position or offer a renewal of the Contract.

#### Comment

To satisfy the requirements of the Clause 2.2(c), the CEO wishes to advise Council that it is not his intention to seek an extension of terms and therefore, advises that his Contract is due to terminate on 21 August 2021.

Based on the decision by the CEO, it is considered that Council should start planning now for his replacement. The following timeline is submitted for Council consideration:-

1. **February/March 2021** - Seek quotations from suitably qualified Recruitment Consultants to assist Council with the recruitment process.
2. **March 2021** – Council at its March 2021 Ordinary meeting to appoint preferred Recruitment Consultant, appoint the Selection Panel and adopts the Model Standards for Recruitment of CEO's in accordance with Section 5.39A(1) of the Local Government Act .
3. **March/April 2021** – Commence advertising process and interview in mid to late April; and
4. **May 2021** – Interview and appoint preferred candidate. Dependent upon preferred candidate's current employment status and requirement for notice from existing employee, this should allow adequate time for handover.

## Statutory Environment

### ***Local Government (Administration) Regulations 1996***

#### **18A. Vacancy in position of CEO or senior employee to be advertised (Act s. 5.36(4) and 5.37(3))**

- (1) If a position of CEO, or of a senior employee, of a local government becomes vacant, the local government must give Statewide public notice of the position unless it is proposed that the position be filled by —
  - (a) a person who is, and will continue to be, employed by another local government and who will fill the position on a contract or contracts for a total period not exceeding 5 years; or
  - (b) a person who will be acting in the position for a term not exceeding one year.
- (2) The Statewide public notice must contain —
  - (a) the details of the remuneration and benefits offered; and
  - (b) details of the place where applications for the position are to be submitted; and
  - (c) the date and time for the closing of applications for the position; and
  - (d) the duration of the proposed contract; and
  - (da) a website address where the job description form for the position can be accessed; and
  - (e) contact details for a person who can provide further information about the position; and
  - (f) any other information that the local government considers is relevant.

*[Regulation 18A inserted: Gazette 31 Mar 2005 p. 1037-8; amended: Gazette 19 Aug 2005 p. 3872; 3 May 2011 p. 1594; SL 2021/14 r. 4.]*

#### **18B. Contracts of CEOs and senior employees, content of (Act s. 5.39(3)(c))**

For the purposes of section 5.39(3)(c), a contract governing the employment of a person who is a CEO, or a senior employee, of a local government is to provide for a maximum amount of money (or a method of calculating such an amount) to which the person is to be entitled if the contract is terminated before the expiry date, which amount is not to exceed whichever is the lesser of —

- (a) the value of one year's remuneration under the contract; or
- (b) the value of the remuneration that the person would have been entitled to had the contract not been terminated.

*[Regulation 18B inserted: Gazette 13 May 2005 p. 2086.]*

***[18C, 18D. Deleted: SL 2021/14 r. 5.]***

**18E. False information in application for CEO position, offence**

A person must not, in connection with an application for the position of CEO of a local government —

- (a) make a statement, or give any information, as to academic, or other tertiary level, qualifications held by the applicant that the person knows is false in a material particular; or
- (b) make a statement, or give any information, as to academic, or other tertiary level, qualifications held by the applicant which is false or misleading in a material particular, with reckless disregard as to whether or not the statement or information is false or misleading in a material particular.

Penalty: a fine of \$5 000.

*[Regulation 18E inserted: Gazette 31 Mar 2005 p. 1038-9; amended: Gazette 19 Aug 2005 p. 3872; 4 Mar 2016 p. 650.]*

**18F. Remuneration and benefits of CEO to be as advertised**

The remuneration and other benefits paid to a CEO on the appointment of the CEO are not to differ from the remuneration and benefits advertised for the position under section 5.36(4).

*[Regulation 18F inserted: Gazette 31 Mar 2005 p. 1039.]*

**18FA. Model standards for CEO recruitment, performance and termination (Act s. 5.39A(1))**

Schedule 2 sets out model standards for local governments in relation to the following —

- (a) the recruitment of CEOs;
- (b) the review of the performance of CEOs;
- (c) the termination of the employment of CEOs.

*[Regulation 18FA inserted: SL 2021/14 r. 6.]*

**18FB. Certification of compliance with adopted standards for CEO recruitment (Act s. 5.39B(7))**

- (1) In this regulation —

***adopted standards*** means —

- (a) the standards adopted by a local government under section 5.39B; or
- (b) if the local government has not adopted standards under that section, the standards taken under section 5.39B(5) to be the local government's adopted standards.

- (2) This regulation applies if —

- (a) a local government employs a person in the position of CEO of the local government; and
- (b) the local government's adopted standards in relation to the recruitment of CEOs apply to the employment.

- (3) As soon as practicable after the person is employed in the position of CEO, the local government must, by resolution\*, certify that the person was employed in accordance with the local government's adopted standards in relation to the recruitment of CEOs.

\* Absolute majority required.

- (4) The local government must give a copy of the resolution to the Departmental CEO within 14 days after the resolution is passed by the local government.

*[Regulation 18FB inserted: SL 2021/14 r. 6.]*

#### **18FC. Certification of compliance with adopted standards for CEO termination (Act s. 5.39B(7))**

- (1) In this regulation —  
***adopted standards*** has the meaning given in regulation 18FB(1).
- (2) This regulation applies if a local government terminates the employment of the CEO of the local government.
- (3) As soon as practicable after the CEO's employment is terminated, the local government must, by resolution\*, certify that the CEO's employment was terminated in accordance with the local government's adopted standards in relation to the termination of the employment of CEOs.

\* Absolute majority required.

- (4) The local government must give a copy of the resolution to the Departmental CEO within 14 days after the resolution is passed by the local government.

*[Regulation 18FC inserted: SL 2021/14 r. 6.]*

#### **Division 2 — Standards for recruitment of CEOs**

*[Heading inserted: SL 2021/14 r. 7.]*

#### **3. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

*[Clause 3 inserted: SL 2021/14 r. 7.]*

#### **4. Application of Division**

- (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.
- (2) This Division does not apply —
  - (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
  - (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

[Clause 4 inserted: SL 2021/14 r. 7.]

**5. Determination of selection criteria and approval of job description form**

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
  - (a) the duties and responsibilities of the position; and
  - (b) the selection criteria for the position determined in accordance with subclause (1).

[Clause 5 inserted: SL 2021/14 r. 7.]

**6. Advertising requirements**

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

[Clause 6 inserted: SL 2021/14 r. 7.]

**7. Job description form to be made available by local government**

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —
  - (i) email a copy of the job description form to an email address provided by the person; or
  - (ii) mail a copy of the job description form to a postal address provided by the person.

[Clause 7 inserted: SL 2021/14 r. 7.]

**8. Establishment of selection panel for employment of CEO**

- (1) In this clause —

***independent person*** means a person other than any of the following —

  - (a) a council member;
  - (b) an employee of the local government;
  - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.



- (3) The selection panel must comprise —
  - (a) council members (the number of which must be determined by the local government); and
  - (b) at least 1 independent person.

*[Clause 8 inserted: SL 2021/14 r. 7.]*

## **9. Recommendation by selection panel**

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
  - (a) a summary of the selection panel's assessment of each applicant; and
  - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
  - (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
  - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
  - (a) in an impartial and transparent manner; and
  - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
  - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
  - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
  - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

*[Clause 9 inserted: SL 2021/14 r. 7.]*

## **10. Application of cl. 5 where new process carried out**

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —



- (a) clause 5 does not apply to the new recruitment and selection process; and
- (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

*[Clause 10 inserted: SL 2021/14 r. 7.]*

#### **11. Offer of employment in position of CEO**

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

*[Clause 11 inserted: SL 2021/14 r. 7.]*

#### **Local Government Act 1995**

##### **5.36. Local government employees**

- (1) A local government is to employ —
  - (a) a person to be the CEO of the local government; and
  - (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.
- (2) A person is not to be employed in the position of CEO unless the council —
  - (a) believes that the person is suitably qualified for the position; and
  - (b) is satisfied\* with the provisions of the proposed employment contract.

*\* Absolute majority required.*

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

### 5.39A. Model standards for CEO recruitment, performance and termination

- (1) Regulations must prescribe model standards for local governments in relation to the following —
  - (a) the recruitment of CEOs;
  - (b) the review of the performance of CEOs;
  - (c) the termination of the employment of CEOs.

- (2) Regulations may amend the model standards.

*[Section 5.39A inserted: No. 16 of 2019 s. 22.]*

### 5.39B. Adoption of model standards

- (1) In this section —  
**model standards** means the model standards prescribed under section 5.39A(1).
- (2) Within 3 months after the day on which regulations prescribing the model standards come into operation, a local government must prepare and adopt\* standards to be observed by the local government that incorporate the model standards.

*\* Absolute majority required.*

- (3) Within 3 months after the day on which regulations amending the model standards come into operation, the local government must amend\* the adopted standards to incorporate the amendments made to the model standards.

*\* Absolute majority required.*

- (4) A local government may include in the adopted standards provisions that are in addition to the model standards, but any additional provisions are of no effect to the extent that they are inconsistent with the model standards.
- (5) The model standards are taken to be a local government's adopted standards until the local government adopts standards under this section.
- (6) The CEO must publish an up-to-date version of the adopted standards on the local government's official website.
- (7) Regulations may provide for —
  - (a) the monitoring of compliance with adopted standards; and
  - (b) the way in which contraventions of adopted standards are to be dealt with.

### Strategic Implications

Shire of Yilgarn Strategic Community Plan 2020-2030 – Civic Leadership – Maintain a high level of corporate governance, responsibility and accountability.

### Policy Implications

Nil

### Financial Implications

Costs associated with engagement of Recruitment Consultant and associated fees for service together with advertising costs for position.

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Costs associated with engagement of Recruitment Consultant	High (15)	Budget accordingly and to make provision in 2020/2021 Budget Review
Service Interruption	Ensure that an appropriate appointment is made prior to current CEO's Contract expiry date	Moderate (9)	Commence recruitment process early to ensure timely appointment
Compliance	<i>Local Government Act and Local Government (Administration) Regulations</i>	Low (4)	Ensure all statutory obligations are met in relation to CEO recruitment
Reputational	Promote Shire of Yilgarn as an employer of choice	Moderate (6)	Promote the Shire of Yilgarn positively in all advertising material
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

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

#### Officer Recommendation and Council Decision

9/2021

*Moved Cr Cobden/Seconded Cr Close*

*That in accordance with the Local Government Act 1995 and the Local Government (Administration) Regulations 1996 relating to the recruitment of CEO's, Council approves and commences the following processes for the selection and appointment of a new CEO:-*

- 1. February/March 2021 - Seek quotations from suitably qualified Recruitment Consultants to assist Council with the recruitment process.*
- 2. March 2021 – Council at its March 2021 Ordinary meeting to appoint preferred Recruitment Consultant, appoint the Selection Panel and adopts the Model Standards for Recruitment of CEO's in accordance with Section 5.39A(1) of the Local Government Act.*
- 3. March/April 2021 – Commence advertising process and interview in mid to late April; and*
- 4. May 2021 – Interview and appoint preferred candidate. Dependent upon preferred candidate's current employment status and requirement for notice from existing employee, this should allow adequate time for handover.*

**CARRIED BY ABSOLUTE MAJORITY (7/0)**

## 9.1 Officers Report – Chief Executive Officer

### 9.1.7 Use of Common Seal – Licence Agreement Community Resource Centre Use

<b>File Reference</b>	<b>1.1.12.1</b>
<b>Disclosure of Interest</b>	<b>None</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Nil</b>

#### Purpose of Report

To submit to Council for endorsement, the Use of the Common Seal of the Shire of Yilgarn.

#### Background

The original Licence Agreement between the Education Department and the Shire of Yilgarn for the use of the School building to house the then Telecentre expired in December 2020.

Since the expiration of this Agreement the CEO has been negotiating a new Agreement with the Education Department that will provide a Term of 10 years commencing on 1 January 2021 and expiring on 31 December 2030, with an option to renew for an additional 10 years beyond 2030.

#### Comment

Much has changed with the use of the building since the original Agreement, as it was originally a shared site, with the current Shire Library area once being utilised by the Southern Cross District High School as a computer laboratory. Over the years with technology advancements the School had no use for the building and it became solely occupied by the Shire.

In view of this sole occupation, the Education Department discussed imposing an annual Licence Fee within the new Agreement. The CEO in negotiations with the Education Department agreed upon a modest Licence Fee of \$1,200 per annum, which is minimal considering sole occupation of the facility to house the Community Resource Centre and Shire of Yilgarn Library.

To progress continued occupation of the building, the Licence Agreement was prepared and forwarded to the Shire for signing and affixing the Shire of Yilgarn Common Seal by the Shire President and CEO on Monday, 11 January 2021.

Delegation LGA13 relating to the "Executing and Affixing of the Common Seal to Documents" allows the Shire President and the CEO with the power to affix the Common Seal of the Shire of Yilgarn to a variety of documents but subject to Council being notified via a report at a subsequent Council meeting.

### Statutory Environment

Shire of Yilgarn Delegation Register LGA13 relating to the "Executing and Affixing of the Common Seal to Documents".

### Strategic Implications

Nil

### Policy Implications

Council Policy 1.4 relating to "Use of Council's Common Seal

### Financial Implications

Licence Fee of \$1,200 per annum.

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Ensure CRC and Shire Library facility available for residents	Low (3)	Term of Lease guarantees continual occupation
Financial Impact	Small financial commitment to lease of premises	Low (4)	Make provision for expense in annual Budgets
Service Interruption	Nil	Nil	Nil
Compliance	In accordance with Council Policy and Delegations Register	Low (3)	Reporting of CEO and Shire President actions to Council
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

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

#### Officer Recommendation and Council Decision

10/2021

*Moved Cr Rose/Seconded Cr Nolan*

*That Council endorses the actions of the CEO in negotiating a new Licence Agreement with the Education Department for the use of the building situated on Education Department grounds to house the Southern Cross Community Resource Centre and Shire of Yilgarn Library and further, endorses the Shire President and CEO in signing and affixing the Shire of Yilgarn's Common Seal to the Licence Agreement.*

**CARRIED (7/0)**

## 9.1 Officers Report – Chief Executive Officer

### 9.1.8 Main Roads Western Australia – Great Eastern Highway Upgrades

<b>File Reference</b>	<b>1.6.14.4</b>
<b>Disclosure of Interest</b>	<b>None</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Associated Plans</b>

#### Purpose of Report

To present to Council information from Main Roads WA's Goldfields-Esperance Region pertaining to the proposed realignment and reconstruction project on the Great Eastern Highway in and around Ghooli.

#### Background

Ms Rene Shipp, Main Road WA's Land Assembly Officer for the Goldfields-Esperance Region, has written to Council advising that Main Roads seeks the consideration of Council in respect to underlying land tenure associated with the realignment and reconstruction of Great Eastern Highway, Ghooli 378.23 – 395 SLK.

Ms Shipp advises that it is anticipated that Stage 2 will commence shortly after Stage 1. Stage 2 is from Southern Cross to Ghooli.

#### Comment

The CEO and Executive Manager Infrastructure (EMI) have met with Main Roads representatives on a number of occasions over the past 12 months to discuss the proposed works.

To assist with the road dedication, the following underlying tenure is required for inclusion into Great Eastern Highway for Stage 1:-

- Portion of Unallocated Crown Land, Great Eastern Highway, Ghooli – Lot 500 on Deposited Plan 73608; Certificate of Title LR3162/76;
- Portion of reserve 8230, Great Eastern Highway, Ghooli – Lot 350 on deposited Plan 55290; Certificate of Title LR3147/411. Management Order to Water Corporation;
- Portion of Lot 100 on Deposited Plan; Certificate of Title 2520/524;
- Portion of Lot 101 on Deposited Plan; Certificate of Title 2520/525;
- Portion of Lot 817 on Deposited Plan; Certificate of Title 1765/563;

Main Roads is currently working through the process with all stakeholders for acquisition to be finalised. To enable the land to be dedicated as road reserve, it is a requirement of the *Land Administration Act 1997* (LAA) that local governments resolve to dedicate the road. Therefore, Main Roads would appreciate if Council could consider the matter, and provide the following statement in a letter to Main Roads to satisfy the requirements of DPLH, who will manage the road dedication process.



*"Council at its ordinary meeting held on (Day/Month/Year) passed a resolution for the dedication of the land the subject of Main Roads Land Dealing Plan 2060-145-1 as a road pursuant to section 56 of the Land Administration Act 1997".*

Main Roads has advised that it will cover all costs and claims that may arise from the land acquisition and road dedication process.

### Statutory Environment

*Land Administration Act 1997 (LAA)*

### Strategic Implications

Shire of Yilgarn Strategic Community Plan 2020-2030 – Economic Objectives 2.5 Safety and Quality of transport networks are maintained and improved.

### Policy Implications

Nil

### Financial Implications

Nil.

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	<i>Land Administration Act 1997</i>	Low (1)	Council supporting the road dedication and MRWA covering all costs and claims that may arise
Reputational	Nil	Nil	Nil
Property	Land acquisition associated with upgrades	Low (4)	All acquisitions responsibility of MRWA
Environment	Nil	Nil	Nil

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

#### Officer Recommendation and Council Decision

11/2021

*Moved Cr Nolan/Seconded Cr Close*

*That Council supports the dedication of the land the subject of Main Roads Land Dealing Plan 2060-145-1 as a road pursuant to section 56 of the Land Administration Act 1997 associated with the realignment and reconstruction of Great Eastern Highway, Ghooli 378.23 – 395 SLK.*

**CARRIED (7/0)**



**mainroads**  
WESTERN AUSTRALIA

Enquiries: René Shipp 08 9323 4082  
Our Ref: 19/4024

18 January 2021

Peter Clarke  
Chief Executive Officer  
Shire of Yilgarn  
PO Box 86  
SOUTHERN CROSS WA 6426

FILE No.	16-14-4
RECORD No.	ICR-2116034
DATE RECEIVED	
25 JAN 2021	
PRESIDENT	
CEO	
EMCS	
MRS	
EM	
FINANCE	
RATES	
RECEPTION	
MCS	
HR / PAYROLL	
ASSETS	

Dear Peter

## **GREAT EASTERN HIGHWAY, GHOOOLI STAGE 1 – REALIGNMENT AND RECONSTRUCTION PROJECT 378.23-395SLK – ROAD DEDICATION**

Attached for consideration by Council are plans depicting land required for the realignment and reconstruction of Great Eastern Highway, Ghooli 378.23-395 Straight Line Kilometre (SLK). In order for the project to proceed, the land shown shaded on the enclosed Land Dealing Plan 2060-145-1 is required for inclusion in the road reserve.

It is anticipated that stage 2 will commence shortly after Stage 1. Stage 2 is from Southern Cross to Ghooli. Please see the enclosed plan 'Great Eastern Highway – Realignment and Reconstruction' for your information.

### *Road Dedication*

The following underlying tenure is required for inclusion into Great Eastern Highway for Stage 1:

- Portion of Unallocated Crown Land, Great Eastern Highway, Ghooli - Lot 500 on Deposited Plan 73608; Certificate of Title LR3162/76;
- Portion of Reserve 8230, Great Eastern Highway, Ghooli - Lot 350 on Deposited Plan 55290; Certificate of Title LR3147/411. Management Order to Water Corporation;
- Portion of Lot 100 on Deposited Plan 29329; Certificate of Title 2520/524;
- Portion of Lot 101 on Deposited Plan 29329; Certificate of Title 2520/525;
- Portion of Lot 817 on Deposited Plan 170174; Certificate of Title 1765/563.

Main Roads Western Australia (MRWA) is currently working through the process with all stakeholders for acquisition to be finalised. To enable the land to be dedicated as road reserve, it is a requirement of the *Land Administration Act 1997* that local government resolve to dedicate the road.

It would be appreciated if Council could consider the matter at its next meeting and provide the following statement in a letter to Main Roads marked to my attention. This will satisfy the requirements at the Department of Planning, Lands and Heritage (DPLH).

*"Council at its ordinary meeting held on (Day Month Year) passed a resolution for the dedication of the land the subject of Main Roads Land Dealing Plan 2060-145-1 as a road pursuant to Section 56 of the Land Administration Act 1997".*



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WESTERN AUSTRALIA

In addition, please provide a copy of the minutes of the Council meeting relating to the resolution, which is required for the DPLH and MRWA's records.

MRWA will be responsible for any costs and claims that may arise as a result of the dedication.

If you require any further information, please contact me on 9323 4082 or e-mail [rene.shipp@mainroads.wa.gov.au](mailto:rene.shipp@mainroads.wa.gov.au).

Yours faithfully

René Shipp  
**Land Assembly Officer**

enc:

LDP 2060145-1

Great Eastern Highway – Realignment and Reconstruction plan

unconfirmed

# Great Eastern Highway - Realignment and Reconstruction

DESCRIPTION:  
Stage 1 & 2



## LEGEND

- H005 - GEH Stage\_1\_proposed r
- IRIS Road Network Hatching (S
- IRIS Road Network Hatching (S
- Localities and Suburbs
- H005 - GEH Stage\_2
- Cadastre

KEY MAP

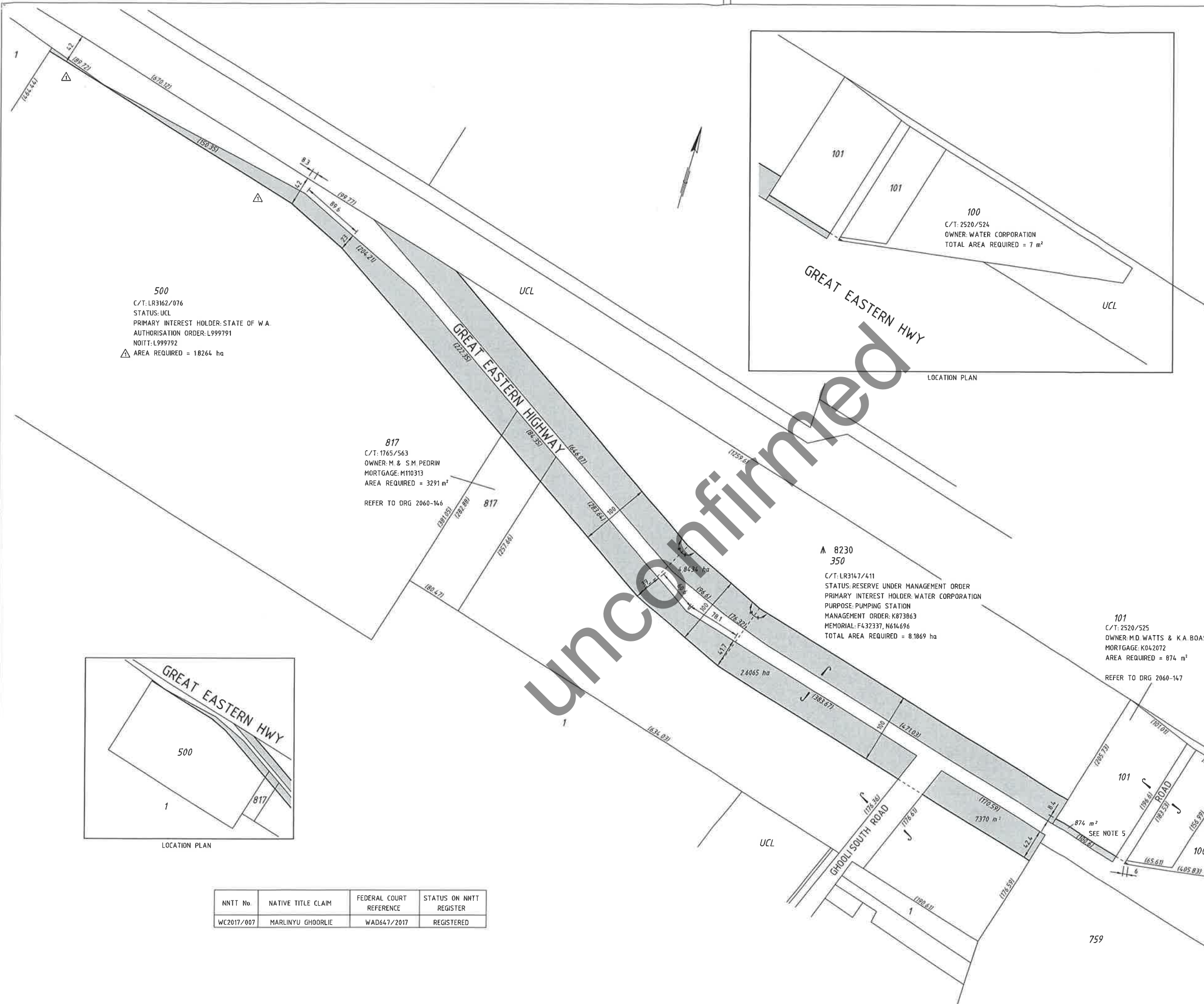
AUTHOR: DOMAIN01\c7069  
DATE: 15-January-2021  
CREATED BY INTEGRATED MAPPING SYSTEM  
GEOCENTRIC DATUM OF AUSTRALIA

0 1.5 3 km



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500  
C/T: LR3162/076  
STATUS: UCL  
PRIMARY INTEREST HOLDER: STATE OF W.A.  
AUTHORISATION ORDER: L999791  
NOITT: L999792  
AREA REQUIRED = 18264 ha

817  
C/T: 1765/563  
OWNER: M. & S.M. PEDRIN  
MORTGAGE: M110313  
AREA REQUIRED = 3291 m<sup>2</sup>  
REFER TO DRG 2060-146

8230 350  
C/T: LR3147/411  
STATUS: RESERVE UNDER MANAGEMENT ORDER  
PRIMARY INTEREST HOLDER: WATER CORPORATION  
PURPOSE: PUMPING STATION  
MANAGEMENT ORDER: K873863  
MEMORIAL: F432337, N614696  
TOTAL AREA REQUIRED = 81869 ha

101  
C/T: 2520/525  
OWNER: MD WATTS & KA BOASE  
MORTGAGE: K042072  
AREA REQUIRED = 874 m<sup>2</sup>  
REFER TO DRG 2060-147

AMENDMENTS

NO	DESCRIPTION	AUTHORISED	DATE	MICRO DATE
1	REQUIREMENT FROM LOT 500 AMENDED	W.M. ROLLINGS	27/10/20	23/11/20

LEGEND

- LAND REQUIRED FOR ROAD PURPOSES
- BOUNDARY TO BE SURVEYED

NOTES

- DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
- SLK IS A M.R.W.A STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY.
- CADASTRAL MODEL : CAD1187A
- HORIZONTAL DATUM IS MGA 94.
- BOUNDARY TO BE 0.1M ROAD SIDE OF FENCE

GOLDFIELDS - ESPERANCE REGION

Telephone (08) 9080 1400 Fax (08) 9080 1452

APPROVED FOR IMPLEMENTATION

FILE NUMBER 19/4024 DATE APPROVAL NUMBER

AUTHORISED J. ALEXANDER

APPROVED S. POWER

mainroads WESTERN AUSTRALIA  
FINANCE AND SERVICES  
PROPERTY MANAGEMENT  
Telephone 9323 4580 Fax 9323 4600

DRAWN/DESIGNED W.M. ROLLINGS DATE 5/6/2020

AUDITED IN ACCORDANCE WITH STANDARD 87-89-89 IN THE ROAD AND TRAFFIC ENGINEERING HANDBOOK

1

GREAT EASTERN HWY H5  
LAND DEALINGS  
377.69 - 379.61 SLK

LOCAL AUTHORITY (611) SHIRE OF YILGARN

DRAWING TYPE 7200 DRAWING NUMBER

FILE NUMBER 19/4024

2060-145-1

NNTT No.	NATIVE TITLE CLAIM	FEDERAL COURT REFERENCE	STATUS ON NNTT REGISTER
WC2017/007	MARLINUY GHORLIE	WAD647/2017	REGISTERED

## 9.1 Officers Report – Chief Executive Officer

### 9.1.9 Southern Cross Aero Club Inc. – Lease of Portion Southern Cross Airfield

<b>File Reference</b>	<b>2.4.1.1</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Valuation Assessment</b>

#### Purpose of Report

To present to Council for consideration the Southern Cross Aero Club's option to renew the Lease Agreement for a further 10 years from the current expiry date of 31 August 2020.

#### Background

In February 2021, Mr John Hall, member of the Southern Cross Aero Club, enquired with the CEO regarding maintenance/upgrading works to a section of the interior hanger area and associated responsibilities of the Club/individual member and Shire of Yilgarn regarding same.

At the time of the enquiry the CEO was unaware of the Lease Agreement between the Aero Club and the Shire of Yilgarn and advised Mr Hall that he would investigate the matter and report back to him in relation to his query.

#### Comment

Upon research of Council records, the CEO located a copy of the Lease Agreement that was prepared by Ellery Brookman, Barristers and Solicitors that was signed by both parties on 17 September 2010 and which clearly spelt out the responsibilities of both the Aero Club and the Shire in respect to all matters associated with the use of the facility. This information was conveyed to Mr Hall for his information.

In reviewing the Lease Agreement it was found that the original 10 year term of the Lease expired on 31 August 2020. The Lease did provide for an option to renew however, and obviously not picked up at the time of signing the initial Lease Agreement, the option to renew stated "*10 years commencing on 1<sup>st</sup> September 2010 and expiring on 31<sup>st</sup> August 2020*". This should have read "*1<sup>st</sup> September 2020 and expiring on 31<sup>st</sup> August 2030*".

The CEO contacted the current Secretary/Treasurer of the Southern Cross Aero Club Inc., Mr Gary Kenward, who was also a signatory to the Original Agreement, to advise of Mr Hall's proposed intentions of undertaking improvement works to the interior section of the Hanger, and also to highlight the typographical error contained within the Lease Agreement relating to the Option to Renew the Lease.

Mr Kenward indicated that it was always the intention in the initial Agreement that a 10 year Option to Renew was proposed between the two parties.

In light of the typographical error within Clause 5 of the Schedule relating to Options, it would seem appropriate for the parties to alter the dates to read ***"1<sup>st</sup> September 2020 and expiring on 31<sup>st</sup> August 2030"*** and for these alterations to be initialled by the President and Secretary/Treasurer of the Southern Cross Aero Club Inc., and the Shire President and CEO of the Shire of Yilgarn.

### Statutory Environment

Lease Agreement between the Shire of Yilgarn and Southern Cross Aero Club Inc.

### Strategic Implications

Nil

### Policy Implications

Nil

### Financial Implications

Nil

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
<b>Health/People</b>	To ensure SC Aero Club members continue to have use of facility	Nil	Acknowledge typographical error in original Lease and make alterations
<b>Financial Impact</b>	Nil	Nil	Nil
<b>Service Interruption</b>	Nil	Nil	Nil
<b>Compliance</b>	Intentions of original Lease Agreement	Moderate (5)	Council rectify original error in Lease Agreement through resolution
<b>Reputational</b>	Nil	Nil	Nil
<b>Property</b>	Council controlled facility	Moderate (6)	To ensure Lease Agreement meets original intentions of both parties
<b>Environment</b>	Nil	Nil	Nil



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

#### Officer Recommendation and Council Decision

12/2021

*Moved Cr Close/Seconded Cr Cobden*

*That in relation to the Lease Agreement originally signed between the Shire of Yilgarn and the Southern Cross Aero Club Inc. on 17 September 2010 to lease a portion of the Southern Cross Airfield, Council resolves the following:-*

- 1. To rectify the typographical error contained within the original Lease Agreement the Option to Renew dates be altered to read "1<sup>st</sup> September 2020 and expiring on 31<sup>st</sup> August 2030" and for this alteration to be initialled by the President and Secretary/Treasurer of the Southern Cross Aero Club Inc., and the Shire President and CEO of the Shire of Yilgarn; and*
- 2. That Council formally approves of the request by the Southern Cross Aero Club Inc., to exercise its option to renew the Lease Agreement for a further 10 years based upon the above dates.*

**CARRIED (7/0)**

## 9.1 Officers Report – Chief Executive Officer

### 9.1.10 Shire of Yilgarn Enterprise Agreement 2017 Expiry

<b>File Reference</b>	<b>1.1.7.14</b>
<b>Disclosure of Interest</b>	<b>None</b>
<b>Voting Requirements</b>	<b>Absolute Majority</b>
<b>Attachments</b>	<b>Nil</b>

#### Purpose of Report

To advise Council that the Shire of Yilgarn Enterprise Agreement 2017 is due to expire on 21 September 2021 and to seek approval for negotiations to commence the development of a new Agreement beyond this date.

#### Background

On 22 September 2017 the Fair Work Commission of Australia approved the Shire of Yilgarn's Enterprise Agreement in accordance with s.54 of the *Fair Work Act 2009 (Cth)* indicating in the determination that the Agreement's nominal expiry date was 21 September 2021.

#### Comment

The Enterprise Agreement 2017 provided all employees, other than those on Contracts, with annual wage increases of 2.5% effective on 1 July 2017 and 2018 and with 2.5% or CPI (whichever was greater) from 1 July 2019 and 2020 respectively.

The Agreement, which was developed in consultation with Council's employees and facilitated by an external consultant has served both the employees and Council's interests well over the course of the Agreement's life. To ensure that Council continues to engage with its employees regarding future benefits for both the employees and Council, it is recommended that Council commences negotiations for a new Agreement beyond the current nominal expiry of 21 September 2021.

The current Enterprise Agreement is constituted under the Federal system and the likelihood is that even if an Agreement is developed under the Federal system, it will transition into a State instrument under the *Industrial Relations Act*. The Western Australian Local Government Association's Employee Relations Division has been keeping management apprised of likely transitional arrangements should/when they occur.

In the WALGA March 2021 State Council Agenda, the following information was reported in respect to the Review of State IR System:-

*The Legislative Council of Western Australia had its final sitting day for the 40th Parliament on 26 November 2020. The Industrial Relations Legislation Amendment Bill 2020 (IR Bill), which seeks to have all WA Local Governments operate in the State Industrial Relations system, was not passed before the final sitting day.*

*It is anticipated that if the current State Government is re-elected at the next State election, due in March 2021, it is likely to proceed with the IR Bill in the new Parliament. The Association will seek to re-survey members to confirm their position on this issue and continue to advocate against this proposed legislation.*

### Statutory Environment

*Fair Work Act 2009 (Cth) and Industrial Relations Act*

### Strategic Implications

Nil

### Policy Implications

Nil.

### Financial Implications

Subject to Enterprise Agreement negotiations

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
<b>Health/People</b>	Acknowledge impending expiry of 2017 Agreement	Moderate (9)	Development of new Enterprise Agreement
<b>Financial Impact</b>	Dependent upon final negotiations	Moderate (9)	Provide adequate opportunity for employees to part of negotiation process
<b>Service Interruption</b>	Nil	Nil	Nil
<b>Compliance</b>	<i>Fair Work Act 2009 (Cth) and Industrial Relations Act</i>	High (15)	Engagement of qualified IR/HR Consultant
<b>Reputational</b>	To ensure Council is Employer of choice	High (15)	Open negotiations with employees
<b>Property</b>	Nil	Nil	Nil
<b>Environment</b>	Nil	Nil	Nil

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

#### Officer Recommendation and Council Decision

13/2021

*Moved Cr Close/Seconded Cr Cobden*

*That Council approves of the CEO in commencing negotiations with Shire of Yilgarn employees for the development of a new Enterprise Agreement beyond the current 2017 Agreement which is due to expire on the nominal date of 21 September 2021, and to progress such negotiations, an appropriate Consultant be engaged to progress the development of the Agreement.*

**CARRIED BY ABSOLUTE MAJORITY (7/0)**

## 9.2 Reporting Officer– Executive Manager Corporate Services

### 9.2.1 Financial Reports

<b>File Reference</b>	<b>8.2.3.2</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Financial Reports</b>

#### Purpose of Report

To consider the Financial Reports

#### Background

Enclosed for Council's information are various financial reports that illustrate the progressive position of Council financially on a month-by-month basis.

The following reports are attached and have been prepared as at the 31 December 2020.

- Rates Receipt Statement
- Statement of Investments
- Monthly Statement of Financial Activity
- Own Source Revenue Ratio

Councillors will be aware that it is normal practice for all financial reports to be indicative of Council's current Financial Position as at the end of each month.

#### Comment

Nil

#### Statutory Environment

Local Government (Financial Management) Regulations 1996

### 34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

***committed assets*** means revenue unspent but set aside under the annual budget for a specific purpose.

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —

- annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
- budget estimates to the end of the month to which the statement relates; and

- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
  - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
  - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
  - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
  - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
  - (a) according to nature and type classification; or
  - (b) by program; or
  - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
  - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
  - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

#### **Strategic Implications**

Nil

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Monthly snapshot of Councils financial position	Moderate (6)	Ongoing review of Councils operations
Service Interruption	Nil	Nil	Nil
Compliance	Local Government (Financial Management) Regulations 1996	Moderate (6)	Adherence to statutory requirements
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

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

### Officer Recommendation and Council Decision

14/2021

*Moved Cr Cobden/Seconded Cr Rose*

*That Council endorse the various Financial Reports as presented for the period ending 31 December 2020*

**CARRIED (7/0)**

## 9.2 Reporting Officer– Executive Manager Corporate Services

### 9.2.1 Financial Reports

<b>File Reference</b>	<b>8.2.3.2</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Financial Reports</b>

#### Purpose of Report

To consider the Financial Reports

#### Background

Enclosed for Council's information are various financial reports that illustrate the progressive position of Council financially on a month-by-month basis.

The following reports are attached and have been prepared as at the 31 January 2021.

- Rates Receipt Statement
- Statement of Investments
- Monthly Statement of Financial Activity
- Own Source Revenue Ratio

Councillors will be aware that it is normal practice for all financial reports to be indicative of Council's current Financial Position as at the end of each month.

#### Comment

Nil

#### Statutory Environment

Local Government (Financial Management) Regulations 1996

### 34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

***committed assets*** means revenue unspent but set aside under the annual budget for a specific purpose.

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —

- annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
- budget estimates to the end of the month to which the statement relates; and



- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
  - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
  - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
  - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
  - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
  - (a) according to nature and type classification; or
  - (b) by program; or
  - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
  - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
  - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

#### **Strategic Implications**

Nil

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Monthly snapshot of Councils financial position	Moderate (6)	Ongoing review of Councils operations
Service Interruption	Nil	Nil	Nil
Compliance	Local Government (Financial Management) Regulations 1996	Moderate (6)	Adherence to statutory requirements
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

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

### Officer Recommendation and Council Decision

15/2021

Moved Cr Shaw/Seconded Cr Rose

That Council endorse the various Financial Reports as presented for the period ending 31 January 2021

**CARRIED (7/0)**

## 9.2 Reporting Officer– Executive Manager Corporate Services

### 9.2.3 Accounts for Payment

<b>File Reference</b>	<b>8.2.1.2</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Accounts for Payment</b>

#### Purpose of Report

To consider the Accounts Paid under delegated authority.

#### Background

Municipal Fund – Cheque Numbers 40978 to 40992 totalling \$24,992.98 Municipal Fund-EFT Numbers 10836 to 10997 totalling \$1,291,824.85 Municipal Fund – Cheque Numbers 1680 to 1698 totalling \$366,453.23, Municipal Fund Direct Debit Numbers 15332.1 to 15332.13 totalling \$20,204.06, Municipal Fund Direct Debit Numbers 15333.1 to 15333.13 totalling \$19,563.85, Municipal Fund Direct Debit Numbers 15360.1 to 15360.11 totalling \$18,655.97, Municipal Fund Direct Debit Numbers 15376.1 to 15376.11 totalling \$18,672.20, Municipal Fund Direct Debit Numbers 15417.1 to 15417.11 totalling \$18,986.91, Trust Fund – Cheque Numbers 6263 to 6272 (DPI Licensing), totalling \$92,908.45, Trust Fund - Cheque Numbers 402551 to 402557, totalling \$5,316.75 are presented for endorsement as per the submitted list.

#### Comment

Nil

#### Statutory Environment

##### Local Government Act 1995

#### 5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
  - (a) this Act other than those referred to in section 5.43; or
  - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

\* Absolute majority required.

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

##### Local Government (Financial Management) Regulations 1996

#### 12. Payments from municipal fund or trust fund, restrictions on making

- (1) A payment may only be made from the municipal fund or the trust fund —

- (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
  - (b) otherwise, if the payment is authorised in advance by a resolution of the council.
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

**13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.**

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
  - (a) the payee's name; and
  - (b) the amount of the payment; and
  - (c) the date of the payment; and
  - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
  - (a) for each account which requires council authorisation in that month —
    - (i) the payee's name; and
    - (ii) the amount of the payment; and
    - (iii) sufficient information to identify the transaction;and
  - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under subregulation (1) or (2) is to be —
  - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

**Strategic Implications**

Nil

**Policy Implications**

Council Policy 3.11 – Timely Payment of Suppliers

**Financial Implications**

Drawdown of Bank funds

## Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
<b>Health/People</b>	Transactions require two senior managers to approve.	Moderate (8)	Transactions require two senior managers to sign cheques or approve bank transfers.
<b>Financial Impact</b>	Reduction in available cash.	Moderate (5)	Nil
<b>Service Interruption</b>	Nil	Nil	Nil
<b>Compliance</b>	Local Government (Financial Management) Regulations 1996	Moderate (6)	Adherence to statutory requirements
<b>Reputational</b>	Non or late payment of outstanding invoices and/or commitments	Moderate (9)	Adherence to Timely Payment of Suppliers Policy
<b>Property</b>	Nil	Nil	Nil
<b>Environment</b>	Nil	Nil	Nil

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

**Officer Recommendation and Council Decision**

**16/2021**

***Moved Cr Nolan/Seconded Cr Close***

***Municipal Fund – Cheque Numbers 40978 to 40992 totalling \$24,992.98 Municipal Fund-EFT Numbers 10836 to 10997 totalling \$1,291,824.85 Municipal Fund – Cheque Numbers 1680 to 1698 totalling \$366,453.23, Municipal Fund Direct Debit Numbers 15332.1 to 15332.13 totalling \$20,204.06, Municipal Fund Direct Debit Numbers 15333.1 to 15333.13 totalling \$19,563.85, Municipal Fund Direct Debit Numbers 15360.1 to 15360.11 totalling \$18,655.97, Municipal Fund Direct Debit Numbers 15376.1 to 15376.11 totalling \$18,672.20, Municipal Fund Direct Debit Numbers 15417.1 to 15417.11 totalling \$18,986.91, Trust Fund – Cheque Numbers 6263 to 6272 (DPI Licensing), totalling \$92,908.45, Trust Fund - Cheque Numbers 402551 to 402557, totalling \$5,316.75 are presented for endorsement as per the submitted list.***

**CARRIED (7/0)**

## 9.2 Reporting Officer– Executive Manager Corporate Services

### 9.2.4 2020/2021 Budget Review

<b>File Reference</b>	<b>8.2.5.3</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Absolute Majority</b>
<b>Attachments</b>	<b>2020/2021 Budget Review</b>

#### Purpose of Report

Council is requested to adopt the 2020/2021 Budget Review as presented.

#### Background

Financial Management Regulation 33A – Review of Budget, requires a Local Government to review its annual budget between the 1<sup>st</sup> of January and the 31<sup>st</sup> of March in any given financial year. The outcome of this review is to be submitted to Council for its adoption.

#### Comment

The budget review document, including budget amendment recommendations, for the 2020/2021 financial year is attached for Councils consideration.

There are two significant areas to note, these are:

1. When formulating the “Net current assets at start of financial year” an error was made in that a manual adjustment was made to the Creditors Control Account, within the budget spreadsheet, to allow for the June progress payment for the construction of the Southern Cross Aquatic Centre, approximately \$818,000. Once this invoice was received and processed, the manual adjustment was not removed causing the start of year balance to be understated in Councils favour.
2. Due to significant Federal stimulus grant funding (Local Roads and Community Infrastructure grants) and the funding’s restricted timeframes, the Roads to Recoveries funded road project allocated to Cramphorne Rd (Job: R2R22) is not expected to be fully completed in the current financial year.

Discussions with a representative of the Federal Department of Infrastructure, Transport, Regional Development and Communications has indicated that the full Roads to Recoveries grant allocation needs to be claimed in the current financial year with the works being completed in 2021/22. This will result in an estimated unspent grant for this project of \$200,000.

Currently, it is projected that a surplus of \$1.033m will be achieved as at 30 June 2021. Approximately \$200,000 of this will be restricted surplus due to the amount being unspent grants which will leave an anticipated \$833,000 in unrestricted surplus funds. The majority of this unrestricted surplus has been accounted for with the following transfers to reserve included in the review:

1. \$ 50,000 to the Airport Reserve to replace runway lighting.
2. \$250,000 to the Building Reserve (additional to existing \$200,000 transfer) to construct new executive style housing and potentially a replacement house for a future Chemist.
3. \$200,000 to the Recreation Facility Reserve (additional to existing \$100,000 transfer) to rebuild this reserve in anticipation of projects such as reflooring the Community Centre.
4. \$100,000 to the Sewerage Reserve to allow for the construction of larger sewerage evaporation ponds at the Marvel Loch and Southern Cross sewerage systems.
5. \$ 50,000 to the Tourism Reserve to fund outcomes from the Tourism Strategy currently being developed.

### Statutory Environment

#### Local Government (Financial Management) Regulations 1996

#### **33A. Review of budget**

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
  - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
  - (b) consider the local government's financial position as at the date of the review; and
  - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

\*Absolute majority required.
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

### Strategic Implications

There are no strategic implications as a result of this report.

### Policy Implications

There are no policy implications as a result of this report.

### Financial Implications

The presented review includes several budget amendments.



### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Review of Councils Annual Budget	Moderate (6)	Ongoing monitoring
Service Interruption	Nil	Nil	Nil
Compliance	Local Government (Financial Management) Regulations 1996	Low (3)	Nil
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

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

### Committee Recommendation and Council Decision

17/2020

*Moved Cr Cobden/Seconded Cr Close*

*That Council adopts the budget review for the period 1st June 2020 to 31st January 2021 inclusive of the recommended budget amendments as indicated in Note 4 of the report*

**CARRIED BY ABSOLUTE MAJORITY (7/0)**

## 9.2 Reporting Officer– Executive Manager Corporate Services

### 9.2.5 2020/21 – 2024/25 Corporate Business Plan

<b>File Reference</b>	<b>1.1.12.4</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Absolute Majority</b>
<b>Attachments</b>	<b>2020/21 – 2024/25 Corporate Business Plan</b>

#### Purpose of Report

To consider the modified Shire of Yilgarn 2021/21 – 2024/25 Corporate Business.

#### Background

The 2020/21 – 2024/25 Corporate Business Plan (CBP) includes a service delivery plan comprising 35 key services provided by Council. Each of these key services includes links to Councils Strategic Community Plan, a background on the service to be provided, expected service level and any anticipated issues that may impact the service being provided and any significant actions necessary to provide/maintain the expected service level or required due to statutory obligations.

The CBP also includes the projected operational income / expenditure necessary to provide the service for the current budget year and estimates for the next four years. Finally, the CBP included an extract of the first five years of the Forward Capital Works Plan (FCWP) including the current budget year and the next four years.

#### Comment

The CBP is based on the current year's budget figures and a long-term historical average (adjusted for any anomalous instances) for the subsequent four years. An anticipated year on year CPI increase is then factored in. For the presented CBP the CPI rate used is 1.7%

#### Statutory Environment

Local Government (Administration) Regulations 1996

#### 19DA. Corporate business plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —

- (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
  - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
  - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.
- \*Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

#### **Strategic Implications**

Contained within the Corporate Business Plan

#### **Policy Implications**

Nil

#### **Financial Implications**

The Corporate Business Plan is an informing document for current and future budgets.

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
<b>Health/People</b>	Service delivery benefits the residents of the district.	Moderate (6)	Nil
<b>Financial Impact</b>	Funding deficit leads to cuts in service level provision.	Moderate (9)	Maintain adequate reserve funds for high-risk services such as sewers and waste disposal sites.
<b>Service Interruption</b>	Variable from minor inconvenience to significant health issue.	High (12)	For high-risk services such as sewerage and transport infrastructure, continue to maintain to a suitable standard.
<b>Compliance</b>	Local Government (Administration) Regulations 1996	Low (1)	Nil
<b>Reputational</b>	Service delivery not meeting community expectations.	Moderate (9)	Ensure services are adequately resourced.
<b>Property</b>	Various significant community buildings identified.	Moderate (6)	Ensure buildings are adequately maintained and resourced.
<b>Environment</b>	Effluent and putrescible waste treatment/disposal.	Moderate (6)	Well managed effluent treatment systems and waste management sites.

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

#### Committee Recommendation and Council Decision

18/2021

*Moved Cr Shaw/Seconded Cr Cobden*

*That Council adopts the 2020/21 – 2024/25 Corporate Business Plan as presented.*

**CARRIED BY ABSOLUTE MAJORITY (7/0)**

### 9.3 Reporting Officer– Executive Manager Infrastructure

#### 9.3.1 2020/2021 Plant Replacement Program – Tender N° 6/2020-2021 Kluger AWD Sedan

<b>File Reference</b>	<b>6.6.1.11</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Nil</b>

#### Purpose of Report

To consider the disposal of Councils existing 2019 Toyota AWD Kluger Sedan and to purchase new replacement executive type vehicle

#### Background

In accordance with Councils 2020/2021 Plant Replacement Program, tenders were invited to supply and deliver one only executive type sedan and to trade or the outright purchase (Alternative Tender) of Councils current 2019 AWD Toyota Kluger Sedan.

The 2019 AWD Toyota Kluger offered for trade or outright purchase is currently being utilised by Council's Executive Manager Corporate Services. It has speedometer reading of 42,000 as of February 2021.

#### Comment

In accordance to Councils Finance Policy 3.5 Purchasing and Tendering and the Local Government Act 1995 Section 3.57 Tenders for Providing Goods and Services (1) and 3.58 Disposing of Property (3), Tender N° 6/2020-2021 was advertised for a period of not less than fourteen days in Wednesday's 13<sup>th</sup> January edition of Western Australia and local Crosswords with the closing date on Monday 1<sup>st</sup> February 2021.

No tenders were received for the outright purchase of 2019 AWD Toyota Kluger

Only one response was received for the trade-in of Councils current 2019 AWD Toyota Kluger Sedan and to supply a new replacement vehicle *GST Inclusive*:

#### Merredin Toyota

Toyota Kluger GXL AWD	\$54,068.25
Less trade-in 2019 Toyota Kluger	\$44,000.00
Net change-over	<b>\$10,068.25</b>

## Statutory Environment

*In accordance to the Local Government Act 1995 Section 3.57 Tenders for Providing Goods and Services (1) and Section 3.58 Disposing of Property (3)*

## Strategic Implications

*Councils Ten Year, Plant Replacement Program*

## Policy Implications

*"Finance Policy 3.5 Purchasing and Tendering"*  
*and*  
*"Motor Vehicle Use Policy 7.12 – (Replacement and Vehicle Type)"*

## Financial Implications

A monetary allocation of \$55,000 has being allowed for the purchase of a new vehicle in Councils 2020-2021 Financial Year Budget and an estimated monetary trade income of \$40,000 allowed for in Councils Ten Year Plant Replacement Program for Councils current 2019 Toyota Kluger

## Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Injury to personal while delivering	Low (1)	Safety procedures followed
Financial Impact	Purchasing a replacement vehicle	Low (2)	Monetary amount included in Councils 2020-2021 Financial Year Budget to purchase a replacement vehicle
Service Interruption	Delay in supplying replacement vehicle due to Covid	Moderate (9)	Out of Councils Control
Compliance	Advertised for the required period in West Australian and local Crosswords	Low (1)	In accordance to the Local Government Act 1995 Section 3.57 Tenders for Providing Goods and Services (1)

			and Section 3.58 Disposing of Property (3)
Reputational	Nil	Nil	Nil
Property	Goods being damaged in transit	Low (1)	All goods to be inspected to identify any damage prior to taking delivery and signing of any documentation
Environment	Nil	Nil	Nil

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

#### Officer Recommendation and Council Decision

19/2021

*Moved Cr Guerini/Seconded Cr Nolan*

*That Council accepts the tender submitted by Merredin Toyota to purchase the Toyota Kluger GXL AWD Sedan for the quoted purchase cost of \$54,068.25 (GST inclusive) and trade Council's existing 2019 Toyota Kluger GXL AWD for the quoted trade price of \$44,000.00 (GST inclusive).*

**CARRIED (7/0)**



### 9.3 Reporting Officer– Executive Manager for Infrastructure

#### 9.3.2 - 2020/2021 Plant Replacement Program – Tender N<sup>o</sup> 7/2020-2021 –Prado Sedan

<b>File Reference</b>	<b>6.6.1.11</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Nil</b>

#### Purpose of Report

To consider the disposal of Councils existing 2019 Toyota Prado Sedan (YL-1) currently utilised by Chief Executive Office and to purchase new replacement vehicle

#### Background

The changeover of Councils current Toyota Prado sedan is included in Councils 2020/2021 Plant Replacement Program with a monetary allocation being allowed for in 2020/2021 Financial Year Budget to purchase a new vehicle. The replacement vehicle is to be a similar type executive class vehicle.

Tenders were invited to supply and deliver one only executive type vehicle and to trade or the outright purchase (Alternative Tender) of Councils current 2019 Toyota Prado Sedan.

The current Toyota Prado was purchased in 2019 has speedometer reading of 47,000 kilometers as of February 2021.

#### Comment

In accordance to Councils Finance Policy 3.5 Purchasing and Tendering and the Local Government Act 1995 Section 3.57 Tenders for Providing Goods and Services (1) and 3.58 Disposing of Property (3), Tender N<sup>o</sup> 7/2020-2021 was advertised for a period of not less than fourteen days in Wednesday's 13<sup>th</sup> January edition of the Western Australian and the local Crosswords with the closing date on Monday 2<sup>nd</sup> February 2021.

No tenders were received for the outright purchase of 2019 Toyota Prado

Only one response was received for the trade-in of Councils current 2019 Toyota Prado sedan and to supply a new replacement vehicle *GST Inclusive*:

#### Merredin Toyota

Toyota VX Prado	\$ 68,000.00
Less trade-in 2019 Toyota Prado	\$ 68,000.00
Net change-over	<b>Nil</b>

### Statutory Environment

In accordance to the Local Government Act 1995 Section 3.57 Tenders for Providing Goods and Services (1) and Section 3.58 Disposing of Property (3)

### Strategic Implications

*Councils Ten Year, Plant Replacement Program*

### Policy Implications

*"Finance Policy 3.5 Purchasing and Tendering"*  
*and*  
*"Motor Vehicle Use Policy 7.12 – (Replacement and Vehicle Type)"*

### Financial Implications

A monetary allocation of \$66,300 (GST exclusive) has been allowed for in Councils 2020 2021 Financial Year Budget for the purchase of a new vehicle and estimated monetary income of \$40,000 for the sale of Councils current 2019 Toyota Prado

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
<b>Health/People</b>	Injury to personal while delivering goods	Low (1)	Safety procedures followed
<b>Financial Impact</b>	Purchasing a replacement vehicle	Low (2)	Monetary amount included in Councils 2020-2021 Financial Year Budget to purchase a replacement vehicle
<b>Service Interruption</b>	Delay in supplying replacement vehicle due to Covid	Moderate (9)	Out of Councils Control
<b>Compliance</b>	Advertised for the required period in West Australian and local Crosswords	Low (1)	In accordance to the Local Government Act 1995 Section 3.57 Tenders for Providing Goods

			and Services (1) and Section 3.58 Disposing of Property (3)
Reputational	Nil	Nil	Nil
Property	Goods being damaged in transit	Low (1)	All goods to be inspected to identify any damage prior to taking delivery and signing of any documentation
Environment	Nil	Nil	Nil

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

#### Officer Recommendation and Council Decision

20/2021

*Moved Cr Shaw/Seconded Cr Rose*

*That Council accepts the tender submitted by Merredin Toyota to purchase the Toyota Prado VX for the quoted purchase cost of \$68,000.00 (GST inclusive) and trade Council's existing 2019 Toyota Prado for the quoted trade price of \$68,000.00 (GST inclusive).*

**CARRIED (7/0)**

### 9.3 Reporting Officer– Executive Manager Infrastructure

#### 9.3.3 2020/2021 Plant Replacement Program – Tender N° 8/2020-2021 4x4 Colorado Dual Cab Utility

<b>File Reference</b>	<b>6.6.1.11</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Nil</b>

#### Purpose of Report

To consider the disposal of Councils existing 2019 4x4 Colorado Dual Cab Utility and to purchase new replacement vehicle

#### Background

In accordance with Councils 2020/2021 Plant Replacement Program, tenders were invited to supply and deliver one only 4x4 Dual Cab Utility and to trade or the outright purchase (Alternative Tender) of Councils current 2019 4x4 Colorado Dual Cab Utility

The 2019 4x4 Colorado Dual Cab Utility offered for trade or outright purchase is currently being utilised by Council's Executive Manager Regulatory Services.

This vehicle was purchased in 2019 and has speedometer reading of 77,000km as of February 2021.

#### Comment

In accordance to Councils Finance Policy 3.5 Purchasing and Tendering and the Local Government Act 1995 Section 3.57 Tenders for Providing Goods and Services (1) and 3.58 Disposing of Property (3), Tender N° 6/2020-2021 was advertised for a period of not less than fourteen days in Wednesday's 13<sup>th</sup> January edition of Western Australia and local Crosswords with the closing date on Monday 1<sup>st</sup> February 2021.

No tenders were received for the outright purchase of the 4x4 2019 Dual Cab Holden LTZ Colorado

Only one response was received for the trade-in of Councils current 4x4 2019 Dual Cab Holden LTZ Colorado and to supply a new replacement vehicle *GST Inclusive*:

#### Merredin Toyota

Toyota Dual Cab Hilux SR5	\$55,905.23
Less trade-in 2019 Holden LTZ Colorado	\$40,000.00
Net change-over	<b>\$15,905.23</b>

## Statutory Environment

*In accordance to the Local Government Act 1995 Section 3.57 Tenders for Providing Goods and Services (1) and Section 3.58 Disposing of Property (3)*

## Strategic Implications

*Councils Ten Year, Plant Replacement Program*

## Policy Implications

*"Finance Policy 3.5 Purchasing and Tendering"*  
*and*  
*"Motor Vehicle Use Policy 7.12 – (Replacement and Vehicle Type)"*

## Financial Implications

A monetary allocation of \$57,000 (GST exclusive) has been allowed for in Councils 2020 2021 Financial Year Budget for the purchase of a new vehicle and estimated monetary income of \$30,000 for the sale of Councils current 2019 4x4 2019 Dual Cab Holden LTZ Colorado

## Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	injury to personal while delivering	Low (1)	Safety procedures followed
Financial Impact	Purchasing a replacement vehicle	Low (2)	Monetary amount included in Councils 2020-2021 Financial Year Budget to purchase a replacement vehicle
Service Interruption	Delay in supplying replacement vehicle due to Covid	Moderate (9)	Out of Councils Control
Compliance	Advertised for the required period in West Australian and local Crosswords	Low (1)	In accordance to the Local Government Act 1995 Section 3.57 Tenders for Providing Goods and Services (1) and Section 3.58 Disposing of Property (3)

Reputational	Nil	Nil	Nil
Property	Goods being damaged in transit	Low (1)	All goods to be inspected to identify any damage prior to taking delivery and signing of any documentation
Environment	Nil	Nil	Nil

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

#### Officer Recommendation and Council Decision

21/2021

*Moved Cr Close/Seconded Cr Guerini*

*That Council accepts the tender submitted by Merredin Toyota to purchase the Toyota 4x4 Dual Cab Hilux SR5 for the quoted purchase cost of \$55,905.23 (GST inclusive) and trade Council's existing 2019 Holden LTZ Colorado for the quoted trade price of \$40,000.00 (GST inclusive).*

**CARRIED (7/0)**

## 9.4 Reporting Officer– Executive Manager Infrastructure

### 9.3.4 2020/2021 Plant Replacement Program – 2012 John Deere Tractor

<b>File Reference</b>	<b>6.6.5.12</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Nil</b>

#### Purpose of Report

To consider the disposal of Councils existing 2012 John Deere Tractor and to a purchase new replacement vehicle

#### Background

In accordance with Councils 2020/2021 Plant Replacement Program, quotations were invited to supply and deliver one only tractor with 4-wheel drive assist and to trade Councils current 2012 John Deere Tractor

Tenders for the outright purchase of the 2012 John Deere Tractor were also advertised in Saturday's 16<sup>th</sup> January edition Western Australian and January's edition of Crosswords with the closing date being Monday 1<sup>st</sup> February 2021.

The John Deere tractor that it is proposed to dispose of is currently utilized by council staff for slashing reserves and road verges. It is also utilised on bitumen sealing programs with a road broom attachment to sweep loose materials from road surfaces before commencement of bitumen sealing.

#### Comment

In accordance to Councils Finance Policy 3.5 Purchasing and Tendering, three quotes were sourced and received for the purchase of a replacement vehicle.

In accordance to the Local Government Act 1995 Section 3.57 Tenders for Providing Goods and Services (1) and 3.58 Disposing of Property (3), Tender N° 9/2020-2021 for the disposal of the 2012 John Deere tractor was advertised for a period of not less than fourteen days in Wednesday's 13<sup>th</sup> January edition of Western Australia and local Crosswords with the closing date on Monday 1<sup>st</sup> February 2021.

The following response were received for the outright purchase of councils current John Deere Tractor (*GST inclusive*):

P&S Oetiker	<b>\$26,400</b>
Manheim Australia	<b>\$25,000</b>

The following response was received for the trade-in of Councils current John Deere Tractor and to supply a new replacement tractor (*GST inclusive*):

**McIntosh & Sons - Merredin**

New Holland TD5.90 Tractor	\$71,500.00
Less trade-in (2012 John Deere Tractor)	\$21,450.00
Net change-over	<b>\$50,050.00</b>
Standard warranty – 2 years/2000 hours	

**Hutton & Northey Sales - Merredin**

Case Farmall JX75	\$75,848.30
Less trade-in (2012 John Deere Tractor)	\$28,850.80
Net change-over	<b>\$46,997.50</b>
Standard warranty – 2 years/2000 hours	

*Please note the trade offer of \$28,850.80 for Councils 2012 John Deere Tractor by Hutton & Northey Sales was subject to a mechanical inspection of this vehicle. At the time of this report the mechanical inspection has not been carried out.*

**AGIMPLEMENTS - Merredin**

John Deere 5083E	\$66,305.40
Extended warranty	<u>\$ 2,687.30</u>
Total	<u>\$68,992.70</u>
Less trade-in (2012 John Deere Tractor)	\$26,200.55
Net change-over	<b>\$42,792.15</b>

Standard warranty – 2 years/2000 hours – extended warranty 5years/3000hours

As it can be seen from the above quotes submitted AGIMPLIMENTS are the lowest for a John Deere 5083E for the cost of \$68,992.70 (*GST inclusive*)

All tractors quoted on have similar standard warranties of 2years/2000hours. AGIMPLIMENTS have offered an extended warranty of 5 years/3000 hours for an additional \$2,687.30.



Two tenders have been received for the outright purchase of councils existing 2012 John Deere Tractor, P&S Oetiker for \$26,000 (GST inclusive) and Manheim Australia \$25,000 (GST inclusive)

Hutton and Northey Sales have offered a trade value of \$28,850.80 for councils 2012 John Deere Tractor but have indicated that the quote is for trade only not outright purchase.

### Statutory Environment

*In accordance to the Local Government Act 1995 Section 3.57 Tenders for Providing Goods and Services (1) and Section 3.58 Disposing of Property (3)*

### Strategic Implications

*Councils Ten Year, Plant Replacement Program*

### Policy Implications

*"Finance Policy 3.5 Purchasing and Tendering"*

### Financial Implications

A monetary allocation of \$71,500 has been allowed for in Councils 2020-2021 Financial Year Budget for the purchase of a new tractor and estimated monetary income of \$25,000 for the sale of Councils current 2012 John Deere Tractor

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Injury to personal while delivering	Low (1)	Safety procedures followed
Financial Impact	Purchasing a replacement vehicle	Low (2)	Monetary amount included in Councils 2020-2021 Financial Year Budget to purchase a replacement vehicle
Service Interruption	Delay in suppling replacement vehicle due to Covid	Moderate (9)	Out of Councils Control
Compliance	Advertised for the required period in West Australian	Low (1)	In accordance to the Local Government Act 1995 Section 3.57 Tenders for Providing Goods and Services (1) and Section 3.58

			Disposing of Property (3)
<b>Reputational</b>	Nil	Nil	Nil
<b>Property</b>	Goods being damaged in transit	Low (1)	All goods to be inspected to identify any damage prior to taking delivery and signing of any documentation
<b>Environment</b>	Nil	Nil	Nil

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

#### Officer Recommendation and Council Decision

22/2020

*Moved Cr Close/Seconded Cr Guerini*

*That Council accepts the quote submitted by AGIMPLEMENTS – Merredin to purchase the John Deere 5083E for the quoted cost of \$66,305.40 (GST inclusive)*

*and;*

*That Council accepts the tender submitted by P&S Oetiker for the outright purchase of councils existing John Deere Tractor for the tender amount of \$26,400.00 GST inclusive.*

**CARRIED (7/0)**

## 9.4 Reporting Officer– Executive Manager Regulatory Services

### 9.4.1 Development Application - 14 Altair Street Southern Cross - Single Transportable Dwelling

<b>File Reference</b>	<b>3.1.3.6</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Development Application</b>

#### Purpose of Report

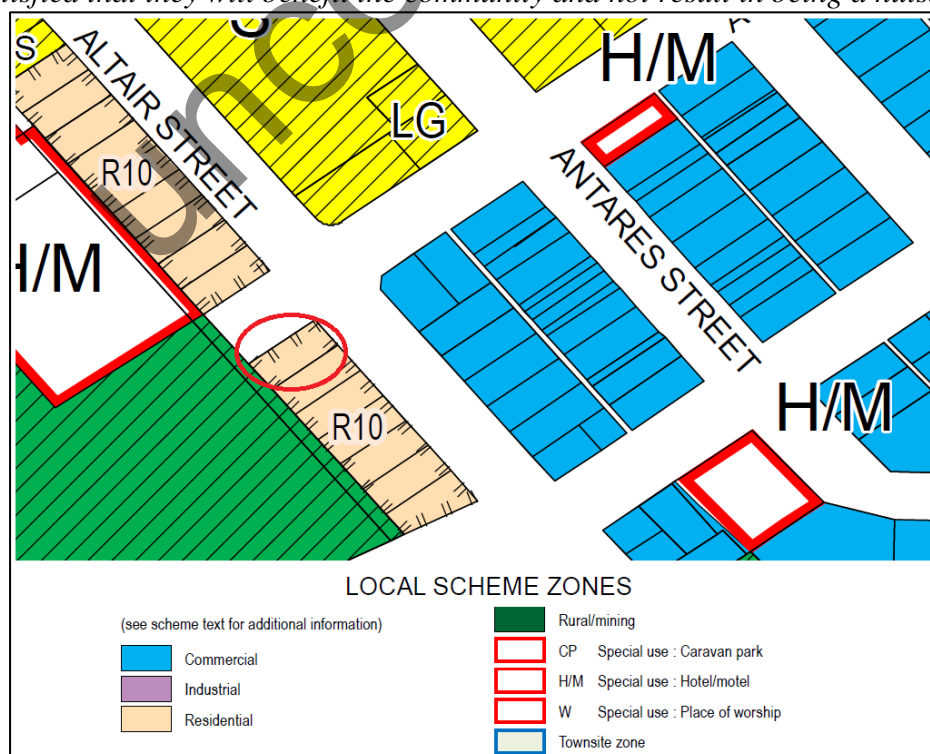
To consider a development proposal to install a single transportable dwelling at 14 Altair Street, Southern Cross.

#### Background

The Shire is in receipt of a Development Application for 14 Altair Street, Southern Cross. The applicant seeks to build a transportable dwelling on the currently vacant block. The submitted plans and specifications are included as an attachment.

The lot is zoned “Residential” under the Shire of Yilgarn Town Planning Scheme 2 (TPS2), with the zoning described as:

*The Residential Zone is to be used primarily for single houses on separate lots. Other uses, listed in Table 1, may be permitted at the discretion of Council if they are considered to be an integral part of the residential environment and where Council is satisfied that they will benefit the community and not result in being a nuisance.*



The TPS2 Table 1 – Zoning Table details the permitted uses in the relevant zones, with a single residential house deemed a “P” use in the residential zone. Clause 3.2.2 of TPS2 defines a “P” use as meaning that the use is permitted by the Scheme.

However, Section 5.3 of TPS2, states that a transportable dwelling is not permitted to be installed within the district without the prior approval of Council.

For approval to be granted, Councillors must be of the opinion the proposed dwelling will:

- comply with all applicable statutes, by-laws and regulations; and
- not detrimentally affect the amenity of the locality in which the Transportable dwelling is to be situate;

or

- has been constructed of new materials and has been designed and built specifically to be capable of being dismantled, transported and reconstructed.

Upon granting approval, Council may impose conditions, which may include the applicant providing a bond to Council as surety for the completion of the Transportable Dwelling to a standard of presentation acceptable to Council within such period of time as Council may deem fit.

### Comment

Prior to the dwelling being transported to site, the applicant will be required to seek and obtain a Building Permit, via this process, it will ensure the dwelling meets all relevant legislative requirements.

The proposed dwelling is a new build, and as such, in the reporting officers opinion, there is minimal risk of this development creating a detrimentally affect the amenity of the locality.

Due to the build being undertaken by qualified builders, it is also believed a bond for surety is not required in this instance.

There is no alteration to the Residential Design Codes required by this application.

It is the reporting officers opinion that the proposed development of a transportable dwelling at 14 Altair Street, Southern Cross is in keeping with the residential zoning of the land, and will not create a detrimental effect to the locality, and as such, should be supported.

### Statutory Environment

#### Shire of Yilgarn Town Planning Scheme 2 – Section 5.3 Transportable Dwellings

- 5.3.1 *Subject to the provisions of this clause, a Transportable Dwelling may not be transported to and placed on a lot within the District and thereafter occupied as a residential dwelling whether in whole or in part.*

- 5.3.2 *Notwithstanding the provisions of Sub-Clause 5.3.1, Council may permit a Transportable Dwelling to be placed on a lot within the District and used as a residential dwelling if, in the opinion of Council, the Transportable Dwelling:-*
- (i) *complies with all applicable statutes, by-laws and regulations relating to dwelling houses applicable both to the Transportable Dwelling and the lot upon which it is to be situate following transportation and will not detrimentally affect the amenity of the locality in which the Transportable dwelling is to be situate; or*
  - (ii) *has been constructed of new materials and has been designed and built specifically to be capable of being dismantled, transported and reconstructed.*
- 5.3.3 *The approval to be obtained from Council pursuant to Sub-clause 5.3.2 may be granted on condition, which conditions may include a condition requiring the applicant to provide a bond to Council as surety for the completion of the Transportable Dwelling to a standard of presentation acceptable to Council within such period of time as Council may deem fit.*
- 5.3.4 *If Council has required a bond pursuant to Sub-clause 5.3.3 and the applicant fails to complete the Transportable Dwelling to a standard of presentation acceptable to Council within such period of time as has been specified by Council, or if no period has been specified within six months from the date of approval, then the bond is forfeited by the applicant and Council may deal with the bond in such manner as it deems fit, including but not limited to:*
- (i) *keeping the bond;*
  - (ii) *applying such amount as may be necessary from the bond to complete the Transportable Dwelling to a standard of presentation acceptable to Council.*
  - (iii) *applying such amount as may be necessary from the bond to remove the Transportable Dwelling from the applicant's property and to place it elsewhere;*
  - (v) *applying such amount as may be necessary from the bond in respect of administrative costs incurred by Council on the applicant's failure to complete the transportable Dwelling;*
  - (vi) *returning such amount of the bond as Council deems fit to the applicant.*
- 5.3.5 *Where Council applies a bond in accordance with Sub-clause 5.3.4 (ii), (iii) or (iv);*
- (i) *Council may give at least 1 month's written notice to the applicant of its intention to complete, demolish or remove the Transportable Dwelling;*
  - (ii) *Council need not complete the Transportable Dwelling in accordance with the licence conditions and the applicant's plans which were approved by Council, but may complete it to such standard and in such manner as it deems fit;*
  - (iii) *Council's employees, agents and contractors, with or without vehicles, machinery, plant, tool and the like may enter upon the applicant's land to complete, demolish or remove the Transportable Dwelling;*

- (iv) *the applicant must pay to the Council on demand the amount by which the cost of completing, demolishing or removing the Transportable Dwelling exceeds the bond; and*
- (v) *Council will not be liable for any loss or damage to the applicant or the applicant's property as a result of the completion, demolition or removal of the Transportable Dwelling.*

### Strategic Implications

**Goal:** A prosperous future for our community

**Outcome:** Businesses in the Shire remain competitive and viable

**Strategy:** Continue to provide an efficient and effective approval processes

### Policy Implications

Nil

### Financial Implications

Development and Building Application Fees

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
<b>Health/People</b>	Inadequate standards for dwelling	L1	Building standards required through Permit.
<b>Financial Impact</b>	Nil	Nil	Nil
<b>Service Interruption</b>	Nil	Nil	Nil
<b>Compliance</b>	Compliance with Planning and Building Standards	L2	Compliance with relevant legislation
<b>Reputational</b>	Nil	Nil	Nil
<b>Property</b>	Nil	Nil	Nil
<b>Environment</b>	Aesthetic risk from poorly manufactured transportable dwelling	L2	Building standards required through Permit. New structure

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

#### Officer Recommendation and Council Decision

23/2020

*Moved Cr Rose/Seconded Cr Guerini*

*That Council approve the installation of the proposed transportable dwelling at 14 Altair Street, Southern Cross, as per the submitted plans and specifications.*

#### Advice Notes:

- 1. Applicant to seek and obtain a building permit prior to transportation to site.*
- 2. As per Clause 8.5.1 of the Shire of Yilgarn Town Planning Scheme 2, an applicant aggrieved by a decision of the Council in respect of the exercise of a discretionary power under the Scheme may appeal in accordance with Part V of the Planning and Development Act 2005 and the rules and regulations made pursuant to the Act.*

**CARRIED (6/1)**

\* Cr Nolan voted against the decision





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6077

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e: info@foxmodular.com.au

PROJECT DETAILS

JOB NO: FT393  
BUILDING: AREZZO  
CLIENT: [REDACTED]  
ADDRESS: 14 ALTAIR ST,  
SOUTHERN CROSS, WA 6426  
SHIRE OF YILGARN

DRAWING DETAILS

PAGE: 1 OF 4  
DRAWING: **SITE PLAN**  
SCALE: 1:200  
DRAWN: CO  
CHECKED: DM  
DATE: 19/11/20

REVISIONS

C	09/12/20	CONTOUR SURVEY ADDED
B	23/11/20	SETBACKS CHANGED & NOTE ADD
A	19/11/20	ISSUED FOR APPROVAL

NOTES

**WRITTEN DIMENSIONS TAKE PREFERENCE OVER SCALE.** THESE PLANS ARE TO BE READ IN CONJUNCTION WITH THE PROJECT SPECIFICATIONS, ENGINEERS DESIGNS, COMPUTATIONS, AND GEOTECHNICAL REPORTS. WRITTEN SPECIFICATIONS TAKE PRECEDENCE OVER THESE DRAWINGS UNLESS NOMINATED IN THE CONTRACT OR SPECIFICATION.

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APPROVALS

OWNER 1: \_\_\_\_\_  
DATE: \_\_\_\_\_  
OWNER 2: \_\_\_\_\_  
DATE: \_\_\_\_\_

SITE WORKS NOTES  
SITE WORKS TO COMPLY WITH BCA 3.1.1

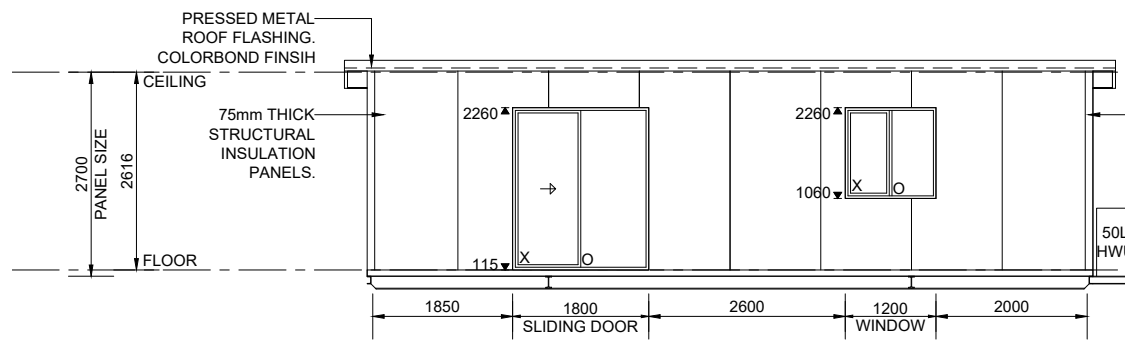
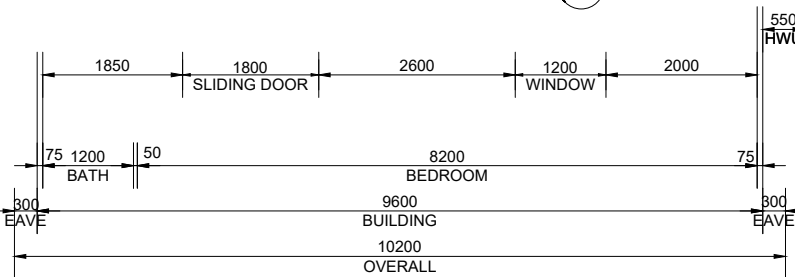
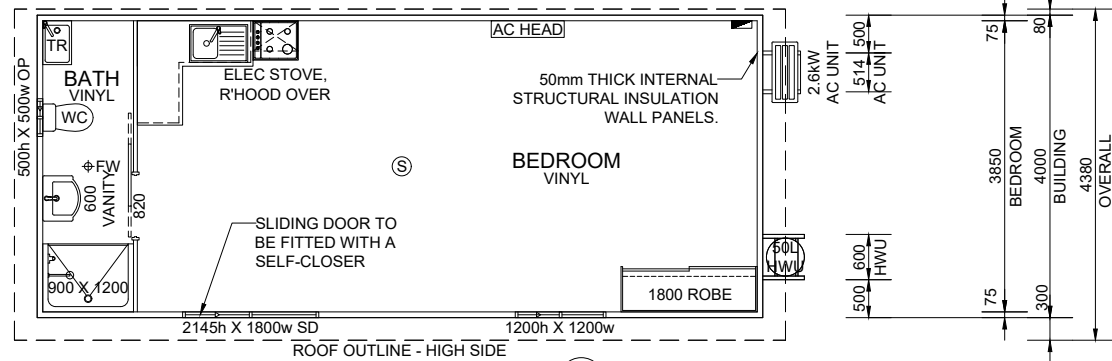
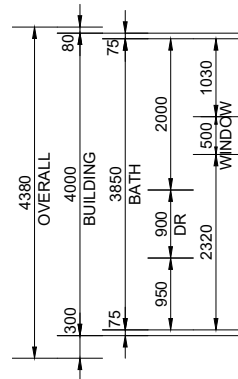
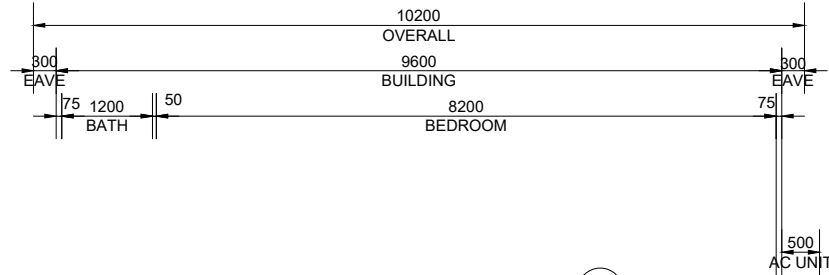
SOUTHERN CROSS  
SURVEYS PTY LTD

MOBILE: 040 393 7877  
EMAIL: info@southerncrosssurveys.com.au  
WEB: www.southerncrosssurveys.com.au

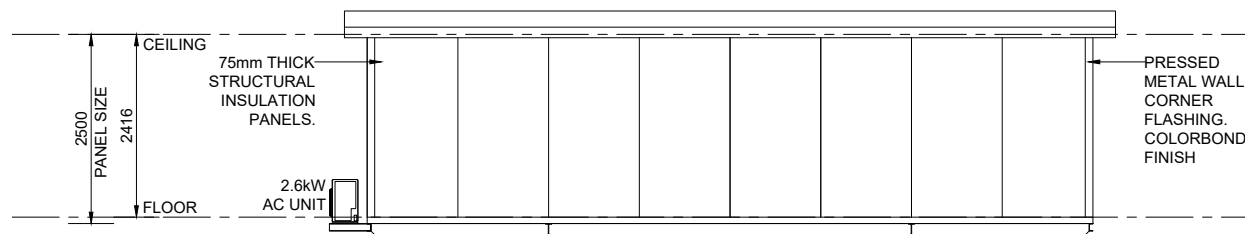
STORMWATER NOTES  
STORM WATER CALCULATION FOR NEW BUILDING

ROOF AREA: 44.68m<sup>2</sup>  
VOLUME: 44.68m<sup>2</sup> X 0.0125 = 0.5585m<sup>3</sup>  
SIZE: 3 X Ø600 X 600 DEEP  
CONCRETE SOAKWELLS  
POSITION: 1.0m MIN FROM BOUNDARY OR FOOTING





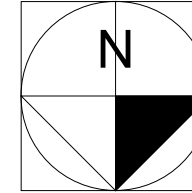
ELEVATION 1



ELEVATION 3

### CLADDING NOTES

EXTERIOR FINISH	PANEL
EXTERIOR COLOUR	TBA



### NOTES

1. PROVIDE ALL WINDOWS AND DOOR TRIM CHANNELS AS PER MANUFACTURERS SPECIFICATION
2. ALL WINDOWS TO BE GJAMES WINDOWS; 5mm TOUGHENED GLASS - SHGC .83, SC .95, U 5.8 OR SIMILAR APPROVED
3. PROVIDE KINGSPAN AIRCELL PERMIFLOOR TO UNDERFLOOR INSULATION
4. ROOF CONSTRUCTION - 100mm STRUCTURAL INSULATED PANEL
5. TOP OF PANEL BATTENED AND THEN COLORBOND ROOF CLADDING OVER, TO PROVIDE THERMAL BREAK
6. FOOTINGS AND FRAME SHOWN INDICATIVE ONLY. REFER TO CERTIFIED ENGINEERS DETAILS
7. WASTE PIPES FROM PLUMBING EQUIPMENT WILL BE TAKEN TO THE NEAREST SIDE OF THE BUILDING
8. **TERMITE PROTECTION STATEMENT.** ALL PRIMARY BUILDING ELEMENTS USED FOR THE CONSTRUCTION OF THIS BUILDING WILL CONSIST ENTIRELY OF, OR A COMBINATION OF MATERIALS CONSIDERED NOT SUBJECT TO TERMITE ATTACK. SPECIFICALLY, ALL TIMBERS USED IN THIS DWELLING WILL BE PRESERVATIVE TREATED IN ACCORDANCE WITH AS 3660.1 AND WILL COMPLY WITH PART 3.1.3.2 OF THE BUILDING CODE OF AUSTRALIA - VOLUME 2, 201

### AREAS

FLOOR AREA	38.40 m²
ROOF AREA	44.68 m²

### WINDOW MANUFACTURER NOTES

FRAME COLOUR	TBA
FLYSCREENS	TBA



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### PROJECT DETAILS

JOB NO: FT393  
BUILDING: AREZZO  
CLIENT: [REDACTED]  
ADDRESS: 14 ALTAIR ST,  
SOUTHERN CROSS, WA 6426  
SHIRE OF YILGARN

### DRAWING DETAILS

PAGE: 2 OF 4  
DRAWING: FLOOR PLAN & ELEVATIONS  
SCALE: 1:100  
DRAWN: CO  
CHECKED: DM  
DATE: 19/11/20

### REVISIONS

C	09/12/20	CONTOUR SURVEY ADDED
B	23/11/20	SETBACKS CHANGED & NOTE ADD
A	19/11/20	ISSUED FOR APPROVAL

### NOTES

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### APPROVALS

OWNER 1: \_\_\_\_\_

DATE: \_\_\_\_\_






OWNER 2: \_\_\_\_\_






DATE: \_\_\_\_\_

ELECTRICAL NOTES

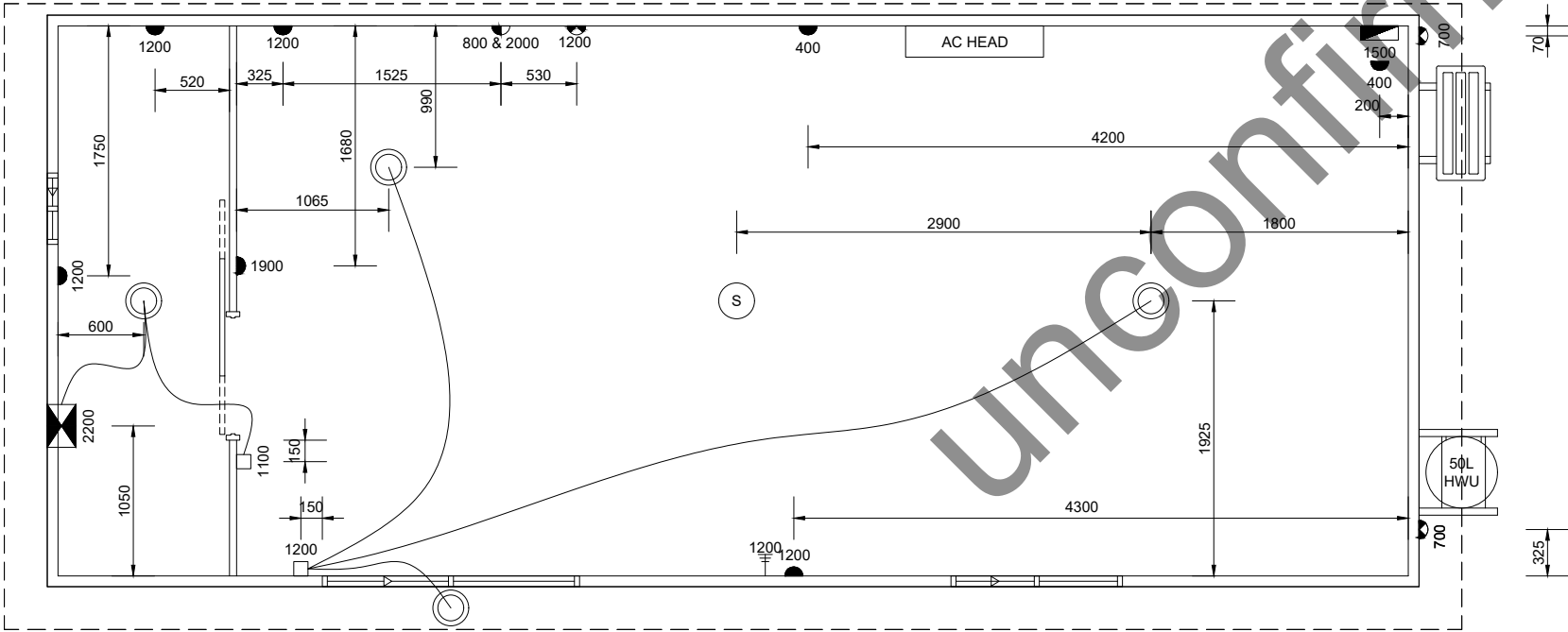
1. THIS ELECTRICAL DRAWING TO BE READ IN CONJUNCTION WITH THE LAYOUTS PLAN FOR CONFIRMATION OF GPOs AROUND CABINETRY
2. SMOKE ALARMS TO BE HARDWIRED TO THE MAINS SUPPLY
3. ALL HEIGHTS OF ELECTRICAL ITEMS ON INTERNAL WALLS REFERENCED TO FINISHED FLOOR LEVEL (FFL)
4. ALL HEIGHTS OF ELECTRICAL ITEMS ON EXTERNAL WALLS REFERENCED TO BOTTOM OF PANELS
5. NON MIGRATORY WIRING TO BE USED THROUGHOUT

ELECTRICAL LEGEND

-  SINGLE GPO @ NOTED HEIGHT
-  DOUBLE GPO @ NOTED HEIGHT
-  ISOLATOR @ NOTED HEIGHT
-  COAX POINT @ NOTED HEIGHT
-  LIGHT POINT

-  CEILING FAN WITH LIGHT
-  WALL MOUNTED EXHAUST FAN
-  LIGHT SWITCH @ NOTED HEIGHT
-  SMOKE ALARM
-  SWITCH BOARD @ NOTED HEIGHT

ELECTRICAL			
ITEM	TYPE	QUANTITY	NOTES
WALL MOUNTED	DOUBLE GPO	7	
	SINGLE GPO	2	
	ISOLATOR	3	
	COAX	1	
	LIGHT SWITCH	2	
	EXHAUST FAN	1	
	SWITCHBOARD	1	
CEILING MOUNTED	LIGHT POINT	4	
	CEILING FAN WITH LIGHT	0	
	SMOKE ALARM	1	



ELECTRICAL PLAN  
SCALE 1:50



13 BOOM STREET  
GNANGARA  
WESTERN AUSTRALIA  
6077

t: 08 6377 8335  
w: [www.foxmodular.com.au](http://www.foxmodular.com.au)  
e: [info@foxmodular.com.au](mailto:info@foxmodular.com.au)

PROJECT DETAILS

JOB NO: FT393  
BUILDING: AREZZO  
CLIENT: [REDACTED]  
ADDRESS: 14 ALTAIR ST,  
SOUTHERN CROSS, WA 6426  
SHIRE OF YILGARN

DRAWING DETAILS

PAGE: 3 OF 4  
DRAWING: **ELECTRICAL**  
SCALE: 1:50  
DRAWN: CO  
CHECKED: DM  
DATE: 19/11/20

REVISIONS

C	09/12/20	CONTOUR SURVEY ADDED
B	23/11/20	SETBACKS CHANGED & NOTE ADD
A	19/11/20	ISSUED FOR APPROVAL

NOTES

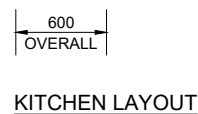
**WRITTEN DIMENSIONS TAKE PREFERENCE OVER SCALE.** THESE PLANS ARE TO BE READ IN CONJUNCTION WITH THE PROJECT SPECIFICATIONS, ENGINEERS DESIGNS, COMPUTATIONS, AND GEOTECHNICAL REPORTS. WRITTEN SPECIFICATIONS TAKE PRECEDENCE OVER THESE DRAWINGS UNLESS NOMINATED IN THE CONTRACT OR SPECIFICATION.

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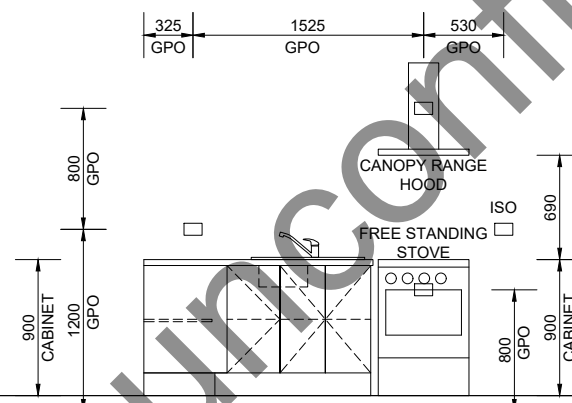
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APPROVALS

OWNER 1: \_\_\_\_\_  
  
DATE: \_\_\_\_\_  
  
OWNER 2: \_\_\_\_\_  
  
DATE: \_\_\_\_\_



LAUNDRY			
ITEM	TYPE	QUANTITY	NOTES
TROUGH	380 X 580 WITH MIXER	1	
FURTHER LAUNDRY ITEMS (IF REQUIRED)			



**CABINET MAKER NOTE**

- JOINTS TO BENCHTOPS AT CABINET MAKER'S DISCRETION
- 145H KICKBOARD TO CABINETS UNO
- ALL DIMENSIONS, DOOR SWINGS & PANEL SIZES ARE NOMINAL & MAY VARY AT CABINET MAKER'S DISCRETION UNLESS ADVISED AS CRITICAL
- ANY CRITICAL MINIMUM CLEARANCE TO BE ADVISED BY CLIENT TO FOX GRANNY FLATS
- REFER TO PLANS FOR DEPTH OF BREAKFAST BAR (IF APPLICABLE)
- CABINET MAKER TO OBTAIN CUT-OUT SIZES FROM MANUFACTURER TO SUIT APPLIANCES SELECTED
- CABINET MAKER TO ENSURE COMPLIANCE WITH MANUFACTURERS VENTILATION REQUIREMENTS

PROJECT DETAILS	
JOB NO:	FT393
BUILDING:	AREZZO
CLIENT:	[REDACTED]
ADDRESS:	14 ALTAIR ST, SOUTHERN CROSS, WA 6426 SHIRE OF YILGARN

DRAWING DETAILS	
PAGE:	4 OF 4
DRAWING:	<b>LAYOUTS</b>
SCALE:	1:50
DRAWN:	CO
CHECKED:	DM
DATE:	19/11/20

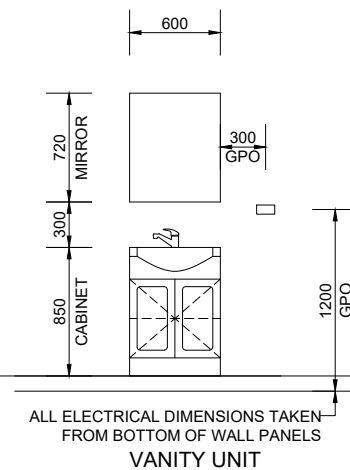
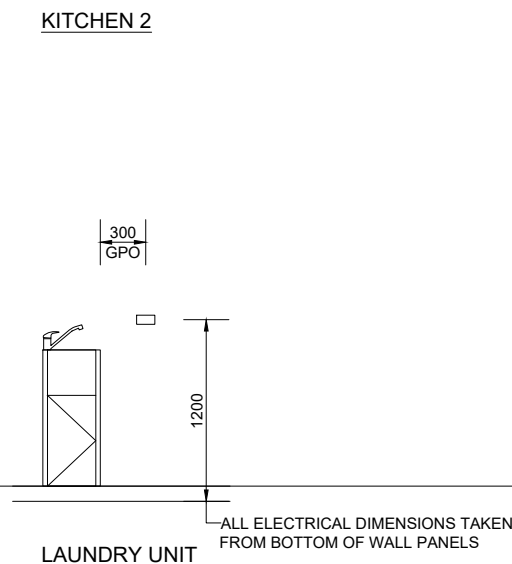
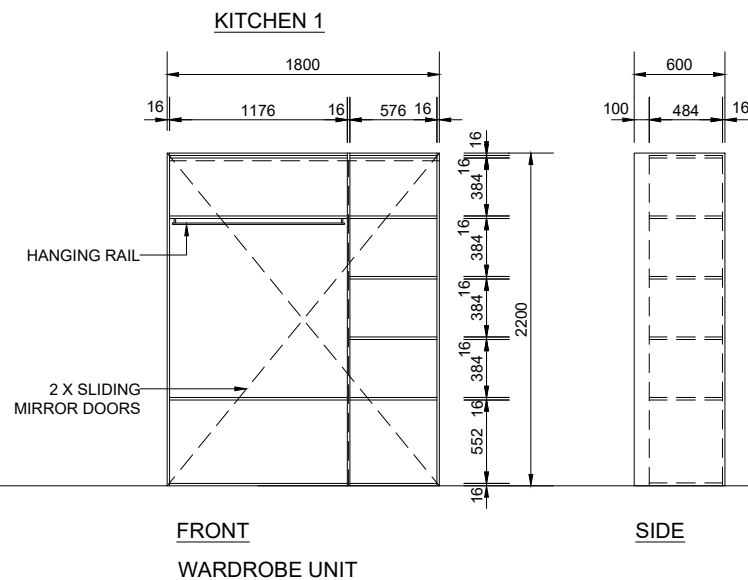
REVISIONS		
C	09/12/20	CONTOUR SURVEY ADDED
B	23/11/20	SETBACKS CHANGED & NOTE ADD
A	19/11/20	ISSUED FOR APPROVAL

**WRITTEN DIMENSIONS TAKE PREFERENCE OVER SCALE.** THESE PLANS ARE TO BE READ IN CONJUNCTION WITH THE PROJECT SPECIFICATIONS. ENGINEERS' DESIGNS, COMPUTATIONS, AND GEOTECHNICAL REPORTS. WRITTEN SPECIFICATIONS TAKE PRECEDENCE OVER THESE DRAWINGS UNLESS NOMINATED IN THE CONTRACT OR SPECIFICATION.

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PROCEEDINGS.

APPROVALS
OWNER 1: -----
DATE: -----
OWNER 2: -----
DATE: -----



## 9.4 Reporting Officer– Executive Manager Regulatory Services

### 9.4.2 Tellus Holdings Ltd – Referral of a Licence Amendment – Sandy Ridge Facility

<b>File Reference</b>	<b>3.2.1.7</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Correspondence from Department of Water and Environmental Regulation</b>

#### Purpose of Report

To consider a response to the Department of Water and Environmental Regulation, regarding a licence amendment for the Tellus Holdings Ltd Sandy Ridge Facility.

#### Background

The Shire is in receipt of correspondence from the Department of Water and Environmental Regulation (DWER), seeking comments in regards to a submission by Tellus Holdings Ltd, for a Licence Amendment (L9240/2020/1) under Division 3 Part V of the Environmental Protection Act 1986 (EP Act) for the Sandy Ridge Facility, within Lot 510 on Deposited Plan 413497.

The amendment application is to authorise the operation of the Waste Immobilisation Plant and the Waste Cells constructed under Works Approval W6308/2019/1. Up to 100,000 tonnes per year of Class IV and Class V waste is proposed to be accepted. Radioactive waste is not proposed to be accepted under this amendment.

#### Comment

The correspondence from DWER is attached for Councillors perusal.

As per the submission from Tellus Holdings Ltd, Sandy Ridge facility is being constructed and operated in phases. L9240/2020/1 currently authorises up to 10,000 tonnes to be stored in above-ground infrastructure in accordance with Dangerous Goods Licence DGSO22452, with the exception of a block-paved mixed store, low level radiation waste, liquid waste and sludge storage yard. The latter two storage yards are subject to a separate licence amendment up to 15,000 tonnes currently being assessed.

This amendment is to authorise operation of the Waste Immobilisation Plant, and Class IV and Class V waste to be placed in waste cells.

#### Statutory Environment

Environmental Protection Act 1986

### Strategic Implications

- Goal** A prosperous future for our community.
- Outcome** Businesses in the Shire remain competitive and viable.
- Strategy** Continue to provide an efficient and effective approval process.

### Policy Implications

Nil

### Financial Implications

Nil

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Nil	Nil	Nil
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Environmental Impacts from Mining Activities	M6	EPA Assessment and Approval Processes

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

Risk Matrix						
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

#### Officer Recommendation and Council Decision

24/2021

*Moved Cr Close/Seconded Cr Cobden*

*Council endorse the following response to the Department of Water and Environmental Regulation:*

*In regards to the application (DER2020/000039) from Tellus Holdings Ltd for an amendment to licence L9240/2020/1, under Division 3 Part V of the Environmental Protection Act 1986 for the Sandy Ridge Facility; the Shire of Yilgarn have no objections to the proposal.*

**CARRIED (7/0)**



Chief Executive Officer  
Shire of Yilgarn  
PO Box 86  
SOUTHERN CROSS WA 6426

via email: [yilgarn@yilgarn.wa.gov.au](mailto:yilgarn@yilgarn.wa.gov.au)

Dear Sir/Madam

**REFERRAL OF A LICENCE AMENDMENT UNDER THE *ENVIRONMENTAL PROTECTION ACT 1986* – INVITATION TO COMMENT**

The Department of Water and Environmental Regulation (DWER) has recently received an application from Tellus Holdings Ltd for an amendment to licence (L9240/2020/1) under Division 3 Part V of the *Environmental Protection Act 1986* (EP Act) for the Sandy Ridge Facility, located within Lot 510 on Deposited Plan 413497, in the Shire of Coolgardie. The application is in relation to:

Category 61 – Liquid waste facility;  
Category 61A – Solid waste facility;  
Category 65 – Class IV secure landfill site; and  
Category 66 – Class V intractable landfill site.

Specifically, the amendment application is to authorise the operation of the Waste Immobilisation Plant and the Waste Cells constructed under Works Approval W6308/2019/1. Up to 100,000 tonnes per year of Class IV and Class V waste is proposed to be accepted. Radioactive waste is not proposed to be accepted under this amendment.

This information and supporting documentation provided by the applicant is available online at: <https://www.der.wa.gov.au/our-work/licences-and-works-approvals/lwa-applications>.

Please note that the amendment relates to activities that have been assessed and approved under Ministerial Statement 1078 (<https://www.epa.wa.gov.au/1078-sandy-ridge-project>). In accordance with DWER's Guideline: Industry Regulation Guide to Licensing, in exercising its duties, the Department must ensure that the decisions and conditions for a licence or works approval are consistent with Ministerial Statements and associated documents (such as approved management plans) for significant proposals that have been assessed under Part IV of the EP Act.

In accordance with section 54 of the EP Act, the Chief Executive Officer (CEO) of DWER considers that you may have a direct interest in the subject matter of the application, and invites your comment on the proposal.

The CEO will, after having taken into account any comments received and subject to section 60 of the EP Act, either amend the licence or refuse the amendment.



Please forward your submission to the address below or forward via email to [info@dwer.wa.gov.au](mailto:info@dwer.wa.gov.au) within 21 days from the date of this letter and please quote L9240/2020/1 on future correspondence and enquiries.

If you have any queries regarding the above information, please contact the Environmental Officer listed above.

Yours sincerely

Tracey Hassell  
A/SENIOR MANAGER WASTE INDUSTRIES  
REGULATORY SERVICES

*Officer delegated under section 20 of the Environmental Protection Act 1986*

14 January 2021

unconfirmed



## 9.4 Reporting Officer– Executive Manager Regulatory Services

### 9.4.3 Barto Gold Mining Pty Ltd – Referral of a Licence Amendment – Marvel Loch Mine

<b>File Reference</b>	<b>3.2.1.7</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Correspondence from Department of Water and Environmental Regulation</b>

#### Purpose of Report

To consider a response to the Department of Water and Environmental Regulation, regarding a licence amendment for the Barto Gold Mining Pty Ltd Marvel Loch Mine.

#### Background

The Shire is in receipt of correspondence from the Department of Water and Environmental Regulation (DWER), relating to a submission by Barto Gold Mining Pty Ltd, seeking an amendment to licence L4597/1988/14 under Division 3 Part V of the Environmental Protection Act 1986 (EP Act) for the Marvel Loch Mine.

The amendment application is in relation to the replacement of the ore crushing circuit at the Marvel Loch processing plant (Category 5 – Processing or beneficiation of metallic or non-metallic ore).

#### Comment

The correspondence from DWER is attached for Councillors perusal.

The amendment seeks the replacement of the crushing circuit and associated controls.

#### Noise

An Environmental Noise Impact Assessment, produced by Talis Consultants, was submitted as part of the application, which states:

*The study determined Barto's existing impacts at receptors within Marvel Loch using a combination of noise modelling and monitoring. It was found that the operational noise levels exceed the assigned levels as prescribed within the Environmental Protection (Noise) Regulations 1997 (Noise Regulations). Despite these operations pre-dating the Noise Regulations, to support the approvals process for the replacement infrastructure, Barto has developed a noise reduction strategy with the goal of ensuring "no net" increase in cumulative noise levels in the community and that the noise levels will progressively reduce over time with the application of various noise reduction strategies. Additionally, a noise control and As Low As Reasonably Practicable (ALARP) process was developed and approved by the company.*

In summary, the current crusher breaches the assigned noise levels permitted to be received at noise sensitive premises (residential) within the Marvel Loch town site, however, the level of noise pre-dates the introduction of the assigned levels.

Barto have advised that whilst the new crusher will also breach the assigned levels, it will not exceed current noise levels emitted by existing crusher, and that the expected initial noise levels will gradually decrease as further mitigation methods are put in place.

### **Surface Water**

A Surface Water Management Plan, produced by EMM Consulting Pty Ltd, was submitted with the application. The plan was requested by DWER, triggered by an uncontrolled release event from the site which occurred following a significant storm event on 25 February 2020. This event was traced back to buried pipe works linking the site to the downstream environment.

The plan is included in the attachment for Councillors perusal, and states implementation of the proposed surface water management plan will mitigate surface water management risks from legacy maintenance practises and the proposed new crusher facility.

### **Air Quality**

An Air Quality Assessment, produced by Environmental Technologies & Analytics, was submitted as part of the application, with the key conclusions as follows

- Ground-level TSP concentrations predicted due to the proposed operations, with and without background concentrations, comply with the air quality assessment criteria at all sensitive receptors.
- Ground-level PM10 concentrations predicted due to the proposed operations, with and without background concentrations, comply with the air quality assessment criteria at all sensitive receptors.
- Ground-level PM2.5 concentrations predicted due to the proposed operations, with and without background concentrations, comply with the air quality assessment criteria at all sensitive receptors

## **Statutory Environment**

Environmental Protection Act 1986

## **Strategic Implications**

<b>Goal</b>	A prosperous future for our community.
<b>Outcome</b>	Businesses in the Shire remain competitive and viable.
<b>Strategy</b>	Continue to provide an efficient and effective approval process.

### Policy Implications

Nil

### Financial Implications

Nil

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
<b>Health/People</b>	Nuisance effects on Marvel Loch Residents	M8	DWER approval process, and Barto management plans
<b>Financial Impact</b>	Nil	Nil	Nil
<b>Service Interruption</b>	Nil	Nil	Nil
<b>Compliance</b>	Nil	Nil	Nil
<b>Reputational</b>	Nil	Nil	Nil
<b>Property</b>	Nil	Nil	Nil
<b>Environment</b>	Environmental Impacts from Mining Activities	M6	DWER Assessment and Approval Processes

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

### Officer Recommendation

***Council endorse the following response to the Department of Water and Environmental Regulation:***

***In regards to the application from Barto Gold Mining Pty Ltd (DER2014/000887-1~5) for a licence amendment to L4597/1988/14 under Division 3 Part V of the Environmental Protection Act 1986; the Shire of Yilgarn have no objections to the proposal, on the provision the proponent is required to implement and maintain the relevant management plans submitted as part of the application.***

### Council Decision

**25/2021**

**Moved Cr Nolan/Seconded Cr Cobden**

***In regards to the application from Barto Gold Mining Pty Ltd (DER2014/000887-1~5) for a licence amendment to L4597/1988/14 under Division 3 Part V of the Environmental Protection Act 1986; the Shire of Yilgarn have no objections to the proposal, on the provision:***

- ***The proponent is required to implement and maintain the relevant management plans submitted as part of the application;***
- ***The proponent is required to supply a firm timetable for implementation of noise mitigation measures; and***
- ***The proponent is required to address surface water runoff from its mine entrance, which runs into drainage and farmlands.***

**CARRIED (7/0)**

### **REASON FOR ALTERATION TO THE RECOMMENDATION**

Whilst Council had no objections to the Licence Amendment application, Council considered that it was appropriate for DWER to instruct Barto Gold Mining to meet certain conditions in relation to the Licence, particularly implementation of noise mitigation levels and addressing surface water runoff, which had been areas of concern previously.

## 9.4 Reporting Officer– Executive Manager Regulatory Services

### 9.4.4 Montague Resources Australia Pty Ltd – Referral of a Clearing Permit Application – Mining Lease 77/1065

<b>File Reference</b>	<b>3.2.1.7</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Correspondence from Department of Water and Environmental Regulation</b>

#### Purpose of Report

To consider a response to the Department of Water and Environmental Regulation, regarding a clearing permit application for Montague Resources Australia Pty Ltd on Mining Lease 77/1065.

#### Background

The Shire is in receipt of correspondence from the Department of Water and Environmental Regulation (DWER), relating to a submission for Montague Resources Australia Pty Ltd, for a clearing permit (CPS 9165/1) under the Environmental Protection Act 1986 (EP Act) for the Mining Lease 77/1065.

The clearing permit is for the purpose of Mineral Exploration Rehabilitation and will cover an area of 0.42 hectares.

#### Comment

Attached for Councillors perusal is the correspondence from the department, including relevant maps.

#### Statutory Environment

Environmental Protection Act 1986

#### Strategic Implications

<b>Goal</b>	A prosperous future for our community.
<b>Outcome</b>	Businesses in the Shire remain competitive and viable.
<b>Strategy</b>	Continue to provide an efficient and effective approval process.

#### Policy Implications

Nil

## Financial Implications

Nil

## Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Nil	Nil	Nil
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Environmental Impacts from Mining Activities	M6	DWER Assessment and Approval Processes

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

**Officer Recommendation and Council Decision**

**26/2021**

***Moved Cr Close/Seconded Cr Guerini***

***Council endorse the following response to the Department of Water and Environmental Regulation:***

***In regards to application CPS 9165/1 from Montague Resources Australia Pty Ltd for a clearing permit under the Environmental Protection Act 1986, for the purpose of mineral exploration rehabilitation; the Shire of Yilgarn have no objections to the proposal.***

**CARRIED (6/1)**

\*Cr Nolan voted against the decision

unconfirmed



Shire of Yilgarn  
PO Box 86  
SOUTHERN CROSS  
WA 6426  
[ceo@yilgarn.wa.gov.au](mailto:ceo@yilgarn.wa.gov.au)

Dear Sir/Madam

**Application to Clear Native Vegetation under the *Environmental Protection Act 1986***

The Department of Mines, Industry, Regulation and Safety has received the following application for permit to clear native vegetation under the *Environmental Protection Act 1986* (the Act):

<b>Applicant Name:</b>	Montague Resources Australia Pty Ltd
<b>Permit Type:</b>	Purpose Permit
<b>Tenement/s or Tenure:</b>	Mining Lease 77/1065
<b>Purpose:</b>	Mineral Exploration Rehabilitation
<b>Area (ha):</b>	0.42 ha
<b>Shire:</b>	Shire of Yilgarn
<b>Clearing Permit System (CPS) No:</b>	CPS 9165/1

In accordance with sub-section 51E(4) of the Act, on behalf of the General Manager Environmental Compliance, Resource and Environmental Compliance Division, I consider that you may have a direct interest in the subject matter of the application and invite your comment on the proposal. The General Manager Environmental Compliance, Resource and Environmental Compliance Division, will then, after having taken into account any comments received and subject to sections 51O and 51P, either grant a clearing permit (including any specified conditions) or refuse to grant a permit.

Enclosed are maps indicating the area proposed to clear. Please forward your submission to the above address within 21 days from Monday 8 February 2021 quoting CPS 9165/1.

If you have any queries regarding this matter, please contact Stephanie Lea in the Department's Resource and Environmental Division at the address above, for further information.

Yours sincerely

*Daniel Endacott*

Daniel Endacott  
General Manager Environmental Compliance  
Resource and Environmental Compliance Division

5 February 2021



# CPS 9165/1 - Montague Resources Australia Pty Ltd



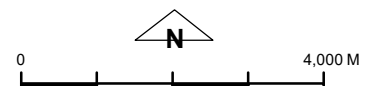
## LEGEND



Clearing Instruments



Mining Tenements



Scale 1:100,000

(Approximate when reproduced at A4)

Geocentric Datum Australia 1994

Note: the data in this map have not been projected. This may result in geometric distortion or measurement inaccuracies.

..... Date .....

Officer with delegated authority under Section 20 of the Environmental Protection Act 1986

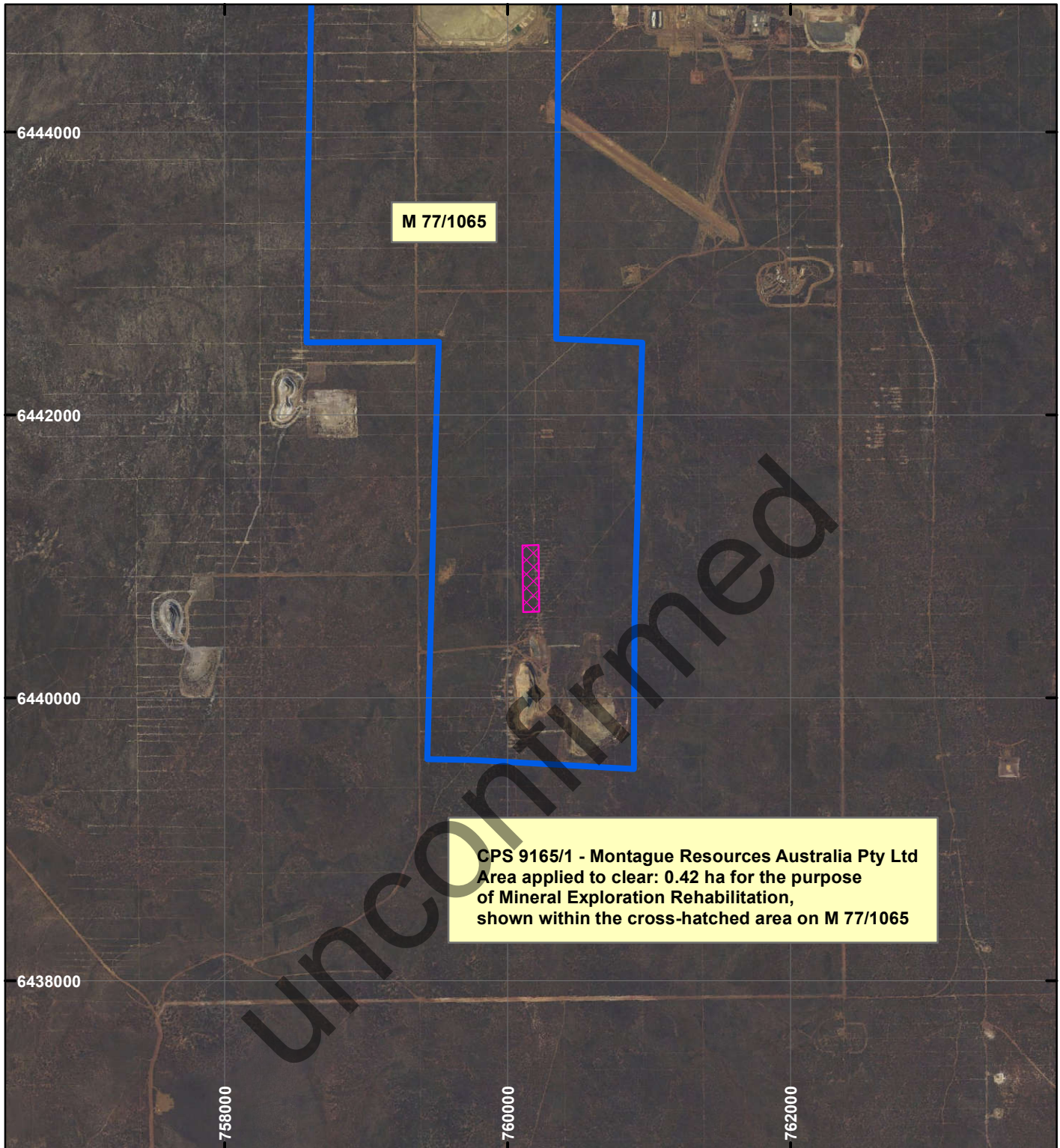
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WA Crown Copyright 2002



# CPS 9165/1 - Montague Resources Australia Pty Ltd



## LEGEND

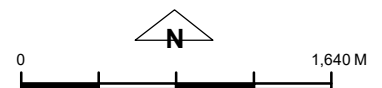


**Clearing Instruments**



**Mining Tenements**

Orthophotography sourced from Landgate



**Scale 1:40,000**

(Approximate when reproduced at A4)

Geocentric Datum Australia 1994

*Note: the data in this map have not been projected. This may result in geometric distortion or measurement inaccuracies.*

..... Date .....

Officer with delegated authority under Section 20 of the Environmental Protection Act 1986

Information derived from this map should be confirmed with the data custodian acknowledged by the agency acronym in the legend.



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## 9.4 Reporting Officer– Executive Manager Regulatory Services

### 9.4.5 Tianye SXO Gold Mining Pty Ltd - Amendment of Clearing Permit - Glendower Expansion Project

<b>File Reference</b>	<b>3.2.1.7</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Correspondence from Department of Water and Environmental Regulation</b>

#### Purpose of Report

To consider a response to the Department of Water and Environmental Regulation, regarding an amendment application for an issued clearing permit for Tianye SXO Gold Mining Pty Ltd at the Glendower Expansion Project.

#### Background

The Shire is in receipt of correspondence from the Department of Water and Environmental Regulation (DWER), seeking comments in relation to a submission for Tianye SXO Gold Mining Pty Ltd, for an amendment to an issued clearing permit for the Glendower Expansion Project located over Mining Leases 77/186, 77/224, 77/352, 77/408, 77/424 and 77/721 and Miscellaneous Licence 77/281.

The clearing permit is for the purpose of Mineral Production and Associated Activities and will cover an area of 99.1 ha hectares. The amendment seeks to increase the clearing permit area by 33.1 hectares and to increase the permit boundary.

#### Comment

Attached for Councillors perusal is the correspondence from the department, including relevant maps.

#### Statutory Environment

Environmental Protection Act 1986

#### Strategic Implications

<b>Goal</b>	A prosperous future for our community.
<b>Outcome</b>	Businesses in the Shire remain competitive and viable.
<b>Strategy</b>	Continue to provide an efficient and effective approval process.

### Policy Implications

Nil

### Financial Implications

Nil

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Nil	Nil	Nil
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Environmental Impacts from Mining Activities	M6	DWER Assessment and Approval Processes

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

**Officer Recommendation and Council Decision**

**27/2021**

***Moved Cr Rose/Seconded Cr Shaw***

***Council endorse the following response to the Department of Water and Environmental Regulation:***

***In regards to the application from Tianye SXO Gold Mining Pty Ltd - Glendower Expansion Project for an amendment to the previously issued clearing permit CPS 8966/2; the Shire of Yilgarn have no objections to the proposal.***

**CARRIED (7/0)**

unconfirmed



Chief Executive Officer  
Shire of Yilgarn  
[ceo@yilgarn.wa.gov.au](mailto:ceo@yilgarn.wa.gov.au)

Dear Sir/Madam

**Application to amend a previously granted Clearing Permit under the *Environmental Protection Act 1986***

The Department of Mines, Industry Regulation and Safety has received the following application to amend a previously granted clearing permit under the *Environmental Protection Act 1986* (the Act):

<b>Permit Holder:</b>	Tianye SXO Gold Mining Pty Ltd - Glendower Expansion Project
<b>Permit Type:</b>	Purpose Permit
<b>Tenements:</b>	Mining Leases 77/186, 77/224, 77/352, 77/408, 77/424, 77/721, Miscellaneous Licence 77/281
<b>Purpose:</b>	Mineral Production and Associated Activities
<b>Area (ha):</b>	99.1 ha
<b>Shire:</b>	Shire of Yilgarn
<b>Clearing Permit System (CPS) No:</b>	8966/2
<b>Amendment requested:</b>	<ul style="list-style-type: none"><li>•To increase the clearing permit area by 33.1 hectares</li><li>•To increase the permit boundary</li></ul>

In accordance with sub-section 51E(4) of the Act, on behalf of the General Manager Environmental Compliance, Resource and Environmental Compliance Division, I consider that you may have a direct interest in the subject matter of the application and invite your comment on the proposal. The General Manager Environmental Compliance, Resource and Environmental Compliance Division, will then, after having taken into account any comments received and subject to sections 51O and 51P, either grant the amended clearing permit (including any specified conditions) or refuse to grant the amendment.

Enclosed are maps indicating the amended application area. Please forward your submission to the above address within 21 days from the **Monday, 8 February 2021** quoting CPS 8966/2.

If you have any queries regarding this matter, please contact Alicia Dudzinska in the Department's Resource and Environmental Compliance Division, as above, for further information.

Yours sincerely

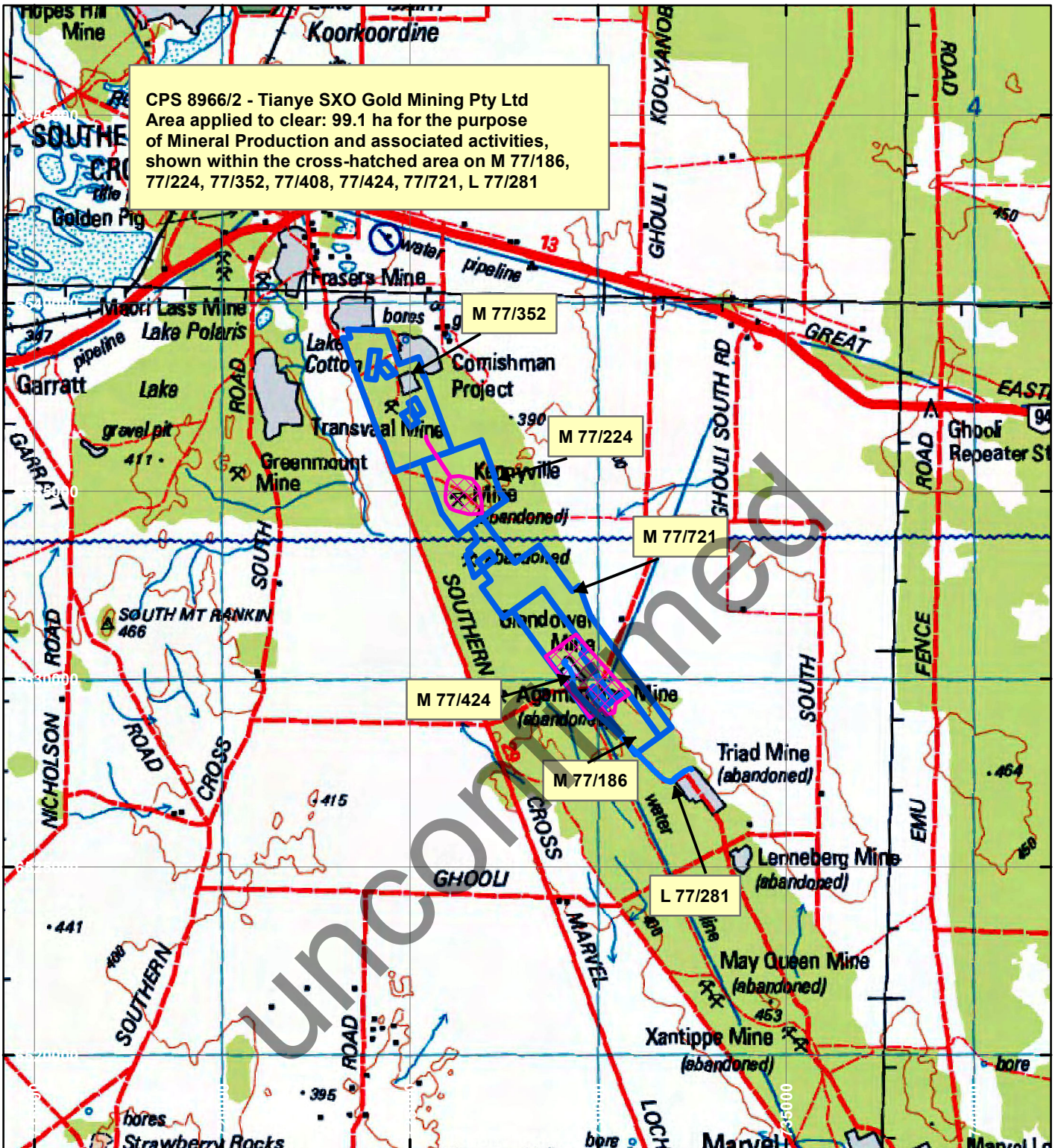
*Daniel Endacott*

Daniel Endacott  
General Manager Environmental Compliance  
Resource and Environmental Compliance Division

5 February 2021



# CPS 8966/2 - Tianye SXO Gold Mining Pty Ltd



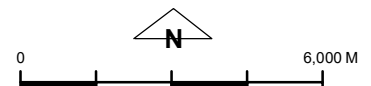
## LEGEND



Clearing Instruments



Mining Tenements



Scale 1:150,000

(Approximate when reproduced at A4)

Geocentric Datum Australia 1994

Note: the data in this map have not been projected. This may result in geometric distortion or measurement inaccuracies.

..... Date .....

Officer with delegated authority under Section 20 of the Environmental Protection Act 1986

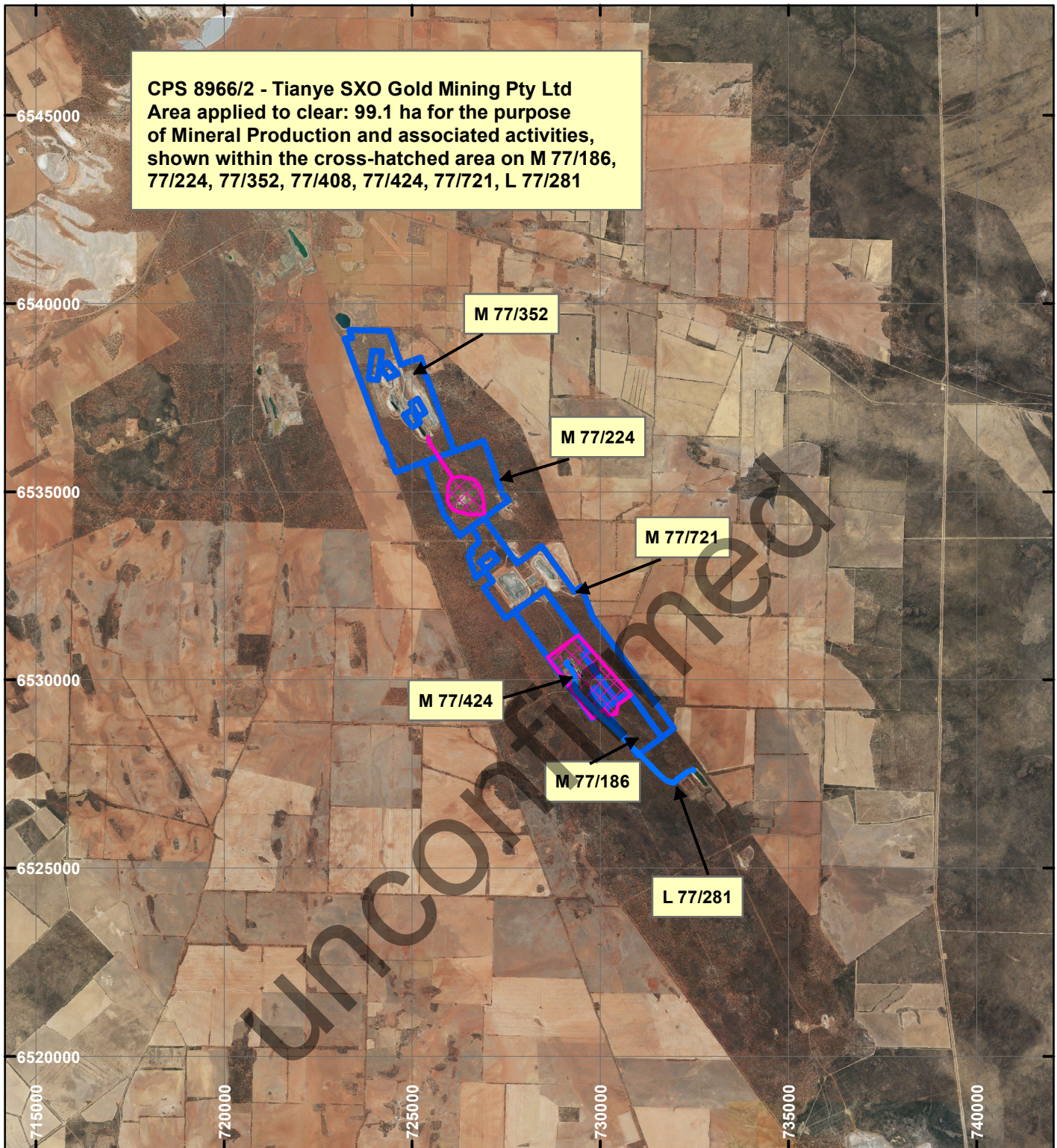
Information derived from this map should be confirmed with the data custodian acknowledged by the agency acronym in the legend.



WA Crown Copyright 2002



# CPS 8966/2 - Tianye SXO Gold Mining Pty Ltd



## LEGEND

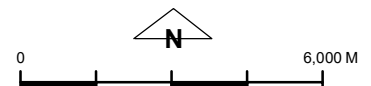


**Clearing Instruments**



**Mining Tenements**

Orthophotography sourced from Landgate



Scale 1:150,000

(Approximate when reproduced at A4)

Geocentric Datum Australia 1994

Note: the data in this map have not been projected. This may result in geometric distortion or measurement inaccuracies.

..... Date .....

Officer with delegated authority under Section 20 of the Environmental Protection Act 1986

Information derived from this map should be confirmed with the data custodian acknowledged by the agency acronym in the legend.



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## 9.4 Reporting Officer– Executive Manager Regulatory Services

### 9.4.6 Bodallin Hall Leach Drains

<b>File Reference</b>	<b>1.3.2.1</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Nil</b>

#### Purpose of Report

To note an inclusion to the budget review, February 2021 Council Agenda Item 9.2.4, for the provision of leach drains at the Bodallin Hall.

#### Background

At the August 2020 ordinary Council meeting, Council resolved the following:

126/2020

*Moved Cr Della Bosca/Seconded Cr Cobden That in light of the Bodallin community feedback for the retention of the Hall, Council acknowledges this response and endorses the following*

- 1. Allocated funds for demolition of the Bodallin Hall in the current 2020/2021 budget (\$20,000) be reallocated to immediate non-compliance issues indicated in the SW 19 Report as per current legislation requirements and direction by Council Officers.*
- 2. Following the above works being completed by Council to render the Hall functional, the Bodallin community provides an undertaking to Council that it will establish a Hall Committee to manage the Halls usage, and in conjunction with Council, undertake any future works of an urgent nature based on a co-contribution basis.*
- 3. That Council in consultation with the Bodallin community, reassess the future of the Hall based on usage and ongoing capital and maintenance cost in 2021 for potential inclusion of such agreed percentage of expenditure in the 2022/2023 Budget.*
- 4. The Bodallin Hall committee maintain a verifiable usage log and provides a written report to Council on an annual basis.*

To date, the immediate non-compliances relating to electrical rewiring have been completed and were funded by Shire. The Bodallin Hall Committee funded works for the repair of the ceiling in the kitchen and a new hot water system as well as extensive cleaning throughout the premises.

Under section 4.4.1 of the building report produced by SW19, it stated:

*The operation of the septic tanks could not be confirmed at the time of the inspection. Costs have been included for repairs (if required) and a provisional sum for an upgrade.*

An onsite inspection by the Executive Manager Regulatory Services determined that the concrete septic tank is in sound condition and can be reutilised, however the leach drains have collapsed in sections and will need to be replaced.

#### Comment

The Bodallin Hall Committee (BHC) have reported that a number of functions have already been held at the hall, with additional booked in.

To date, the septic tank, which is of sound condition, has been suitable to contain liquid waste produced by these events, and still has a significant capacity, however to ensure the ongoing viability of the hall for use, the leach drains will need to be replaced.

Quotes are currently being sought, and a nominal amount of \$10,000 has been included in the Budget Review to cover the costs of the replacement.

Whilst Council resolution 126/2020 states that ongoing urgent works are to be undertaken under as a co-contribution, due to the BHC still being in it's infancy, they do not currently have the funds to be able to financially contribute at this stage. However, the committee have advised they will be able to supply provision of labour to contribute to the upkeep of the hall, until they are in a financial position to contribute.

The outlay of funds at this stage by Council will ensure the ongoing use of the hall, and allow the BHC to receive funds via hire contributions, and therefore place them in a position to contribute to future works.

Councillors are to note the \$10,000 inclusion in the Budget Review for replacement of leach drains at the Bodallin Hall, and are asked to consider including this budget amendment favourably.

#### Statutory Environment

Nil

#### Strategic Implications

**Goal:** An inclusive, secure and welcoming community that encourages families, youth and the aged to remain and contribute to our Shire in the long term.

**Outcome:** Maintain / increase percentage of residents engaged in recreation, cultural and leisure activities for all demographics in the Shire.

**Strategy:**

- Provide and maintain high quality community infrastructure (recreation centre, oval, bowls, swimming pool, library, community centre, halls).
- Provide support to local sport, recreation and community groups.

### Policy Implications

Nil

### Financial Implications

2020/2021 Budget amendment of \$10,000

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
<b>Health/People</b>	Health risks of failed septic system	H15	Replacement of leach drains to ensure correct operation
<b>Financial Impact</b>	Possible penalties and remediation costs for failed system and unauthorised discharge of liquid waste	H12	Replacement of leach drains to ensure correct operation
<b>Service Interruption</b>	Bodallin Hall not able to be used or hired out by committee	M8	Replacement of leach drains to ensure correct operation
<b>Compliance</b>	Compliance with Health (Treatment of Sewage) Regulations	L2	Applications made to DoH for approval.
<b>Reputational</b>	Nil	Nil	Nil
<b>Property</b>	Nil	Nil	Nil
<b>Environment</b>	Unauthorised discharge of liquid waste	H12	Replacement of leach drains to ensure correct operation

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

#### Officer Recommendation and Council Decision

28/2021

*Moved Cr Close/Seconded Cr Shaw*

*That Council note the inclusion of \$10,000 in the 2020/2021 budget review, for the replacement of leach drains at the Bodallin Hall.*

**CARRIED (7/0)**

## 9.4 Reporting Officer– Executive Manager Regulatory Services

### 9.4.7 Draft Policy 4.9 - Transportable Dwellings and Additional Rural-Mining Dwellings Policy

<b>File Reference</b>	<b>2.3.3.2</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Draft Policy 4.9</b>

#### Purpose of Report

To consider a draft policy relating to transportable dwellings and additional rural-mining dwellings.

#### Background

The Shire of Yilgarn have received a number of enquiries relating to transportable dwellings and additional dwellings on rural lots in recent months.

Community feedback and a subsequent review of the current development requirements determined that the process of seeking approval for a new transportable dwelling or additional dwelling on a rural lot under the Shire of Yilgarn Town Planning Scheme 2 was overly onerous.

Whilst a review of the Shire's Town Planning Scheme is due to commence in 2021/2022, in order meet our obligation under the Community Strategic Plan, of continuing to provide an efficient and effective approval process, it is believed a policy addressing these requirements is warranted.

#### Comment

##### Transportable Dwellings

Section 6.1.2(d) of the Shire of Yilgarn Town Planning Scheme 2 (TPS2) states that the planning approval of the Council is not required for the erection on a lot of a single dwelling house, including ancillary outbuildings, in a zone where the proposed use is designated with the symbol "P" in the cross reference to that zone in the Zoning Table, except where otherwise provided by the Scheme.

Under Residential, Townsite and Mining/Rural zones of the Zoning Table of the TPS2, it lists a single residential dwelling as "P" use, meaning council approval is not required in these areas for a single dwelling.

Section 5.3.1 states that a transportable dwelling may not be transported to and placed within a lot within the district.

Section 5.3.2 states that, notwithstanding the provisions of Sub-Clause 5.3.1, a person may seek the approval of Council for a Transportable Dwelling to be transported to and placed on

a lot within the District and used as a residential dwelling. Council may approve with conditions, including requiring the applicant to provide a bond as a "surety for the completion of the Transportable Dwelling to a standard of presentation acceptable to Council within such period of time as Council may deem fit"

The current requirement for transportable dwellings to seek Council approval and not in-situ built dwellings is believed to be related to second hand transportable dwellings being relocated, where there is a risk the finished standard will not meet the aesthetic expectations of the community within townsites. However, it seems overly onerous for new transportable dwellings to be required to undertake these same requirements, as they would pose no greater aesthetic risk to the townsite as an in-situ built dwelling.

As such, where a new factory built transportable dwelling is proposed to be transported to and placed on a lot in the district, which complies with all other relevant planning requirements, it is proposed to exempt it from the requirement to obtain Council approval as is the case with in-situ built dwellings.

However, building and health approvals, where applicable, are still required to be sought and gained prior to development commencing.

Where a second hand or used transportable dwelling is proposed to be transported and placed on a lot in the district, it is still required to seek and obtain Council approval.

### **Additional Rural/Mining Dwellings**

Section 6.1.2(d) of the Shire of Yilgarn Town Planning Scheme 2 (TPS2) states that the planning approval of the Council is not required for the erection on a lot of a single dwelling house, including ancillary outbuildings, in a zone where the proposed use is designated with the symbol "P" in the cross reference to that zone in the Zoning Table, except where otherwise provided by the Scheme.

Under Mining/Rural zones of the Zoning Table of the TPS2, it lists a single residential dwelling as "P" use, meaning council approval is not required in these areas for a single dwelling.

Whilst a single residential dwelling on a lot does not require Council approval, there is no exemption for multiple residential dwellings on the same lot, and as such, where two or more residential dwellings are proposed for a single lot, Council approval is required.

Whilst on Residential and Townsite zoned lots, Council approval should still be required for multiple residential dwellings, on Rural/Mining lots, where the residential design codes are not applicable, and there is generally ample space within which to place multiple dwellings, it seems overly onerous to require Council approval in these instances.

As such, where multiple residential dwellings are proposed on Rural/Mining lots within the district, it is proposed to exempt the requirement to gain Council approval, on the provision the dwellings are located in such a manner that they each have a minimum area allocation of one hectare, in keeping with the Department of Planning Development Control Policy 3.4 – Subdivision of Rural Land.

Health approvals, where applicable, are still required to be sought and gained prior to development commencing

### Statutory Environment

Shire of Yilgarn Town Planning Scheme 2

### Strategic Implications

- Goal** A prosperous future for our community.
- Outcome** Businesses in the Shire remain competitive and viable.
- Strategy** Continue to provide an efficient and effective approval process.

### Policy Implications

Addition to Council Policy Manual

### Financial Implications

Nil

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Compliance with relevant planning legislation	L1	Council already has discretion to approve under TPS2, Policy will be in keeping with Council discretionary powers
Reputational	Failure to adhere to Community Strategic Plan	L3	Policy in place to ensure efficient and effective approval process
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

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

#### Officer Recommendation and Council Decision

29/2021

*Moved Cr Guerini/Seconded Cr Rose*

*Council endorse the proposed Policy 4.9 - Transportable Dwellings and Additional Rural/Mining Dwellings Policy.*

**CARRIED (7/0)**



**POLICY:** TRANSPORTABLE DWELLINGS AND ADDITIONAL RURAL/MINING DWELLINGS POLICY

**POLICY NO:** 4.9

**SECTION:** TOWN PLANNING & BUILDING

**LAST REVIEW DATE:** N/A

**DUE FOR REVISION:** SEPTEMBER 2021

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### **Transportable Dwellings**

Notwithstanding Section 5.3.1 of the Shire of Yilgarn Town Planning Scheme 2, where a new factory built transportable dwelling is proposed to be transported to and placed on a lot in the district, which complies with all other relevant planning requirements, it is exempt from the requirement to obtain Council approval.

Building and health approvals, where applicable, are still required to be sought and gained prior to development commencing.

Where a second hand or used transportable dwelling is proposed to be transported and placed on a lot in the district, it is still required to seek and obtain Council approval.

### **Additional Rural/Mining Dwellings**

Where multiple residential dwellings are proposed on a single Rural/Mining lot within the district, Council approval is not required; on the provision, the dwellings are located in such a manner that they each have a minimum area allocation of one (1) hectare, in keeping with the Department of Planning Development Control Policy 3.4 – Subdivision of Rural Land.

Health approvals, where applicable, are still required to be sought and gained prior to development commencing.

## 10 APPLICATION FOR LEAVE OF ABSENCE

Nil

## 11 MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

## 12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

30/2021

*Moved Cr Close/Seconded Cr Shaw*

*That the new business be introduced for consideration by Council*

**CARRIED (7/0)**

\*Cr Cobden declared a Financial Interest pursuant to Section 5.60A of the Local Government Act 1995 and left the meeting at 5.04pm

## 12 Late Item - Reporting Officer– Executive Manager Regulatory Services

### 12.1 Development Application – 105 Altair Street, Southern Cross – Carport

<b>File Reference</b>	<b>3.1.3.6</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Nil</b>

### Purpose of Report

To consider a Development Application seeking reduced setbacks for a carport at 105 Altair Street, Southern Cross.

### Background

The Shire is in receipt of a Development Application, which seeks approval to install a 7.5 by 9 metre carport to the street frontage of 105 Altair Street, Southern Cross. The carport is proposed to be built up to the front and side boundary line. The proposed floor area will be 67.5 square metres with a maximum height of 3 metres on a flat roof. A layout plan of the carport is shown below:



The property is zoned “residential” under the Shire of Yilgarn Town Planning Scheme 2 (TPS2), with the zoning described as:

*The Residential Zone is to be used primarily for single houses on separate lots. Other uses, listed in Table 1, may be permitted at the discretion of Council if they are considered to be an integral part of the residential environment and where Council is satisfied that they will benefit the community and not result in being a nuisance.*

Clause 4.2 of the TPS2 states:

*Any development that is permitted under the provisions of Part II and Part III of this Scheme shall conform to the requirements for that use as specified in Table 2 - Development Table, or in the Residential Planning Codes for residential development.*

Clause 6.1.3 of the TPS2 states:

*Notwithstanding that a single house does not require the prior approval of the Council pursuant to the Scheme, any person who wishes Council to vary any particular provision of the R-Codes relating to the erection of a single house shall, at the time of lodging an application for a building licence or earlier, apply in writing to Council, seeking Council's approval for the variation.*

*The Council may approve the variation with or without conditions or may refuse to approve the variation. The Council shall, before granting its approval, satisfy itself that:*

- a) *the variation requested is one which the Council has the power to approve; and*
- b) *approval of that variation would not compromise the objectives of the R-Codes.*

The subject property is zoned R30, with the Residential Design Codes (R-Codes) carport setbacks design principles stating:

*Setting back of carports and garages to maintain clear sight lines along the street and not to detract from the streetscape or appearance of dwellings; or obstruct views of dwellings from the street and vice versa.*

The deemed-to-comply setbacks for carports o R30 zoned lots are as follows:

Setback Type	Distance (metres)
Primary Street	4
Side Boundary	1
Maximum Reduced Primary Street	2

#### Comment

The applicants wish to reduce the Primary Street and Side Boundary setbacks, such that the carport posts will abut the front boundary line and side boundary fence.

As per the above, Council have discretion to approve the variation, on the provision it does not compromise the objectives of the R-Codes.

In assessing the proposal, the following was determined:

- The carport will not inhibit the line of sight along Altair street, with the main Altair Street sealed section being separated from the property boundary by a gravelled section. There is no access to the side street, Gruis Rd, adjacent to the property front boundary, and as such, the only regular traffic accessing this area will be traffic entering and exiting the subject property, as such there is no inherent risk to pedestrians or traffic created via this proposal;
- The carport is not thought to detract from the streetscape, with a reasonably un-intrusive design;
- Being an open carport, it will not block views of the road from the adjoining property at 103 Altair Street.

Council has the discretion to approve the reduced boundary setbacks, allowing the carport to adjoin both the side and front boundary.

It should be noted, under the National Construction Code, it is permissible for an open sided structure such as a carport to be built against an adjoining boundary, as long as there is 900mm separation between the carport structure and the neighbouring dwelling. The dwelling on 103 Altair Street is setback further than 900mm from the boundary fence, permitting the carport structure at 105 Altair to be built up to the boundary.

If permitted, no additions to 103 Altair Street property will be permitted within 900mm of the carport structure on 105 Altair Street, however this property is owned by the Shire of Yilgarn and there are no plans to extend or alter the current dwelling in a manner that would breach this setback.

It is the reporting officers' opinion that approving the proposal will not unduly affect the design principles of the R-Codes or the TPS2, nor will it unduly affect the adjoining neighbour or the aesthetics of the area.

### Statutory Environment

Planning and Development Act 2005

### Strategic Implications

**Goal:** A prosperous future for our community  
**Outcome:** Businesses in the Shire remain competitive and viable  
**Strategy:** Continue to provide an efficient and effective approval processes

### Policy Implications

Council Policy Manual – 4.6 Outbuildings in Residential and Townsite Zoned Areas

### Financial Implications

Planning and building application fee revenue

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Inadequate building standards	L1	Building standards assessed through permit process.
Financial Impact	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Compliance with Planning and Building Standards	L2	Compliance with relevant legislation
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil



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

#### Officer Recommendation and Council Decisions

31/20201

*Moved Cr Rose/Seconded Cr Close*

*Council endorse the proposed 7.5 metre long, 9 metre wide and 3 metre high flat roof carport at 105 Altair Street, Southern Cross, as per submitted plan.*

*In approving the proposal, Council endorse the following variations to the Residential Design Codes:*

- *Required Maximum Reduced Primary Street setback of 2 metres to be reduced to a nil setback, allowing the carport posts to abut the front boundary; and*
- *Required Side Boundary Setback of 1 metre to be reduced to a nil setback, allowing the carport posts to abut the side boundary;*

*Council also note that the Shire of Yilgarn owned property at 103 Altair Street, Southern Cross will not be permitted to extend or build any habitable structures within 900mm of the affected side boundary.*

*Advice Notes:*

1. *Applicant to seek and obtain a building permit prior to construction.*
2. *As per Clause 8.5.1 of the Shire of Yilgarn Town Planning Scheme 2, an applicant aggrieved by a decision of the Council in respect of the exercise of a discretionary power under the Scheme may appeal in accordance with Part V of the Planning and Development Act 2005 and the rules and regulations made pursuant to the Act.*

**CARRIED (6/0)**

\*Cr Cobden re-joined the meeting at 5.06pm

## 12 Reporting Officer– Executive Manager Regulatory Services

### 12.2 Local Government (Model Code of Conduct) Regulations 2021 – for Council Members, Committee Members and Candidates

<b>File Reference</b>	<b>2.3.3.1</b>
<b>Disclosure of Interest</b>	<b>None</b>
<b>Voting Requirements</b>	<b>Absolute Majority</b>
<b>Attachments</b>	<b>Draft Model Code of Conduct</b>

#### Purpose of Report

To present to Council the Draft Code of Conduct for Council Members, Committee Members and Candidates and to appoint an authorised person to receive complaints.

#### Background

New regulations came into effect that implement the final reforms identified during Phase 1 of the *Local Government Act Review*. At the same time, new sections of the *Local Government Act 1995* relating to the regulations also took effect.

The *Local Government (Model Code of Conduct) Regulations 2021*, *Local Government (Administration) Amendment Regulations* and *Local Government Amendment Regulations (Employee Code of Conduct) Regulations 2021* prescribe a Model Code of Conduct for Council Members, Committee Members and Candidates; prescribe Model Standards for the recruitment, selection, performance review and termination of Local Government CEO's; and introduce requirements for Codes of Conduct for employees.

The Regulations provide for an implementation phase of up to three (3) months during which time Local Governments must undertake a series of actions to operationalise the new Regulations however, as stated in the Guidelines on the Model Code of Conduct the following should be undertaken:-

***To account for any breaches occurring on the first day that the Regulations take effect, local governments must authorise at least one person within three weeks of the Regulations taking effect (by 24 February 2021).***

#### Comment

The attached Draft Code of Conduct is based on the Model Code contained with the newly constituted *Regulations*.

The Code of Conduct requires that Local governments must authorise at least one person to receive complaints regarding members and candidates. While the Regulations do not include

specific requirements and a local government may decide that the complaints officer is appropriate, other options could include:-

- President or Mayor,
- Deputy President or Mayor (especially for complaints about the President or Mayor),
- Chief Executive Officer, or
- External consultant

## Statutory Environment

*Local Government Act 1995*

### Division 9 — Conduct

#### 5.102A. Terms used

In this Division —

**breach** means a minor breach or a serious breach;

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

**complaints officer** means the person who is the complaints officer under section 5.120 for the local government concerned;

**minor breach** has the meaning given in section 5.105(1), and it includes a recurrent breach;

**model code** means the model code of conduct prescribed for the purposes of section 5.103(1);

**party**, when used in connection with a complaint, means —

- (a) the person who made the complaint; or
- (b) the person against whom the complaint was made;

**primary standards panel** means the standards panel established under section 5.122(1);

**recurrent breach** has the meaning given in section 5.105(2);

**rule of conduct** means a provision of the model code that is specified in the model code to be a rule of conduct;

**serious breach** has the meaning given in section 5.105(3);

**standards panel** means a standards panel established under section 5.122(1) or (2).

[Section 5.102A inserted: No. 1 of 2007 s. 9; amended: No. 16 of 2019 s. 49.]

#### 5.103. Model code of conduct for council members, committee members and candidates

- (1) Regulations must prescribe a model code of conduct for council members, committee members and candidates.
- (2) The model code of conduct must include —
  - (a) general principles to guide behaviour; and
  - (b) requirements relating to behaviour; and
  - (c) provisions specified to be rules of conduct.



- (3) The model code of conduct may include provisions about how the following are to be dealt with —
  - (a) alleged breaches of the requirements referred to in subsection (2)(b);
  - (b) alleged breaches of the rules of conduct by committee members.
- (4) The model code of conduct cannot include a rule of conduct if contravention of the rule would, in addition to being a minor breach under section 5.105(1)(a), also be a serious breach under section 5.105(3).
- (5) Regulations may amend the model code of conduct.  
*[Section 5.103 inserted: No. 16 of 2019 s. 50.]*

#### 5.104. Adoption of model code of conduct

- (1) Within 3 months after the day on which regulations prescribing the model code come into operation, a local government must prepare and adopt\* a code of conduct to be observed by council members, committee members and candidates that incorporates the model code.  
*\* Absolute majority required.*
- (2) Within 3 months after the day on which regulations amending the model code come into operation, the local government must amend\* the adopted code of conduct to incorporate the amendments made to the model code.  
*\* Absolute majority required.*
- (3) A local government may include in the adopted code of conduct requirements in addition to the requirements referred to in section 5.103(2)(b), but any additional requirements —
  - (a) can only be expressed to apply to council members or committee members; and
  - (b) are of no effect to the extent that they are inconsistent with the model code.
- (4) A local government cannot include in the adopted code of conduct provisions in addition to the principles referred to in section 5.103(2)(a) or the rules of conduct.
- (5) The model code is taken to be a local government's adopted code of conduct until the local government adopts a code of conduct.
- (6) An alleged breach of a local government's adopted code of conduct by a candidate cannot be dealt with under this Division or the adopted code of conduct unless the candidate has been elected as a council member.
- (7) The CEO must publish an up-to-date version of a local government's adopted code of conduct on the local government's official website.  
*[Section 5.104 inserted: No. 16 of 2019 s. 50.]*

#### 5.105. Breaches by council members

- (1) A council member commits a minor breach if the council member —

- (a) contravenes a rule of conduct; or
  - (b) contravenes a local law under this Act, contravention of which the regulations specify to be a minor breach.
- (1A) Subsection (1) extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
- (1B) Regulations cannot specify that contravention of a local law under this Act is a minor breach if contravention of the local law would, in addition to being a minor breach under subsection (1), also be a serious breach under subsection (3).
- (2) A minor breach is a recurrent breach if it occurs after the council member has been found under this Division to have committed 2 or more other minor breaches.
- (3) A council member who commits any offence under a written law, other than a local law made under this Act, of which it is an element that the offender is a council member or is a person of a description that specifically includes a council member commits a serious breach.

*Draft Code of Conduct for Council Members, Committee Members and Candidates*

**11. Complaint about alleged breach**

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

**Strategic Implications**

Shire of Yilgarn Strategic Community Plan 2020-2030 – Civic Leadership 4.1.2 – Maintain a high level of corporate governance, responsibility and accountability.

**Policy Implications**

The new Code of Conduct will replace previous Council Policy 1.7 – Code of Conduct relating to Members of Council.

**Financial Implications**

Nil

## Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Allow for Council Members, Committee Members and Candidates to submit breaches	Moderate (9)	Ensure that complaints received are dealt with as per the Code, Regulations and Act.
Financial Impact	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Section 5.104 of the <i>Local Government Act 1995</i> and <i>Local Government (Model Code of Conduct) regulations 2021</i>	Moderate (9)	Adoption of Code of Conduct to ensure Council is meeting statutory requirements
Reputational	To maintain a high level of governance	High (15)	Ongoing review of Code and ensure Member training is undertaken
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

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

### Officer Recommendation and Council Decision

32/2021

*Moved Cr Close/Seconded Cr Close*

*That in accordance with Section 5.104 of the Local Government Act, Council adopts the Code of Conduct for Council Members, Committee Members and Candidates as presented and, that Council appoints the CEO as the person designated to receive complaints regarding Council Members, Committee Members and Candidates.*

**CARRIED BY ABSOLUTE MAJORITY (7/0)**

### Lord Mayors Disaster Relief Appeal - Donations for Perth Hills Bushfires

As previously discussed in the Council Discussion session a decision was made to donate to the Lord Mayors Disaster Relief Appeal.

33/2021

*Moved Cr Shaw/Seconded Cr Rose*

*That Council donate \$500 to the Lord Mayors Disaster Relief Appeal in support of those affected by the Perth hills bushfires.*

**CARRIED (5/2)**

\*Cr Nolan and Cr Close voted against the decision

### 13 MEETING CLOSED TO THE PUBLIC-CONFIDENTIAL ITEMS

Nil

### 14 CLOSURE

As there was no further business to discuss, the Shire President declared the meeting closed at 5.13pm.

I, Wayne Della Bosca confirm the above Minutes of the Meeting held on Thursday, 18 February 2021, are confirmed on Thursday, 18 March 2021 as a true and correct record of the February 2021 Ordinary Meeting of Council.

**Cr Wayne Della Bosca**  
**SHIRE PRESIDENT**



Shire of  
YILGARN

*“good country for hardy people”*

*Audit  
Committee  
Meeting  
Minutes*

*18  
February  
2021*

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## 1. DECLARATION OF OPENING

The Presiding Member declared the meeting open at 2pm

## 2. ATTENDANCE

Cr W Della Bosca	Member (Chair)
Cr S Shaw	Member
Cr J Cobden	Member
Mrs. J Della Bosca	Community Member
Mr. P Clarke	Chief Executive Officer
Mr. C Watson	Executive Manager Corporate Services
Mr. R Bosenberg	Executive Manager Infrastructure
Mr. N Warren	Executive Manager Regulatory Services
Mrs. N Mwale	Manager of Finance
Mrs. L Della Bosca	Minute Taker
Apologies:	Nil
Observers:	Mrs. Kay Crafter, Cr Bryan Close
Leave of Absence:	Nil

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

Nil

## 4. PUBLIC QUESTION TIME

Nil

## 5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes of the Audit Committee Meeting, 17<sup>th</sup> December 2020

**AC1/2021**

***Moved Cr Cobden/Seconded Cr Shaw***

***That the minutes of the Audit Committee Meeting held on 17 December, 2020 be confirmed as a true and correct record of proceedings.***

**CARRIED (4/0)**

## 6. DECLARATIONS BY MEMBERS AND OFFICERS

**Members and Officers are to declare Financial, Proximity or Impartiality Interests & submit forms to the Chief Executive Officer at the commencement of the meeting and also prior to the item.**

### **Disclosure of Financial & Proximity Interests**

- a. Members must disclose the nature of their interest in matters to be considered at the meeting. (*Sections 5.60B and 5.65 of the Local Government Act 1995*).
- b. Employees must disclose the nature of their interest in reports or advise when giving the report or advice to the meeting. (*Sections 5.70 and 5.71 of the Local Government Act 1995*).

### **Disclosure of Interest Affecting Impartiality**

- a. Members and staff must disclose their interest in matters to be considered at the meeting in respect of which the member or employee has given or will give advice.

## 7. STATUS OF ACTIONS PREVIOUSLY TABLED

All actions resulting from items previously tabled are complete.

## 8. RISK DEVELOPMENTS

No change

## 9. PRESENTATIONS

Nil



## 10. OFFICERS REPORT - CHIEF EXECUTIVE OFFICER

### 10.1 2019 Annual Compliance Audit Return

<b>File Reference</b>	<b>1.6.6.4</b>
<b>Disclosure of Interest</b>	<b>None</b>
<b>Voting Requirements</b>	<b>Absolute Majority</b>
<b>Attachments</b>	<b>2020 Annual Compliance Audit Return</b>

#### Purpose of Report

To present to the Audit Committee the 2020 Annual Compliance Audit Return (CAR) for consideration before presentation to Council for adoption and submission to the Department of Local Government, Sport and Cultural Industries.

#### Background

Council is required by section 14 of the *Local Government (Audit) Regulations 1996* to complete a CAR each year covering the period 1 January to 31 December. The CAR is to be:-

1. Presented to Council at a meeting of the Council;
2. Adopted by the Council;
3. The adoption recorded in the minutes of the meeting at which it is adopted;
4. Signed by the Shire President and Chief Executive Officer and returned to the Department with a copy of the Council minutes of the meeting at which it was received; and
5. Submitted to the Department of Local Government by 31 March each year.

**The CAR must also be reviewed by the Shire of Yilgarn Audit Committee prior to its adoption by Council.**

#### Comment

The 2020 CAR contains 102 questions of which:-

- 79 were complied with
- 23 were not applicable to the Shire of Yilgarn during the year under review

#### Statutory Environment

*Local Government (Audit) Regulations 1996*

### 14. Compliance audits by local governments

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.

- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
- (a) presented to the council at a meeting of the council; and
  - (b) adopted by the council; and
  - (c) recorded in the minutes of the meeting at which it is adopted.

#### Strategic Implications

Nil

#### Policy Implications

Nil

#### Financial Implications

Nil.

#### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
<b>Health/People</b>	Internal review by senior management to Audit Committee and Council on an annual basis	Moderate (6)	Internal CAR review ensures Council and staff are meeting statutory requirements
<b>Financial Impact</b>	Nil	Nil	Nil
<b>Service Interruption</b>	Nil	Nil	Nil
<b>Compliance</b>	Section 14 of the <i>Local Government (Audit) Regulations 1996</i>	Moderate (6)	Annual Compliance Audit Return
<b>Reputational</b>	Not meeting statutory obligations could give rise to adverse response from DLGSC	High (15)	Annual review and Reporting process to DLGSC
<b>Property</b>	Nil	Nil	Nil
<b>Environment</b>	Nil	Nil	Nil

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

#### Officer Recommendation and Committee Decision

AC2/2021

*Moved Cr Cobden/Seconded Cr Shaw*

*That the Audit Committee recommends to Council that it adopts the Local Government Compliance Audit Return (CAR) for the Shire of Yilgarn for the period 1 January 2020 to 31 December 2020 noting compliance in all areas assessed and that Council in accepting the CAR, authorises the Shire President and CEO to sign and submit same to the Department of Local Government, Sport and Cultural Industries as required.*

**CARRIED BY ABSOLUTE MAJORITY (4/0)**

## 10 Reporting Officer– Executive Manager Corporate Services

### 10.2 2020/21 – 2024/25 Corporate Business Plan

<b>File Reference</b>	<b>1.1.12.4</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Absolute Majority</b>
<b>Attachments</b>	<b>2020/21 – 2024/25 Corporate Business Plan</b>

#### Purpose of Report

To consider the modified Shire of Yilgarn 2021/21 – 2024/25 Corporate Business.

#### Background

The 2020/21 – 2024/25 Corporate Business Plan (CBP) includes a service delivery plan comprising 35 key services provided by Council. Each of these key services includes links to Councils Strategic Community Plan, a background on the service to be provided, expected service level and any anticipated issues that may impact the service being provided and any significant actions necessary to provide/maintain the expected service level or required due to statutory obligations.

The CBP also includes the projected operational income / expenditure necessary to provide the service for the current budget year and estimates for the next four years. Finally, the CBP included an extract of the first five years of the Forward Capital Works Plan (FCWP) including the current budget year and the next four years.

#### Comment

The CBP is based on the current year's budget figures and a long-term historical average (adjusted for any anomalous instances) for the subsequent four years. An anticipated year on year CPI increase is then factored in. For the presented CBP the CPI rate used is 1.7%

#### Statutory Environment

Local Government (Administration) Regulations 1996

#### 19DA. Corporate business plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —

- (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
  - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
  - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.
- \*Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

#### **Strategic Implications**

Contained within the Corporate Business Plan

#### **Policy Implications**

Nil

#### **Financial Implications**

The Corporate Business Plan is an informing document for current and future budgets.

### Risk Implications

<b>Risk Category</b>	<b>Description</b>	<b>Rating (Consequence x Likelihood)</b>	<b>Mitigation Action</b>
<b>Health/People</b>	Service delivery benefits the residents of the district.	Moderate (6)	Nil
<b>Financial Impact</b>	Funding deficit leads to cuts in service level provision.	Moderate (9)	Maintain adequate reserve funds for high-risk services such as sewers and waste disposal sites.
<b>Service Interruption</b>	Variable from minor inconvenience to significant health issue.	High (12)	For high-risk services such as sewerage and transport infrastructure, continue to maintain to a suitable standard.
<b>Compliance</b>	Local Government (Administration) Regulations 1996	Low (1)	Nil
<b>Reputational</b>	Service delivery not meeting community expectations.	Moderate (9)	Ensure services are adequately resourced.
<b>Property</b>	Various significant community buildings identified.	Moderate (6)	Ensure buildings are adequately maintained and resourced.
<b>Environment</b>	Effluent and putrescible waste treatment/disposal.	Moderate (6)	Well managed effluent treatment systems and waste management sites.

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

#### Officer Recommendation and Committee Decision

**AC3/2021**

**Moved Cr Shaw/Seconded Cr Cobden**

**That the Audit Committee:**

- 1. Endorses the 2020/21 – 2024/25 Corporate Business Plan as presented; and**
- 2. Recommends Council adopts the 2020/21 – 2024/25 Corporate Business Plan as presented.**

**CARRIED BY ABSOLUTE MAJORITY (4/0)**

## 10.3 Reporting Officer– Executive Manager Corporate Services

### 10.3 2020/2021 Budget Review

<b>File Reference</b>	<b>8.2.5.3</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Absolute Majority</b>
<b>Attachments</b>	<b>2020/2021 Budget Review</b>

#### Purpose of Report

The Audit Committee is requested to endorse the 2020/2021 Budget Review and recommend its presentation to Council.

#### Background

Financial Management Regulation 33A – Review of Budget, requires a Local Government to review its annual budget between the 1<sup>st</sup> of January and the 31<sup>st</sup> of March in any given financial year. The outcome of this review is to be submitted to the Audit Committee for consideration and referral to Council.

#### Comment

The budget review document, including budget amendment recommendations, for the 2020/2021 financial year is attached for Councils consideration.

There are two significant areas to note, these are:

1. When formulating the “Net current assets at start of financial year” an error was made in that a manual adjustment was made to the Creditors Control Account within the budget spreadsheet to allow for the June progress invoice for the construction of the Southern Cross Aquatic Centre, approximately \$818,000. Once this invoice was received and processed, the manual adjustment was not removed causing the start of year balance to be understated in Councils favour.
2. Due to significant Federal stimulus grant funding (Local Roads and Community Infrastructure grants) and the funding’s restricted timeframes, the Roads to Recoveries funded road project allocated to Cramphorne Rd (Job: R2R22) is not expected to be fully completed in the current financial year.

Discussions with a representative of the Federal Department of Infrastructure, Transport, Regional Development and Communications has indicated that the full Roads to Recoveries grant allocation need to be claimed in the current financial year with the works being completed in 2021/22. This will result in estimated unspent grants for this project of \$200,000.



Currently, it is projected that a surplus of \$1.033m will be achieved as at 30 June 2021. Approximately \$200,000 of this will be restricted surplus due to the amount being unspent grants which will leave an anticipated \$833,000 in unrestricted surplus funds. The majority of this unrestricted surplus has been accounted for with the following transfers to reserve included in the review:

1. \$ 50,000 to the Airport Reserve to replace runway lighting.
2. \$250,000 to the Building Reserve (additional to existing \$200,000 transfer) to construct new executive style housing and potentially a replacement house for a future Chemist.
3. \$200,000 to the Recreation Facility Reserve (additional to existing \$100,000 transfer) to rebuild this reserve in anticipation of projects such as reflooring the Community Centre.
4. \$100,000 to the Sewerage Reserve to allow for the construction of larger sewerage evaporation ponds at the Marvel Loch and Southern Cross sewerage systems.
5. \$ 50,000 to the Tourism Reserve to fund outcomes from the Tourism Strategy currently being developed.

## Statutory Environment

### Local Government (Financial Management) Regulations 1996

#### **33A. Review of budget**

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
  - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
  - (b) consider the local government's financial position as at the date of the review; and
  - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

\*Absolute majority required.
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

## Strategic Implications

There are no strategic implications as a result of this report.

### Policy Implications

There are no policy implications as a result of this report.

### Financial Implications

The presented review includes several budget amendments.

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Review of Councils Annual Budget	Moderate (6)	Ongoing monitoring
Service Interruption	Nil	Nil	Nil
Compliance	Local Government (Financial Management) Regulations 1996	Low (3)	Nil
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

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

### Officer Recommendation and Council Decision

**AC4/2021**

**Moved Cr Codben/Seconded Cr Shaw**

**That the Audit Committee:**

- 1. accepts the budget review for the period 1st June 2020 to 31st January 2021 inclusive of the recommended budget amendments as indicated in Note 4 of the report; and***
- 2. recommends its adoption by Council as presented.***

**CARRIED BY ABSOLUTE MAJORITY (4/0)**

### 11. CLOSURE OF MEETING

As there was no further business to discuss the Presiding member declared the meeting closed at 2.08pm

Cr Wayne Della Bosca  
**Shire President**

# **Great Eastern Country Zone**

## **Minutes**

**Held at Kellerberrin Recreation and Leisure Centre**

**Commenced at 9:30am  
Monday 22 February 2021**

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# Great Eastern Country Zone

Meeting held at Kellerberrin Recreation and Leisure Centre

Commenced at 9.30am, Monday 22 February 2021

## Minutes

### 1. OPENING AND WELCOME

### 2. ATTENDANCE AND APOLOGIES

Shire of Bruce Rock	President Cr Stephen Strange Cr Ramesh Rajagopalan Mr Darren Mollenoyux Chief Executive Officer non-voting delegate
Shire of Cunderdin	Mr Stuart Hobley Chief Executive Officer non-voting delegate
Shire of Kellerberrin	President Cr Rodney Forsyth Lenin Pervan Deputy Chief Executive Officer non-voting delegate
Shire of Kondinin	Ms Mia Maxfield Chief Executive Officer non-voting delegate
Shire of Koorda	President Cr Jannah Stratford Mr Darren Simmons Chief Executive Officer non-voting delegate
Shire of Merredin	President Cr Julie Flockart Mr Mark Dacombe Chief Executive Officer non-voting delegate
Shire of Mount Marshall	President Cr Tony Sachse – <b>Deputy Chair</b> Mr John Nuttall Chief Executive Officer non-voting delegate
Shire of Narembeen	Cr Kellie Mortimore Tamara Clarkson Executive Manager Corporate Services Mr David Blurton Chief Executive Officer non-voting delegate
Shire of Nungarin	President Cr Pippa DeLacey Mr Leonard Long Chief Executive Officer non-voting delegate
Shire of Tammin	Mr Neville Hale Chief Executive Officer non-voting delegate
Shire of Trayning	Cr Geoff Waters Ms Leanne Parola Chief Executive Officer non-voting delegate
Shire of Westonia	President Cr Karin Day Mr Jamie Criddle Chief Executive Officer non-voting delegate
Shire of Wyalkatchem	President Cr Quentin Davies Mr Peter Klein Chief Executive Officer non-voting delegate
Shire of Yilgarn	President Cr Wayne Della Bosca Cr Bryan Close



Mr Peter Clarke Chief Executive Officer non-voting delegate

## **WALGA**

Tony Brown, Executive Manager Governance & Organisational Services

Narelle Cant, Executive Manager, Strategy, Policy and Planning, Strategy, Policy and Planning

Cliff Simpson – Road Safety Advisor (Wheatbelt North), Infrastructure

Naoimh Donaghy, Governance and Organisational Services Officer

## **GUESTS**

Richard Burnell, Executive Director Corporate Services – Department of Fire and Emergency Management

Jennifer Collins – Department of Local Government, Sport and Cultural Industries

Rob Cossart, Wheatbelt Development Commission, CEO

Grant Arthur, Wheatbelt Development Commission, Director Regional Services

Mandy Walker, RDA Wheatbelt, Director Regional Development

Craig Manton, Main Roads, Regional Manager

Hon Mia Davies, MLA

## **Apologies**

Shire of Narembeen President Rhonda Cole – Zone Chair

Shire of Dowerin President Darrel Hudson

Cr Adam Metcalf

Rebecca McCall, Chief Executive Officer

Shire of Cunderdin Cr Alison Harris

Cr Dennis Whisson – Shire President

Shire of Kellerberrin Cr Scott O'Neill

Mr Raymond Griffiths Chief Executive Officer non-voting delegate

Shire of Kondinin President Cr Sue Meeking

Cr Bev Gangell

Shire of Koorda Cr Pamela McWha

Shire of Merredin Mal Willis

Shire of Mount Marshall Cr Nick Gillett

Shire of Mukinbudin President Gary Shadbolt

Cr Rod Comerford

Mr Dirk Sellenger Chief Executive Officer non-voting delegate

Shire of Nungarin

Cr Gary Coumbe

Shire of Tammin

Cr Glenice Batchelor

Cr Tania Daniels

Shire of Trayning

President Cr Melanie Brown

Shire of Westonia

Cr Bill Huxtable

Shire of Wyalkatchem

Cr Owen Garner

Hon Martin Aldridge MLC, Agricultural Region

Hon Laurie Graham MLC, Agricultural Region

Darren West MLC, Agricultural Region

## **Attachments**

The following are provided as attachments to the agenda:

1. Minutes Great Eastern Country Zone 26 November 2020
2. Minutes GECZ Executive Committee Meeting 11 February 2021
3. COVID-19 Welfare Centre Guide version V1.02\_231220
4. Wheatbelt OASG Minutes, 27 January 2021
5. Wheatbelt Human Services Managers Forum
6. The Wheatbelt Education Engagement Plan Action Plans
7. WALGA Presidents Report March 2021
8. RDA Wheatbelt zone update February 2021

State Council Agenda – via link: [State Council Agenda, March 2021](#)

### **DECLARATIONS OF INTEREST**

Cr Tony Sachse, Shire of Mt Marshall, declared an interest in regards to Item 8.3, “WALGA Applicant for the DFES Local Government Grant Scheme State Emergency Service Capital grants Committee”, and “WALGA Applicant for the DFES Local Government Grants Scheme Bush Fire Services Capital Grants Committee” – both applications are pending Ministerial Approval.

Declaration of interest was acknowledged by the Zone.

## **3. ANNOUNCEMENTS**

## **4. GUEST SPEAKERS / DEPUTATIONS**

### **4.1 Richard Burnell – Department of Fire and Emergency**

Richard Burnell, Executive Director Corporate Services – Department of Fire and Emergency Management

The Zone extended an invitation to Richard Burnell, Executive Director Corporate Services – Department of Fire and Emergency Management to provide an update regard to the Telstra battery backup item referred to at the last zone meeting (18, 6.3), November 2020.

Richard presented to the Zone and his presentation is attached.

Comment

Rob Cossart, CEO of the Wheatbelt Development Commission, suggested the Great Eastern Country Zone extend an invite to a Department of Primary Industries and Regional Development representative to expand on funding opportunities in respect to the issue.

**NOTED**

**5. MINUTES**

<b>5.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held Thursday 26 November 2020 (Attachment 1)</b>
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The Minutes of the Great Eastern Country Zone meeting held on Thursday 26 November 2020 have previously been circulated to Member Councils.

**RESOLUTION**

**Moved: Cr Rodney Forsyth**  
**Seconded: Cr Wayne Della Bosca**

**That the Minutes of the Great Eastern Country Zone meeting held Thursday 26 November 2020 are confirmed as a true and accurate record of the proceedings.**

**CARRIED**

<b>5.2 Business Arising from the Minutes of the Great Eastern Country Zone Meeting Thursday 26 November 2020</b>
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**NIL**

<b>5.3 Confirmation of Minutes from the Great Eastern Country Zone Meeting of the Executive Committee held Thursday 11 February 2021 (Attachment 2)</b>
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The Minutes of the Great Eastern Country Zone Executive Committee Meeting held on Thursday 11 February are for endorsement.

**RESOLUTION**

**Moved: Cr Quentin Davies**  
**Seconded: Cr Julie Flockart**

**That the Minutes of the Great Eastern Country Zone Executive Committee meeting held Thursday 11 February 2021 be endorsed.**

**CARRIED**

## 5.4 Business Arising from the Minutes of the Great Eastern Country Zone Executive Committee Meeting Tuesday 11 February 2021

### 5.4.1 Exec Item 5.5.3 – Covid-19

The Shire of Wyalkatchem raised concerns with the lack of direction provided to Wheatbelt communities during the recent COVID-19 lockdown of the Perth, Peel and South West regions.

Many Wheatbelt residents had spent time in the Perth, Peel and South West regions and then returned to the Wheatbelt and there was very little information provided as to how Wheatbelt communities should handle the situation.

#### Zone Discussion

Cr Davies voiced concerns at the lack of direction and associated risks issued to Wheatbelt communities in relation to the recent Covid-19 lockdown. It was noted events had taken place in the Wheatbelt during the two week lockdown period which may have put communities at risk due to lack of guidelines from the State government.

Hon Mia Davies MLA shared with the Zone that these concerns have been raised with the Commissioner. The underlying response from the Commissioner being that the lockdown areas were decided on population density and individuals should 'use common sense' in their decision making.

Cr Sachse commended WALGA for issuing timely information echoing State decisions. Going forward, Cr Sachse suggested the State need to offer guidance for future lockdowns directly related to regional communities.

#### **NOTED**

### 5.4.2 Exec Item 5.3 - Future Drought Funding

#### **Background:**

*Future Drought Funding:* - Discussion ensued on obtaining further information on this issue.

Cr Sachse advised of the Federal Government National On-Farm Emergency Water Infrastructure Rebate Scheme, where it would be good for the State Government to provide additional funding to support this program. However State Government Minister Dave Kelly (DWER) has said that it needs to wait until the new 21/22 State budget. Also, the recent State Government announcement of \$7.3 million infrastructure plan to upgrade and refurbish 70 community dams in the State's Wheatbelt and Great Southern regions and securing funding for 511 water efficiency rebates for WA dry region farmers was discussed.

In addition, the State Government has made a recent announcement on desalination <https://www.mediastatements.wa.gov.au/Pages/McGowan/2021/02/Watersmart-Farms-funding-to-drive-on-farm-desalination.aspx> by Minister Alannah MacTiernan, which is a great initiative and is the sort of investment in technology that is needed.

The meeting was advised that information from the Wheatbelt Development Commission is that the funding may be targeted at the Wheatbelt South and Great Southern regions due to their recent water related issues.

The Executive Committee also suggested Rob Cossart, CEO of Wheatbelt Development Commission be invited to the next meeting to discuss this State Government funding initiative

The Great Eastern Country Zone Executive Committee resolved:

1. That the Hon Minister for Water, Dave Kelly be invited to discuss the National On-Farm Emergency Water Infrastructure Rebate Scheme and potential State Government funding
2. That Rob Cossart, CEO, Wheatbelt Development Commission be invited to present on the State Government's new \$1.5 million Watersmart Farms project to research sustainable water supply options and optimise on-farm desalination technology to help build drought resilient WA farms

Due to the State Government entering caretaker mode the above speakers are unavailable for this meeting

## RESOLUTION

**Moved: Cr Stephen Strange**

**Seconded: Cr Julie Flockart**

**That the Zone defer this item to the next meeting of the Great Eastern Country Zone on 27 April 2021**

**CARRIED**

## 6. ZONE BUSINESS

<b>6.1 Independent Review of Emergency Services Levy</b>
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### **Background**

At the Wheatbelt East Regional Organisation of Councils (WEROC) Inc. Board Meeting held on Thursday 26 November 2020, a presentation was given by Mr. Darren Brown the Executive Officer of Bushfire Volunteers WA.

In his presentation, Mr. Brown highlighted the lack of transparency on behalf of the Department of Fire and Emergency Services (DFES) with regard to how the Emergency Services Levy (ESL) is expended.

Rebekah Burges, EO WEROC emailed the following;

*The WEROC Inc. Board felt that the issues outlined by Mr. Brown (EO of Bushfire Volunteers WA) should be addressed at the Zone level as it impacts all Local Governments not just those that belong to WEROC. The Board resolved to ask that an independent review of the Emergency Services Levy be requested by WALGA on behalf of the Great Eastern Country Zone.*

### Comment

The committee were advised that a full review of the ESL was undertaken by the Economic Regulation Authority in 2017. It would be appropriate to ask DFES for some further information about their progress with actioning the reviews' recommendations.

DFES Commissioner Klemm will be attending the State Council Strategic Forum on 3 March which will provide an opportunity for State Council to discuss Emergency Management matters, including the ESL, with him.

The Zone could invite a representative from DFES to attend the April 2021 Zone meeting to present on the ESL, which will assist to gain a broader understanding of the current issues.

## RESOLUTION

Moved: Cr Ramesh Rajagopalan

Seconded: Cr Rodney Forsyth

That the Great Eastern Country Zone invite a representative from DFES to present on the ESL and provide a broader understanding of the issues.

CARRIED

### 6.2 Grass Roots Community Grants' program

#### Background

The CBH Group is Australia's largest co-operative and a leader in the Australian grain industry, with operations extending along the value chain from grain storage, handling, transport, marketing and processing.

CBH offer a grants program which provides financial assistance to grain growing communities for projects which contribute to the health and vitality of their communities.

CBH's '[Grass Roots Community Grants](#)' program is now open for applications, closing on Sunday 28 February.

Some key points on this round of the program:

- Closes 28 February. Next round opens 1 August
- Grants available for community-related events up (funding limit up to \$5,000) and small scale infrastructure projects (funding limit up to \$20,000)
- One application per round per organisation
- Applications take approx. 6 weeks to assess from closing date and are assessed by a committee made up of growers (Growers' Advisory Council (GAC) members), regional and HO employees.
- We have a total of \$150,000 this round to allocate to events/projects

#### Is your proposal right for CBH ?

Applications are assessed on the following criteria:

- Located within a core grain growing community in WA
- Fit with CBH's purpose, values and behaviour (please review our website for what we do not fund)
- Contribute to the vitality, development, well being and/or safety of grain growing regions
- Promote a positive image of agricultural industry and as an employer
- Have value, relevance and credibility to our growers, customers, CBH and/or its employees
- Promote the development of future community and industry leaders

Any questions from community groups can be directed to: [corporateaffairs@cbh.com.au](mailto:corporateaffairs@cbh.com.au)

## NOTED

### 6.3 Wheatbelt Bushfire Volunteer Support

The Great Eastern Country Zone, Executive committee noted that many Wheatbelt volunteer fire fighters assisted in the recent fires.

Large numbers of volunteer fire fighters from the Wheatbelt have attended the Beverley, York, Wundowie, Red Gully and Wooroloo fires this summer. Also volunteers were called out to help fight a fire northwest of the Flying Fox Mine on the Kondinin /Dundas boundary area.

This excellent response has undoubtedly helped minimize the spread of these fires, and the associated risk to personal injury and property damage.

## NOTED

### 6. 4 Proposed Review of the Road Asset Preservation Model (APM)

*By Ian Duncan, Executive Manager Infrastructure WALGA*

#### Recommendation

That the Zone:

- Provide feedback to the WALGA Infrastructure Policy Team regarding a preferred advocacy approach to any review of the Road Asset Preservation Model (APM).

#### Executive Summary

- A Zone Council recommendation to review the Road Asset Preservation Model (APM) was referred to the Infrastructure Policy Team in December 2020. The Policy Team resolved to seek views from Zones before recommending the development of a formal State Council agenda paper.
- This paper sets out options to guide the development of a Zone resolution.
- The Asset Preservation Model was developed as a Commonwealth requirement for the distribution of Commonwealth Government road grants among Local Governments in an efficient and equitable manner, taking account of local asset preservation needs and costs. It is currently used to distribute a range of Federal and State Government grant funding allocations.
- Despite being used to allocate large sums of public funding, operation of the APM is not well understood within the Local Government sector.
- The APM is not readily accessible to Local Governments. Limited documentation and complexity means that more open access alone would not be helpful in achieving strong understanding of the processes that underpin the output.
- Complexity of the APM makes it difficult to predict the effects on funding allocations of changes to the model or input parameters.
- This paper proposes five options that could be considered to address this issue, for WALGA to advocate to the Grants Commission.
- The options are not mutually exclusive, and some could be combined as a staged approach.
- The five options are:
  1. Re-format and re-label the model, to improve its legibility for all users and make it available to the Local Government sector in a form that would enable stakeholders to understand it.
  2. Review the parameters within the model, in order to increase the accuracy of road maintenance costs within the model.
  3. Advocate to the Grants Commission to undertake a review of the cost regions and minimum standards to ensure that these appropriately reflect the costs faced by Local Government and the current development of the road network
  4. Advocate to the Grants Commission to undertake an appropriately-resourced process to review and rebuild the road Asset Preservation Model. This new model should be as simple as possible while still delivering an equitable distribution of funding among Local



Governments. Its variables and assumptions should be easily indefinable to model users, being clearly labelled and documented.

5. Accept the status quo with no further action

## Background

A Zone Council recommendation to review the APM was referred to the Infrastructure Policy Team in December 2020. The Team resolved to seek feedback from the Zones as the matter had not been widely identified as an issue of concern.

The Asset Preservation Model was developed by Main Roads WA and Local Government representatives, to distribute the untied roads component of the Commonwealth Financial Assistance Grants between Local Governments.

The WA Local Government Grants Commission took over responsibility for distributing the identified Commonwealth road funds and undertook a comprehensive review of the Asset Preservation Model and modified and refined it. Application of the APM has since been broadened and it is now used to determine the distribution between Local Governments of a range of state and federal funding.

To assist Local Governments make decisions regarding preferred approaches to the use and development of the Asset Preservation Model a manual has been developed by WALGA describing the APM and how it functions. The manual can be viewed [here](#).

## Problem Statement

The Road Asset Preservation Model is used to allocate large sums of funding. Despite the importance of the model, it is not widely understood, due to its complexity and limited documentation. This results in a lack of transparency, risk of corporate memory loss, the risk of unfair or otherwise inappropriate allocations of funding, and the reputational risk due to funds distribution not being fully explainable and region allocations being subject to question.

## Options

***There are five options identified in the text below, and the table on the final page of this paper. Note that the options are not mutually exclusive and all or some of them could be recommended to be implemented in phased approach.***

1. Advocate to the Grants Commission to re-format and re-label the APM, to improve its legibility for all users. A detailed record should also be made of the model's parameters, and the process that was used for determining their values.
2. Advocate to the Grants Commission for a review of the various parameters contained within the APM, such as the array of annual maintenance costs for different asset types, road reconstruction frequencies and the components of reconstruction costs. This option would increase the accuracy of road maintenance costs within the model, although would not address the underlying problems of excessive complexity and a lack of transparency and predictability.
3. Advocate to the Grants Commission to undertake a review of the cost regions and minimum standards to ensure that these appropriately reflect the costs faced by Local Government and the current development of the road network.
4. Advocate to the Grants Commission to undertake an appropriately-resourced process to review and rebuild the APM. This new model should be as simple as possible while still delivering an equitable distribution of funding among Local Governments. Its variables and assumptions should be easily indefinable to model users, being clearly labelled and documented.
5. Retain Status quo.

It should be noted that these are all advocacy positions. The Road Asset Preservation Model is controlled by the WA Local Government Grants Commission and any decisions regarding development of the model or use of a different approach would be made by the Commission. It must be noted that if Options 2, 3 or 4 are implemented, there is a risk of some Local Governments receiving a lower grant allocation. This risk may be mitigated by advocating for increased funding from the State or Federal Governments, although there is no guarantee that such funding would be forthcoming.

The current membership of the WA Local Government Grants Commission is:

- Chairperson — Hon Cr Fred Riebeling AM JP
- Deputy Chairperson — Mr Luke Stevens, Legal Counsel, DLGSC
- Metropolitan Member — Cr Deb Hamblin, Deputy Mayor, City of Rockingham
- Country Urban Member — Dr Wendy Giles, Councillor, City of Bunbury
- Country Rural Member — Cr Ian West, Shire of Irwin
- Deputy to the Deputy Chairperson — Ms Darrelle Merritt, A/Director - Strategic Initiatives, DLGSC
- Deputy Metropolitan Member — Vacant
- Deputy Country Urban Member — Cr Deborah Botica, City of Kalgoorlie-Boulder
- Deputy Country Rural Member — Cr Moira Girando, President, Shire of Coorow

### **Analysis of the Options**

The options have varying levels of cost, effort and risk attached to them.

Changes to the APM would affect the funding allocation between Local Governments in ways that are difficult to predict, due to the complexity of the model. The total available funding is fixed, so an increase in one Local Government's funding would necessarily reduce the level of funding available to others, unless additional funding can be secured.

There are also risks associated with no change being made to the APM. The model's complexity and incomplete documentation and labelling creates a risk of corporate memory loss. There is also a reputational risk associated with large sums of money being allocated based on a model that is not well understood by the Local Government sector.

Comparatively simple and lower-cost changes can be made to the APM, under Options 1, 2 and 3. These options would address some of the concerns raised here, but do not address the underlying problems noted above.

### **Next Steps**

Resolutions made by the Zones will guide the development of an agenda item for the next meeting of State Council, to provide WALGA with direction on the sector's preference for its advocacy position regarding the Road Asset Preservation Model.

	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>	<b>Option 4</b>	<b>Option 5</b>
	<b>Reformat and label</b>	<b>Review model cost parameters</b>	<b>Review cost regions/min. standards</b>	<b>Full model review and rebuild</b>	<b>Status quo</b>
<b>Advantages</b>	Improves operation of existing model.  Helps retain corporate memory.  Improves transparency.  Low risk and cost, in the short term.	Improves link between funding allocation and road maintenance costs.	Addresses concerns about inappropriate groupings of Local Governments.	Opportunity to review the model objectives.  Improvement in transparency.  Opportunity to incorporate contemporary modelling and user functionality.	Avoids conflict between Local Governments over funds distribution.  Lowest short-term risk.  No direct cost.
<b>Disadvantages</b>	Does not address: <ul style="list-style-type: none"> <li>questionable parameter values.</li> <li>complexity and transparency.</li> </ul>	May require some additional resourcing.  Does not address complexity and transparency.  Possible reduction in funding for some LGs.	May require some additional resourcing.  Does not address complexity and transparency.  Likely reduction in funding for some LGs.	If no material impact on funds distribution, the rationale for the exercise may be questionable.  Would require additional resourcing.	Does not address: <ul style="list-style-type: none"> <li>questionable parameter values.</li> <li>complexity and transparency</li> <li>corporate memory issues.</li> </ul>
<b>Risks / Dependencies</b>	Reputational risk, due to funds distribution not being fully explainable.	Reputational risk, due to funds distribution not being fully explainable.	Reputational risk, due to funds distribution not being fully explainable.  Continued risk of corporate memory loss.	Difficult to predict the distribution of funds.  A review may trigger disagreement between Local Governments over the distribution of funds.	Reputational risk, due to funds distribution not being fully explainable and regional allocations being subject to question.

				The Grants Commission may not agree to implement.	Continued risk of corporate memory loss.
<b>Effort / Cost</b>	Low-medium	High	Medium	Very high	None
<b>Notes</b>		Assumes Option 1 also undertaken: reformat and labelling.		Mutually exclusive of the other options or as an aspirational addition.	Mutually exclusive of the other five options.

## ZONE RESOLUTION

**Moved: Cr Rodney Forsyth**  
**Seconded: Cr Wayne Della Bosca**

**That the Great Eastern Country Zone retain Status Quo (Option 5) and request further information to explain the current model at a future meeting.**

**CARRIED**

## **7. ZONE REPORTS**

### **7.1 Zone President Report**

Zone President Rhonda Cole is an apology for this meeting.

**NIL**

**NOTED**

### **7.2 Local Government Agricultural Freight Group**

*Cr Julie Flockart*

There has not been a meeting of the Wheatbelt Freight group, so there was no report for the February meeting.

**NOTED**

### **7.3 Wheatbelt District Emergency Management Committee**

*By Cr Tony Sachse (Delegate)*

The last Wheatbelt DEMC Meeting was on Wednesday, 21<sup>st</sup> October, the minutes of which were attached to the GECZ meeting 26/11/2020 report. The next Wheatbelt DEMC meeting is scheduled for Wednesday, 10<sup>th</sup> March 2021.

Although you will probably have seen the Department of Communities COVID-19 Welfare Centre Guide version V1.02\_231220 (released 23<sup>rd</sup> December 2020) through your LEMC's, I've attached it to this report for information purposes – Attachment 3

The Wheatbelt OASG met on 27<sup>th</sup> January, 2021 (Attachment 4) and there was also a special meeting on 1/02/2021 to discuss the Emergency State of WA Actions on the recent COVID-19 outbreak. The next meeting is scheduled for 23<sup>rd</sup> February 2021.

The Wheatbelt Human Services Managers Forum (WHSMF) Meeting met on Thursday, 19<sup>th</sup> November 2020 (Attachment 5). The Wheatbelt Education Engagement Plan (WEEP) Actions were discussed at length during the meeting (Attachment 6). The next WHSMF is on Thursday, 18<sup>th</sup> February, 2021.

## **RESOLUTION**

**Moved: Cr Geoff Waters**

**Seconded: Cr Julie Flockart**

**That the Wheatbelt District Emergency Management Committee Report and attachments be received.**

**CARRIED**

### *Comment*

Cr Flockart commended Cr Sachse on his contribution to the Wheatbelt District Emergency Management Committee and thanked him for his time and efforts in bringing reports to the Great Eastern Country Zone.

#### **7.4 Wheatbelt Health MOU Group**

*By Cr Glenice Batchelor*

Cr Batchelor was an apology for this meeting.

**NOTED**

#### **7.5 WALGA Roadwise**

Cliff Simpson, WALGA Road Safety Advisor (Wheatbelt North), Infrastructure, informed the zone there was no report at this time, however he will provide a report to the next meeting.

**NOTED**

### **8. WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) BUSINESS**

#### **8.1 State Councillor Report**

*Cr Stephen Strange*

Cr Stephen Strange presented his State councillor report.

**RESOLUTION**

**Moved: Cr Ramesh Rajagopalan**

**Seconded: Cr Geoff Waters**

**That the State Councillor Report be received**

*Comment*

Cr Strange advised that there has been some comment in the sector relating to delays in finalising the 19/20 financial audit. The meeting noted that a number of Local Governments in the Zone expressed delays with the signing off on the audit. One Local Government was happy with the audit process.

**RESOLVED**

**That WALGA note the Zone comments that some Local Governments have experienced delays with the finalization of the 19/20 financial year audits and enquire from the sector on their satisfaction or otherwise to the audit process.**

## 8.2 WALGA Status Report

By Tony Brown, Executive Officer

### BACKGROUND

Presenting the Status Report for February 2021 which contains WALGA's responses to the resolutions of previous Zone Meetings.

## GREAT EASTERN COUNTRY ZONE STATUS REPORT February 2021

Zone	Agenda Item	Zone Resolution	WALGA Response	Update	WALGA Contact
Great Eastern C	2019 June 27 Zone Agenda Item 12.1 Government Regional Officer Housing	That the Zone request WALGA to advocate on the impact of Government Regional Officer Housing on retaining public sector professionals (Doctors, nurses, teachers) in the Great Eastern Country Zone.	<p>In May 2019, the McGowan Government deferred a planned increase to GROH rents in 2019-20. The next increase of \$30pw was due to come into effect 1 July 2019.</p> <p><a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2019/05/McGowan-Government-temporarily-defers-increase-to-GROH-rents.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2019/05/McGowan-Government-temporarily-defers-increase-to-GROH-rents.aspx</a></p> <p>WALGA notes and includes the Zones Recommendation in its advocacy for GROH and greater service support for regional and remote Western Australian Local Governments, acknowledging the importance of this topic in the coming months.</p> <p>WALGA has been advised by WAPOL and the relevant State Government agency who confirm the rental freeze to GROH properties will remain until the completion of the review of the GROH Tenant Rent Setting Framework. Further work has been done in strengthening the partnerships between WAPOL officers and key Local Government officers in specified areas of concerns.</p> <p>Department of Communities modelling and draft ERC proposal has been elevated within the Department. The Director General has called for a working group to be established to include representatives from GROH, of which the TSRF review will be included.</p>	Ongoing	Narelle Cant Executive Manager, Strategy, Policy and Planning <a href="mailto:ncant@walga.asn.au">ncant@walga.asn.au</a> 9213 2078



			<p>In July 2020 WALGA wrote to the Director General at the Department of Communities seeking a response to WALGA State Council July resolution:</p> <p>That WALGA contact the Director General of the Department of Housing to:</p> <ol style="list-style-type: none"> <li>1. Seek action and acknowledge the extra challenges in attracting and retaining public sector staff in remote and rural areas of the state</li> <li>2. Immediately review and address the issue of insufficient GROH housing (and the high cost of subsidised rental) for public sector staff and actively seek and enter into Joint Venture arrangements with Councils to address the shortfall in accommodation</li> <li>3. Request that the agencies be requested to engage with WALGA to seek a solution to the current short supply of GROH housing within all regions.</li> </ol> <p>In August 2020, WALGA received a response from the Director General, Communities, which stated that the Department of Communities has diverted much of its resources towards the social and economic recovery of the State. Therefore work on the planned GROH review is placed on hold until the conclusion of the COVID-19 emergency period. It was acknowledged that GROH plays an important role in attracting and retaining staff in regional and remote communities. WALGA met with relevant staff from the Department of Communities on 21 August 2020 to further discuss the issue.</p> <p>WALGA is meeting with the Department of Communities on 18 February to receive an update on GROH.</p>		
Great Eastern C	2020 February 26 Zone Agenda Item 7.1 Federal Government Drought Communities	That the Great Eastern Country Zone requests WALGA, in consultation with ALGA, to liaise with the WA State Government Ministers for Water, Agriculture and Environment to provide a coordinated holistic response in respect to the ongoing drying climate issues and access to the Drought Communities Funding Program.	<p>State Council Resolution</p> <p>That State Council endorse the recommendation from the Great Eastern Country Zone relating to the Federal Government Drought Communities Program.</p> <ul style="list-style-type: none"> <li>• That the Great Eastern Country Zone requests WALGA, in consultation with ALGA, to liaise with the WA State Government Ministers for Water, Agriculture and Environment to provide a coordinated holistic response in respect to the ongoing drying climate</li> </ul>	Ongoing	Narelle Cant Executive Manager, Strategy, Policy and Planning <a href="mailto:ncant@walga.asn.au">ncant@walga.asn.au</a> 9213 2078

			<p>issues and access to the Drought Communities Funding Program.</p> <p>RESOLUTION 37.1/2020</p> <p>WALGA has met with the WA Minister for Water Chief of Staff and is lobbying through both the State and ALGA for a third round of funding, bespoke to Western Australia.</p> <p>WALGA has written to the Minister for Agriculture, Minister for Water and the Minister for Local Government on the issue, seeking their support to review the drought funding mechanisms for Western Australia. At the WALGA webinar on May 8<sup>th</sup>, the Minister for Agriculture committed to advocating to the Commonwealth in conjunction with WALGA.</p> <p>On August 7 the WALGA Deputy President met with Senator Dean Smith as part of the advocacy approach, and WALGA is now writing to all Western Australian Federal Government members to also request additional funding for the National On-Farm Emergency Water Infrastructure Rebate Scheme.</p> <p>WALGA has also met with Senator Brockman, and is also in discussion with Minister MacTiernans Chief of Staff on the issue.</p> <p>Correspondance from Minister Littleproud received in October highlighted that the Regional Drought Resilience Planning Program details are still being worked through with the State Government, who are yet to commit to co-funding the program. WALGA is currently seeking an assurance from Minister MacTiernan that it will.</p>		
Great Eastern C	<p><b>2018 November 29</b>  <b>Zone Agenda Item 7.3</b>            Container Deposit Scheme Locations</p>	<p>That the Great Eastern Country Zone requests that:</p> <ol style="list-style-type: none"> <li>1. All Local Governments be guaranteed, as a minimum, one flexible refund point in their area.</li> <li>2. A flexible access point should be defined as a refund point which, as a minimum, is open 16 hours each two</li> </ol>	<p>The Container Deposit Scheme was launched in October 2020. To date the Scheme has delivered over 200 refund points across WA. This will increase to the required 229 by 1 October 2021.</p> <p>WALGA will continue to advocate for, as a minimum, one flexible refund point per Local Government area. WALGA has also raised with Government the definitions of flexible refund points and how this is applied. The Environment Minister has indicated the definitions will be reviewed in May</p>	November 2020	<p><b>Narelle Cant</b>  <b>Executive Manager, Strategy, Policy and Planning</b>  <a href="mailto:ncant@walga.asn.au">ncant@walga.asn.au</a>  <b>9213 2078</b></p>

		<p>week period, including at least 8 hours at weekends</p> <p>The State Government provide appropriate funding for the refund points.</p>	<p>2021 and WALGA and other stakeholders will be consulted as part of the process.</p>		
<b>Grt Eastern C</b>	<b>2020 25 June Zone Agenda Item Zone Comment</b>	<ol style="list-style-type: none"> <li>1. That WALGA advocate to the Federal Government to request additional funding for the National On-Farm Emergency Water Infrastructure Rebate Scheme as the fund has been fully subscribed one year into a three year program.</li> <li>2. That WALGA advocate to the State Government to reinstate the Farm Water Rebate Scheme.</li> </ol>	<p>On August 7 the WALGA Deputy President met with Senator Dean Smith as part of the advocacy approach, and WALGA is wrote to all Western Australian Federal Government members requesting additional funding for the National On-Farm Emergency Water Infrastructure Rebate Scheme.</p> <p>Correspondance received from Minister Littleproud on October 20 highlighted his announcement with Minister Pitt on October 2 that a further \$50m would be made available for the this financial year for the Scheme.</p> <p>WALGA is continuing discussions with the State Government for the reinstating of the Farm Water Rebate Scheme.</p>	<b>Ongoing</b>	<p><b>Narelle Cant</b>  <b>Executive Manager, Strategy, Policy and Planning</b>  <a href="mailto:ncant@walga.asn.au">ncant@walga.asn.au</a>  <b>9213 2078</b></p>
<b>Grt Eastern C</b>	<b>2020 25 June Zone Agenda Item 7.3</b> Telecommunications – Minister Response	<p>That WALGA again raise the issue of lack of communication when power outages occur with the State Emergency Management Committee (SEMC) and the Federal/State Government politicians advising of the lack of response from Telstra on this issue and the extreme concern in an emergency situation that this causes.</p>	<p>WALGA has met with the Executive Manager of Corporate Services DFES to discuss a funding application to the Commonwealth for application to the Commonwealth resilience improvement funding package.</p> <p>It has several key pillars, namely:</p> <ol style="list-style-type: none"> <li>1. \$7m for installing 2000 satellite dishes onto fire stations</li> <li>2. \$18m for hardening the mobile phone network <ul style="list-style-type: none"> <li>- stage 1 of \$10m will be providing battery back-up for towers and extending battery life – for those towers delivered in rounds 1 and 2 of the Mobile Black Spot Program. Also includes generators in some cases.</li> <li>- stage 2 will be a grants program for further hardening work</li> </ul> </li> <li>3. \$10m for the expansion of mobile satellite communications capability <ul style="list-style-type: none"> <li>- \$1.7m for NBN Co to expand its fleet of Sky Muster trucks and 12 portable satellite FlyAway kits</li> <li>- \$8.3m for competitive grants</li> </ul> </li> </ol> <p>WALGA is in discussion with DFES as to the priority elements that would constitute a WA funding bid to assist in resolving the telecommunications issue.</p>	<p><b>November 2020</b></p> <p><b>Ongoing</b></p>	<p><b>Narelle Cant</b>  <b>Executive Manager, Strategy, Policy and Planning</b>  <a href="mailto:ncant@walga.asn.au">ncant@walga.asn.au</a>  <b>9213 2078</b></p>

			This Item is the subject of an Item for Noting in the March 2021 State Council Agenda.		
<b>Grt Eastern C</b>	<b>2 December 2020 State Council Agenda Item 5.1 Local Government Act Review Advocacy Paper – Key Issues from Recent Inquiries into Local Government</b>	<p>That:</p> <ol style="list-style-type: none"> <li>1. Ongoing advocacy relating to the Review of the Local Government Act 1995 be noted; and,</li> <li>2. The Advocacy Positions for a New Local Government Act: Key issues from recent Inquiries into Local Government – be endorsed.</li> </ol> <p>ZONE COMMENT</p> <p>The Great Eastern Country Zone would like to highlight their opposition to a recommendation from the Local Government Act Review Panel in relation to Elected Members and Candidates having to declare any political affiliations. The Zone believe that politics should not be involved in Local Government.</p>	<p>The Zones position was not included in the State Council resolution, however the Zones position on removing political affiliations from Local Government will be pursued.</p> <p><b>State Council Resolution</b></p> <p>That WALGA:</p> <ol style="list-style-type: none"> <li>1. Advise the Department of Mines Industry Regulation and Safety (DMIRS) that the registration of Building Engineers in WA is supported.</li> <li>2. Request that DMIRS also consider the registration of Electrical Engineers, Façade Engineers, Energy Assessors, Bush Fire Consultants, Access consultants, Swimming pool companies, Patio installers and Demolition contractors.</li> <li>3. Request that DMIRS clarify that dilapidation reports may only be undertaken by Registered Engineers.</li> <li>4. Provide this report to Department of Mines Industry Regulation and Safety as feedback on the Consultation Regulatory Impact Statement.</li> </ol> <p>RESOLUTION 143.6/2020      CARRIED</p>	<b>February 2021</b>	<p><b>Tony Brown</b>  <b>Executive Manager</b>  <b>Governance and</b>  <b>Organisational Services</b>  <b>9213 2051</b>  <a href="mailto:tbrown@walga.asn.au">tbrown@walga.asn.au</a></p>

## **ZONE COMMENT**

This is an opportunity for Member Councils to consider the response from WALGA in respect to the matters that were submitted at the previous Zone Meeting.

## **RESOLUTION**

**Moved: Cr Wayne Della Bosca**

**Seconded: Cr Kellie Mortimore**

**That the Great Eastern Country Zone WALGA February 2021 Status Report be noted.**

**CARRIED**

### **8.3 Review of WALGA State Council Agenda – Matters for Decision**

#### **Background**

WALGA State Council meets five times each year and as part of the consultation process with Member Councils circulates the State Council Agenda for input through the Zone structure.

The full State Council Agenda can be found via link: [State Council Agenda - February 2021](#)

The Zone is able to provide comment or submit an alternative recommendation that is then presented to the State Council for consideration.

#### **Matters for Decision**

##### **5.1 External Oversight and Intervention – Authorised Inquiries and Show Cause Notices**

That WALGA:

1. Continues to advocate for the State Government to ensure that there is proper resourcing of the Department of Local Government, Sport and Cultural Industries to conduct timely inquiries and interventions when instigated under the provisions of the Local Government Act 1995; and
2. Requests the Minister for Local Government to:
  - a. Engage with affected Local Governments in order to attempt to resolve identified issues, improve performance and achieve good governance before considering an intervention under Part 8 of the Local Government Act 1995;
  - b. Provide written reasons prior to issuing any Show Cause Notices;
  - c. Require regular progress reports to be provided to any Local Government that is the subject of any Authorised Inquiry; and
  - d. Require that any Authorised Inquiry be conducted within a specified timeframe that may be extended with the approval of the Minister.

##### **5.2 Cost of Revaluations**

That WALGA advocate to the State Government for the equal distribution of valuation costs for properties where the Water Corporation, the Department of Fire and Emergency Services and the Local Government require the valuation.

### **5.3 Eligibility of Slip On Fire Fighting Units for Local Government Grants Scheme Funding**

That WALGA:

1. Supports the inclusion of capital costs of Slip On Fire Fighting Units including for Farmer Response Brigades (for use on private motor vehicles) on the Eligible List of the Local Governments Grants Scheme (LGGS).
2. Requests the Local Government Grants Scheme Working Group to include this matter on the Agenda of their next Meeting (expected March 2021).
3. Requests WALGA to work with the Local Government Grants Scheme Working Group to develop appropriate operational guidelines and procedures for the safe use of Slip On Fire Fighting Units funded in accordance with the LGGS.
4. Supports the update of the WALGA membership of the Local Government Grants Scheme Working Group to include one Local Government Elected Member and one Local Government Officer, with these appointments determined through the WALGA Selection Committee process.

### **RESOLUTION**

**Moved: Cr Stephen Strange**

**Seconded: Cr Karin Day**

**That the Great Eastern Country Zone supports all Matters for Decision as listed above in the 3 March 2021 State Council Agenda.**

**CARRIED**

<b>8.4 Review of WALGA State Council Agenda – Matters for Noting / Information</b>
--

- |   |
|---|
| <div><div>6.1 Local Government Car Parking Guideline – Western Australia</div><div>6.2 Submission – Draft Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2020</div><div>6.3 Submission – Proposed Reportable Conduct Scheme for Western Australia</div><div>6.4 Submission – Draft State Planning Policy 4.2: Activity Centre</div><div>6.5 Submission – Registration of Builders (and Related Occupations) Reforms</div><div>6.6 Report Municipal Waste Advisory Council (MWAC)</div></div> |
|---|

<b>8.5 Review of WALGA State Council Agenda – Organisational Reports</b>
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- |   |
|---|
| <div><div>7.1 Key Activity Reports</div><div><div>7.1.1 Report on Key Activities, Commercial and Communications</div><div>7.1.2 Report on Key Activities, Governance and Organisational Services</div><div>7.1.3 Report on Key Activities, Infrastructure</div><div>7.1.4 Report on Key Activities, Strategy, Policy and Planning</div></div></div> |
|---|

## **8.6 Review of WALGA State Council Agenda – Policy Forum Reports**

### **7.2 Policy Forum Reports**

- 7.2.1 Mayors/Presidents Policy Forum**
- 7.2.2 Mining Community Policy Forum**
- 7.2.3 Container Deposit Legislation Policy Forum**
- 7.2.4 Economic Development Forum**

### **RESOLUTION**

**Moved: Cr Julie Flockart**  
**Seconded: Cr Geoff Waters**

**That the Great Eastern Country Zone notes the following reports contained in the WALGA February 2021 State Council Agenda.**

- **Matters for Noting/Information;**
- **Organisational Reports; and**
- **Policy Forum Report**

**CARRIED**

## **8.7 WALGA President's Report**

The WALGA President's Report is attached to the Agenda. (Attachment 7)

### **RESOLUTION**

**Moved: Cr Kellie Mortimore**  
**Seconded: Cr Pippa DeLacey**

**That the Great Eastern Country Zone notes the WALGA President's Report**

**CARRIED**

## **9. MEMBERS OF PARLIAMENT**

Hon Mia Davies presented to the Zone and highlighted the importance of the upcoming State election for Wheatbelt communities.

## **10. AGENCY REPORTS**

### **10.1 Department of Local Government, Sport and Cultural Industries**

A representative was invited to the meeting to present on the recent regulations introduced:

- **Elected Member Code of Conduct**



- Standards for CEO Recruitment, Performance Review and Termination
- Employee Code of Conduct

The Department advised that the legislation staff were not available for this meeting, however they will organise webinars on the regulations in the future.

Jennifer Collins from the Wheatbelt office, provided a report for the meeting.

[DLGSC Zone Update Feb 2021](#)

**NOTED**

## **10.2 Wheatbelt Development Commission**

Mr Rob Cossart, Wheatbelt Development Commission CEO, will provided an update for the zone.

**NOTED**

## **10.3 Main Roads Western Australia**

Mr Craig Manton provided an update to the Zone.

**NOTED**

## **10.4 Wheatbelt RDA**

Mandy Walker, RDA Wheatbelt presented to the Zone. Report was attached with the Agenda (Attachment 8)

**NOTED**

## **11. EMERGING ISSUES**

### **11.1 CEO Recruitment Standards**

Mia Maxfield shared concerns on the Department of Local Government, Sport and Cultural Industries guidelines on CEO Recruitment Standards. The DLGSC have been advised and will be making corrections to the guidelines.

**NOTED**

### **11.2 Federal Government National On-Farm Emergency Water Infrastructure Rebate Scheme**

Rob Cossart, CEO Wheatbelt Development Commission, will present at the next meeting of the Great Eastern Country Zone.

### **11.3 WALGA Transport and Roads Forum**

The Zone was informed that the WALGA Transport and Roads Forum is now taking place on Friday 14 May, 2021 at Crown Perth.

#### **11.4 Rural Water Council Meeting**

The Zone was informed that the Rural Water Council Meeting is now taking place on Friday 19 March, 2021 at 10am in Merredin. Attendance is encouraged.

#### **12. URGENT BUSINESS**

#### **13. DATE, TIME AND PLACE OF NEXT MEETINGS**

The next meeting of the Great Eastern Country Zone will be held in Merredin on Tuesday 27 April 2021, commencing at 9.30am.

#### **14. CLOSURE**

There being no further business the Chair declared the meeting closed at 12.02pm.

# WALGA Great Eastern Country Zone Meeting

Richard Burnell  
22 February 2021



FOR A SAFER STATE





FOR A SAFER STATE

# Agenda Topics

Telecommunications resilience improvement



# Strategy

Improve power network reliability, improve base station power resilience, provide fail over options

## ***To be achieved by:***

1. DFES leveraging Commonwealth's STAND project and advocate for expanded assistance
2. Enhance existing Mobile Black Spot Program integration
3. DFES collaborate with WALGA, Western Power, Telstra and DPIRD to develop alternate power sources, and funding
4. State Emergency Management Committee working group with power providers / Carriers / WALGA / Emergency Services Organisations



# Commonwealth Telecommunications Resilience Improvement (STAND Project)

1. \$18m Mobile Black Spot Program round 1 & 2 battery upgrades
2. \$ 7m Fixed Satellite services
3. \$10m Portable satellite services
4. \$ 2m Enhanced community information

Designed to support communities impacted by fire or cyclone, but providing emergency communications capability



# STAND 1 - MBSP battery upgrades

WA has 206 towers funded through Rounds 1 & 2

Telstra submitted funding requests for all towers

Canberra assessed and approved 108 – 8 in Great Eastern Zone  
(see map overleaf)

Telstra will complete by June 30

Batteries with 12 hours being delivered to replace current 3-hour

*This won't completely fix the problem, but will reduce comms loss  
for those limited communities.*

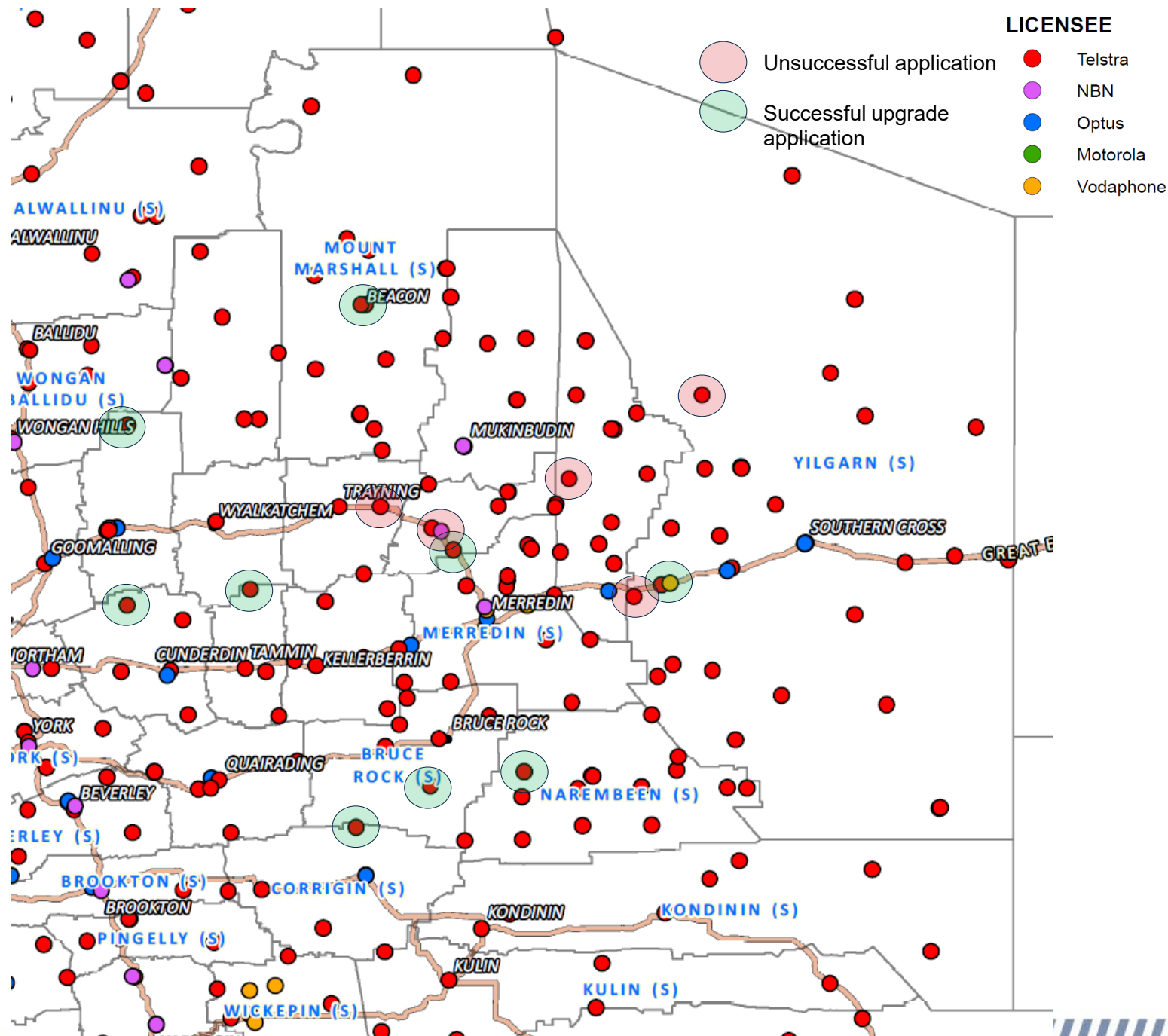






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	Towers (Est)	Round 1 & 2 Towers	Battery Upgrade
Bruce Rock	7	1	1
Cunderdin	6	1	1
Dowerin	3	1	1
Kellerberrin	8		
Kondinin	7		
Koorda	6		
Merredin	17		
Mt Marshall	16	1	1
Mukinbudin	6		
Narembeen	13	1	1
Nungarin	8	2	1
Tammin	4	1	1
Trayning	3	1	
Westonia	14	1	
Wyalkatchem	2		
Yilgarn	30	3	1
TOTAL	150	13	8
		8.7%	5.3%





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MBSP ID	Location	Funded - Stage 1	Operator	Shire	WALGA Zone	BATTERY BACKUP HOURS	STAND upgraded battery Life	STAND upgrade target date	Rank_Bus hfire Risk	Western Power Outages 2-6 HR	Western Power Outages >6 HR
MBSP-WA-089	Nungarin	NO	Telstra	Nungarin	Great Eastern	3			120		
MBSP-WA-058	Kununoppin	NO	Telstra	Trayning	Great Eastern	3			68		
MBSP-WA-018-2	Warralakin	NO	Telstra	Westonia	Great Eastern	3			161		
MBSP2-WA-008	Bullfinch	NO	Telstra	Yilgarn	Great Eastern	3			136	46.6	35.8
MBSP-WA-047	Great Eastern Hwy, Btv	NO	Telstra	Yilgarn	Great Eastern	3			136	46.6	35.8
MBSP2-WA-004	Ardath	YES	Telstra	Bruce Rock	Great Eastern	3	12	June 30, 2021	41		
MBSP-WA-113	Ucarty	YES	Telstra	Cunderdin	Great Eastern	3	12	June 30, 2021	18	31	21.8
MBSP2-WA-034	Manmanning	YES	Telstra	Dowerin	Great Eastern	4	12	June 30, 2021	52	29	22
MBSP-WA-005	Beacon	YES	Telstra	Mount Marshall	Great Eastern	3	12	June 30, 2021	151	27.2	23.6
MBSP-WA-014	Cramphorne, Burracopp	YES	Telstra	Narembene	Great Eastern	3	12	June 30, 2021	67	26.2	25.2
MBSP-WA-036	Elabbin	YES	Telstra	Nungarin	Great Eastern	3	12	June 30, 2021	120		
MBSP2-WA-062	South Yelbini	YES	Telstra	Tammin	Great Eastern	3	12	June 30, 2021	24	12.2	10.8
MBSP-WA-046	Bodallin	YES	Vodafone	Yilgarn	Great Eastern	1	12	June 30, 2021	136	46.6	35.8



# STAND 4 - Fixed satellite services

370 unit allocation (24% of national total). Pilot sites under evaluation.

**Submissions** for sites in all LGAs by mid-April

DFES will then liaise with NBN and lodge the applications by April 30.

*Again – does not fix the problems but does allow you to expand the resilience for your Shire, and make some improvement*



## Shire of Dandaragan

Beekeepers Reserve fire - volunteers used the service which provided them with free comms and internet access

Community groups that use the Recreation Centres using the service reducing their costs

Comms being maintained even during power failures **with UPS**

Visitors able to access free WiFi service



# STRATEGY 2 - MBSP planning

Round 5a submissions made for additional black spot treatments.

15 applications made by Telstra, Optus and Field Solutions Group for consideration – none from Great Eastern Zone.

DFES now invited on governance.



## STRATEGY 3 – Alternate power sources

Joined WALGA to meet with Western Power to understand power issues

End of line farming solution to provide solar powered solution rather than replace poles and wire now reality

We proposed the design of a smaller unit suitable for mobile network base stations – Western Power supportive

Proposal will be reviewed with Telstra with a view to co-design, run a trial, and if successful, prepare funding submission for 2022/23 Budget (Telstra/State/Federal)





## STRATEGY 3 – Alternate power sources

Generator connection proposal.

Not supported by Telstra which cites existing technical support capability and provision of mobile generators where power outage will be extended.

Wyalkatchem sought generator solution which required co-funding and installation of a remote control system.



# Summary

No silver bullet

STAND project provides opportunity for some quick relief – albeit limited

Power resilience is key – solar affordable option being progressed





# Thank You



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Westonia/Yilgarn  
Local Emergency  
Manage Committee  
Meeting Minutes

# MINUTES

## WESTONIA YILGARN LEMC COMMITTEE THURSDAY 4<sup>th</sup> March 2021

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The following are the minutes from the Yilgarn/Westonia Local Emergency Management Committee meeting held on Thursday 4<sup>th</sup> March 2021, in the Shire of Yilgarn Council Chambers, located in Southern Cross.

**1. Declaration of Opening**

The LEMC Chairperson, Cr Wayne Della Bosca declared the meeting open at 5:33pm

**2. Record of Attendance**

**In-Person**

Cr Wayne Della Bosca	LEMC Chairperson/Shire President, Shire of Yilgarn
Adam Simmons	OIC, Southern Cross Police
Charles Jenkins	Southern Cross Police
Nic Warren	EMRS Shire of Yilgarn
Sara Loader	Southern Cross St John Ambulance EMT
Stephanie Oetiker	Southern Cross General Practice, Practice Manager and Registered Nurse
Jamie Criddle	CEO, Shire of Westonia
Cr Daimon Geier	Councillor, Shire of Westonia
Diane Dixon	HSM, Southern Cross District Hospital
Bill Stewart	Southern Cross District High School
Tony Dal Busco	Southern Cross Volunteer Fire and Rescue

**Telephone Conferencing**

Joanne Spadaccini	District Emergency Service Officer – Wheatbelt Emergency Services Unit
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**Apologies**

Peter Clarke	CEO, Shire of Yilgarn
Jeremy Willis	DFES, Area Officer Central Wheatbelt
Yvette Grigg	District Emergency Management Advisor
Karen Tabner	Southern Cross District High School

**3. Confirmation of Previous Minutes**

1) Confirmation of Minutes of the meeting held on 25 June 2020.

**Moved: Jamie Criddle**

**Seconded: Daimon Geier**

**4. Business Arising from previous minutes**

Nil

# MINUTES

## WESTONIA YILGARN LEMC COMMITTEE THURSDAY 4<sup>th</sup> March 2021

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### 5 Exercise

It was raised that an exercise is well overdue, it was discussed that a mass trauma exercise would be beneficial, with a number of new St Johns volunteers and involving multiple agencies, this will be progressed in consultation with District Emergency Management Advisor. It was suggested that mid-July would be a suitable date.

### 6 REPORTS

#### 6.1 Report from Local Emergency Coordinator – Sgt Adam Simmons SX WAPOL

- SX Hospital still undertaking Covid-19 testing;
- Victoria the only issue state;
- Contact tracing is occurring however some not using QR code which may create issues when trying to retrieve contact registers outside of normal operating hours for businesses, sought assistance from Shire in requesting QR codes be present in premises without;
- Three covid related jobs:
  - Member of public thought they had contracted covid but was a false report;
  - Allegation regarding individual accessing airstrip whilst quarantining, however noted gaps in aviation data to detect comings and goings; and
  - Issue regarding persons allegedly crossing border and required to quarantine but visiting licenced premises on way to destination;
- No major non-covid policing issues;
- Drink and drug driving issues in town, being actively enforced;
- Three staff at station currently with new OIC and SGT arriving soon; and
- Awaiting dates for frontline staff vaccinations, advised possibly end of March 2021.

#### 6.2 HSM Southern Cross District Hospital – Di Dixon

- Dramatic drop off in covid 19 testing, mainly truck drivers from Victoria;
- Was undertaking 10-15 tests/day at height of pandemic, has now dropped to 6-7/day and expected to continue to fall to 3-4/day, pending pandemic situation in WA.
- Reports of truck drivers getting mixed messages around testing at the border;
- Vaccine roll out for staff and hospital residents end of March, with vaccine optional;
- Have ordered a “superfridge” for vaccines and having walkthrough with vaccination team on 10/03/2021;
- No other major issues to report.

# MINUTES

## WESTONIA YILGARN LEMC COMMITTEE THURSDAY 4<sup>th</sup> March 2021

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### **6.3 DFES Area Officer – Jeremy Willis**

- Nil - Apology

### **6.4 St John Ambulance Southern Cross – Sara Loader**

- Gary Kenward has stepped down as Chairperson of St Johns Southern Cross, Sara will be acting in his position until next AGM;
- Adverts have been published seeking new members;
- Four new volunteers have been trained with one awaiting training; and
- Transfers are picking up now member numbers have increased.

### **6.5 Southern Cross General Practice – Steph Oeticker**

- Still hand sanitising and temp checking every patron;
- Have been named as an approved Vaccination agent;
- Have increased staff to undertake vaccinations;
- Hoping end of March for initial rollout of first phase of vaccinations;
- Federal Government have advised vaccination agents are allowed to advertise covid vaccinations; and
- Being a small clinic, it will be a wait and see regarding demand, however planning on two nurses for a few days per week initially.

Di Dixon advised general public are unable to access hospital vaccinations, must go to GP or other agent.

### **6.6 Shire of Westonia - Jamie Criddle**

- Shire of Westonia have helped a number of business with setting up their QR codes;
- All Shire venues set up with contact tracing;
- St Johns numbers are low, relying on local mine Ramelius Resources, issues created during swing change where ambulances are unmanned and rely on Merredin St Johns; and
- Merredin St Johns are planning a visit to Westonia to try to drum up members.

### **6.7 Shire of Yilgarn – Nic Warren**

- Shire premises set up for contact tracing; and
- Checking local businesses for registers.

### **6.8 Southern Cross District High School – Bill Stewart**

- Operating under Phase 4 of the Covid-19 state restrictions;
- All visitors required to register;
- All events will be precluded with social distancing announcements

### **6.9 Department of Communities - Jo Spadaccini**

- Jo tabled the following:
  - DC Wheatbelt DESO February Update 2021 (attached);

# MINUTES

## WESTONIA YILGARN LEMC COMMITTEE THURSDAY 4<sup>th</sup> March 2021

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- COVID 19 - Welfare Centre Guide - Version V1.02\_231220 (attached);
- Talked to the two submitted documents and advised that should a welfare centre be required, the Department of Communities will take advice from State Health Incident Coordination Centre (SHICC) regarding safety and PPE protocols;

### **6.10 Southern Cross Volunteer Fire and Rescue – Tony Dal Busco**

- Have been steady with call outs;
- Issue with mining companies not aware of their responsibilities and boundaries, trying to push to make companies aware of existing or re-instate old MoU's so there is no confusion over jurisdictions and roles when attending incidents; and
- Raised the issue of a lack of hydrants in satellite townsites, which has been raised with the Shire previously and is being addressed.

### **6. General Business**

Nil

### **7. Next Meeting**

Scheduled for Thursday 27<sup>th</sup> May 2021 at 6:30pm

### **8. Closure**

The meeting was declared closed at 6:02pm.

### **Attachments:**

- DC Wheatbelt DESO February Update 2021
- COVID 19 - Welfare Centre Guide - Version V1.02\_231220



## District Emergency Services Officer – Wheatbelt Update: February 2021

### Local Emergency Welfare Plans

The process to update the Local Emergency Welfare Plans (LEWP) is continuing and I hope to attend as many shires as I can when I am in the area. In the meantime, I will be in contact with the Shires to ensure that the details in the LEWPs are up to date and to make any changes to services available in the shire, if required.

If any there are any changes to contact details or suppliers within your Shire please send them through to [joanne.spadaccini@communities.wa.gov.au](mailto:joanne.spadaccini@communities.wa.gov.au) and they will be updated in the new version.

Due to the continually changing COVID environment we are now living in, the LEWP will be in draft form, however the contact details and facility details will be up to date according to information supplied to DC at the date listed in the footer.

### Social Distancing (SD) in Evacuation Centres

In the event of an evacuation centre being required we will need to address the social distancing requirements in play at that time. This may involve looking at more than one facility to avoid over crowding or requesting people to stay with family or friends if available (that also adheres to SD rules). The estimated capacity for each centre listed in the LEWP are being revised and will be shown in two sections. Non COVID and COVID capacities. I will have discussions with the Shires around this and what other resources are available if required.

A copy of the COVID – 19 Welfare Centre Guide (V1.02 23 December 2020) has been distributed to the Local Governments in the Wheatbelt in preparation should a Welfare Centre be required.

The key points:

- Travellers, visitors and tourists to leave the evacuation area **if safe to do so**
- Shelter in Place **if safe to do so**
- Shelter with family and friends **if safe to do so**
- Utilise commercial/alternative accommodation options **if available**
- Use welfare centres as a last resort

### Department of Communities - Wheatbelt District - Contact arrangement for welfare support in emergencies.

**In an emergency, if welfare support services are required during business hours, please contact the Department of Communities office listed in your LEWP or after hours contact Crisis Care on 1800 199 008 to activate Communities.**

During business hours the District Emergency Services Officer is contactable for non-activation enquiries on 0429 102 614, but as I am often on the road and out of phone service range, please leave a message and I will return your call as soon as I can.

If you would like any further information please call my mobile 0429 102 614 or email me [joanne.spadaccini@communities.wa.gov.au](mailto:joanne.spadaccini@communities.wa.gov.au).

Kind regards

Jo Spadaccini  
District Emergency Services Officer - Wheatbelt  
Department of Communities - Emergency Services Unit





Government of **Western Australia**  
Department of **Communities**



# COVID – 19 Welfare Centre Guide

V1.02

23 December 2020

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## Document control

<b>Publication date</b>	December 2020
<b>Review date</b>	Due to the changing nature of the pandemic situation and associated risks, this guideline will be reviewed on a two monthly basis or as required to incorporate relevant changes as the situation evolves.
<b>Owner</b>	Executive Director – Geraldine Carlton
<b>Custodian</b>	Director, Emergency Services - Kim Dean

## Amendments

Version	Date	Author	Description
1.01	17 Dec 2020	Senior Planning and Project Officer	Initial draft for review
1.02	23 Dec 2020	Senior Planning and Project Officer	Minor editorials and statement of fact changes - DFES/SEMC BU, WALGA
1.03	Month/year	[position title – not name]	
1.04	Month/year	[position title – not name]	
1.05	Month/year	[position title – not name]	

# 1 Background

The World Health Organization (WHO) declared the outbreak of COVID-19 a Public Health Emergency of International Concern on 30 January 2020.

On 15 March 2020, the Minister for Emergency Services WA declared a State of Emergency with effect from 16 March 2020 in respect of the pandemic caused by COVID-19.

Since that time Western Australia has worked through an array of border control measures and social distancing and hygiene strategies to suppress the virus within the State.

Preventing community transmission has allowed the State to continue to operate with significant levels of normalcy both socially and economically compared with other jurisdictions around the globe.

Continuing to prevent/limit transmission is an ongoing goal and needs to be considered when other hazards and emergencies also come in to play. Each year the State responds to an array of hazards, particularly natural hazards over the summer months. Management of these events often leads to the establishment of evacuation and welfare centres whereby numbers of people can congregate.

To that end, this guide has been established to help agencies continue to best manage such situations in concurrence with COVID-19. It should be read as an adjunct or COVID-19 lens to already established principles and practices under the State Emergency Management Framework.

Thus this guide should be read in conjunction with the [State Support Plan – Emergency Welfare \(Interim\)](#) and the [Western Australia Community Evacuation in Emergencies Guideline](#), both of which provide in-depth content related to emergency management, emergency welfare provisions and emergency evacuation provisions.

# 2 Scope

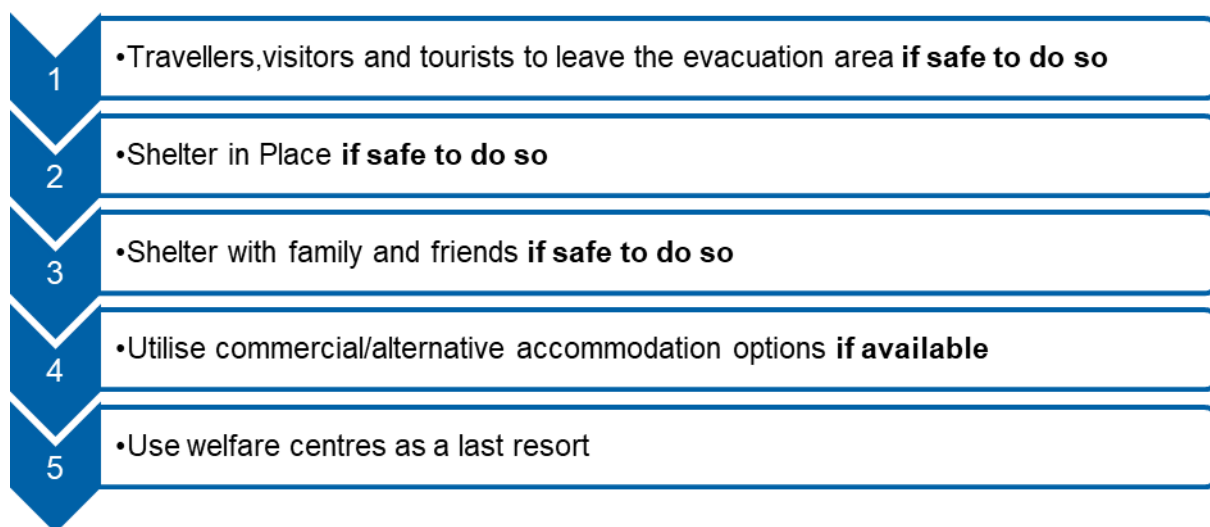
The purpose of this document is to provide the Department of Communities (Communities) staff and other key agencies a guide to assist in managing the operation of welfare centres, whilst mitigating COVID-19 risks to the community. It provides some practical COVID-19 considerations for when undertaking an evacuation.

For the purposes of this guide, the term **Welfare Centre** will refer to both welfare and evacuation centres. Under the State Emergency Management Framework these are defined as follows:

- Evacuation centre - provides affected people with basic human needs including accommodation and water. In addition, to enhance the recovery process, other welfare/recovery services may also be provided.
- Welfare centre - is a facility that may provide for evacuation, reception, accommodation and relief and recovery. Welfare centres may continue the extended provision of services into the recovery phase.

### 3 Overarching principles

The Controlling Agency/Hazard Management Agency (HMA) is responsible for all decisions and actions taken to protect the safety of the community, including any evacuation. Under this guide the recommended approach for an incident or emergency requiring evacuation **during COVID-19** is listed below. These principles should be viewed as a COVID-19 adjunct to evacuation arrangements already pre-standing in the State Emergency Management Framework. In all circumstances the **protection and preservation of life will be the priority**.



- Alternate accommodation and other options will be considered before the opening of a welfare centre. As far as practicable, a welfare centre should be considered as a staging area only. The movement of people away from the area, if safe to do so, can help facilitate greater social distancing and hygiene standards which is desired in the ongoing pandemic.
- Specific arrangements will be needed for individuals under mandatory quarantine and self-isolation to ensure health directions and requirements continue to be fulfilled.
- COVID safety plans and physical distancing is expected to be followed, where practicable and possible.

- Local governments and Local Emergency Management Committees (**LEMCs**) will review Local Emergency Management Arrangements, including emergency evacuation plans, to incorporate COVID-19 considerations.
- Emergency evacuation recommendations/directions will override the COVID-19 directions to remain in isolation or quarantine.
- A multi-agency commitment will be required to effectively minimise risk to the community within a welfare centre.
- COVID related precautions will align with current [Western Australia COVID-19](#) directions and phasing.
- Significant risks that cannot be resolved locally will be escalated to the HMA, via the Incident Controller.

## 4 Planning Considerations

- Most facilities identified to be used as welfare centres will have a COVID-19 Safety Plan in place. See the [COVID Safety Guidelines](#) for more information.
  - Welfare centre operations will adhere to these plans as far as practicable.
  - In some emergency events it is recognised that physical distancing may be unable to be achieved, however other infection prevention and control measures are to be used as much as practicable to mitigate COVID-19 risk.
  - Immediate protection and preservation of life will always be the priority.
- Local Government will utilise this *COVID-19 Welfare Centre Guide* if opening a centre prior to the arrival of Communities staff.
- Registration for contact tracing purposes will be undertaken for individuals entering a welfare centre utilising the SAFEWA app, suitable electronic or a paper based alternative - [COVID-19 coronavirus: SafeWA \(www.wa.gov.au\)](#).
- It should be noted that not all evacuees will have access to a smart-phone or mobile phone and mobile/internet coverage could also be poor or interrupted.
- Signage/barriers and other physical/visual prompts will be used within the centre to enhance hygiene and promote physical distancing such as access and egress channels, areas for vulnerable groups and those that present with respiratory symptoms.
- If COVID-19 health screening is required individuals will be subject to a health screening upon arrival at a welfare centre and those that show signs of illness will be isolated immediately and further advice sought from the Department of Health.
- Individuals refusing to be screened will be required to isolate.

- The level and intensity of infection prevention and control measures to be implemented within the welfare centre will be based on the level of COVID-19 risk at the time and at the locality/region as determined by the Chief Health Officer.
- Animals will accompany many evacuees. DPIRD has responsibilities under the State Emergency Management Framework for coordinating animal welfare in emergencies and may need to provide assistance. For more information refer to State Support Plan – Animal Welfare in Emergencies.
- Shortage of commercial accommodation in the local area may require evacuees to travel. Department of Communities to be prepared to provide financial assistance to facilitate this travel.

### Community Warnings and Messaging

- Emergency evacuation advice overrides COVID-19 isolation/quarantine directions.
- State Welfare Incident Coordination Centre (SWICC) is working with State Health Incident Coordination Centre (SHICC) and Western Australian Police (WAPOL) to establish a planning process for people under an isolation/quarantine direction:
  - this would include advice to find alternative accommodation away from the emergency area with the need to continue to adhere to suitable quarantining arrangements at the new premises.
  - If alternative options are unavailable and attending a welfare centre is unavoidable, COVID-19 precautions are to be maintained including; appropriate physical distancing, wearing of a mask, and to immediately identify themselves on arrival.
- Advice to the public regarding self-sufficiency of medication/scripts, specific food requirements. In consideration of the heightened sanitation and hygiene needs of COVID include disposable tissues, alcohol-based hand sanitizer, disinfectant wipes, and possibly face masks (subject to current risk level).

## 5 Locally Driven Planning and Preparedness

Emergency management preparedness is a multi-agency responsibility. Planning with relevant stakeholders is essential to ensure emergency management plans consider local conditions and region-specific challenges.

The **Western Australia Community Evacuation in Emergencies Guideline** recognises Local Governments are best placed to conduct emergency evacuation planning prior to an emergency utilising their local knowledge, experience, community understanding and existing community relationships. As such, Local Emergency Management Committees (**LEMCs**) should consider including emergency evacuation planning in their Local Emergency Management Arrangements (**LEMAs**).

Department of Communities District Emergency Service Officer's (**DESOs**) develop and maintain Local Emergency Welfare Plan's (**LEWP**), in consultation with the Local and District Emergency Management Committees (**LEMC/DEMC**). These plans outline agreed emergency welfare arrangements for each local government region.

**LEWPs** should be reviewed taking into consideration the general principles and recommendations within this guide, and the current state COVID-19 situation.

## Welfare Centre facilities

Facilities identified and listed in a LEWP as being suitable for use as a welfare centre, should be re-evaluated, using a COVID-19 lens.

The following should be considered:

- the maximum capacity of each facility and whether physical distancing and infection control requirements can be satisfied. Refer to facility 'COVID Safety Plan' for maximum numbers. If during an incident or emergency it appears capacity will be exceeded, this must be escalated to the HMA, via the Incident Controller.
- which facilities have capacity to allow the isolation/segregation of individuals/groups.
- the layouts of facilities to identify separate entry and exit points.
- the feasibility of opening of more than one centre if required.
- the use of separation partitions/barriers if available/where possible.
- identifying what/any alternate evacuation accommodation options that may be available locally for individuals who are considered a COVID-19 risk.
- other regions/towns in the area that can be used to move on/accommodate people.

## Physical/logistical considerations

Given the heightened sanitation and hygiene needs of COVID-19, the following needs to be considered:

- use of signage and barriers erected throughout the welfare centre displaying current physical distancing requirements.
- signage and posters on appropriate hand washing techniques upon entry and throughout the shelter/centre as well as appropriate techniques for PPE/masks.
- use of single use disposable items such as bedding, eating/drinking utensils etc.
- queue management established with bollards and ropes to manage.
- single direction of pedestrian flow managed through floor markings and bollards/ropes.
- appropriate waste disposal/laundry facilities and processes.



- welfare centre staffing levels required to ensure infection prevention and control tasks are performed. Additional staffing required to:
  - oversee general hygiene and cleanliness levels. Note: If level of risk is high, this role may need to be filled by a person qualified in infection prevention and control practices.
  - supervise/control of physical distancing/key sanitation points.
  - cleaning: regular wipe down of all surfaces and equipment to occur every few hours, and for shared equipment (e.g. chairs, public use tablet, toilet) after each use. A contract cleaner arrangement with the owner of the facility – generally the Local Government – may be an option and will be funded by Department of Communities.

### Human-social considerations

Individuals involved in an emergency evacuation generally have raised levels of stress, which will be heightened further by the risk of COVID-19, and the associated restrictions and requirements. This may exacerbate existing mental health issues, family issues/domestic violence and increase the potential for security and disturbance incidents within the welfare centre. Consider agreement/arrangements with WA Police Force or other security agencies to assist.

### PPE requirements

PPE supplies are being planned for distribution to hubs for utilisation at Welfare Centres as required, including:

- Surgical style masks
- Gloves
- Aprons/gowns
- Face shields/safety glasses
- Sanitiser

PPE is to be single use, disposable and kept in a secure location.

The Western Australian advice on the requirement for use of PPE by the general public may change from time to time depending on COVID-19 circumstances. Thus, PPE utilisation at welfare centres will be dependent on risk to the community at the time and in line with health advice. This health advice will be relayed through SHICC/SWICC.

Local Governments should retain some initial usage PPE (e.g. Emergency evacuation kits) should their staff open a centre prior to the arrival of Communities staff.

Any concerns around the availability of PPE for welfare centres before an event should be raised through SWICC and during an incident or emergency event should immediately be escalated to the HMA, via the Incident Controller.

See [Appendix 1: Infection Prevention and Control in a Welfare Centre](#) and detailed cleaning instruction is available at the following link: [Infection control advice for COVID-19 environmental cleaning in non-healthcare settings \(home and workplace\)](#).

## 6 Welfare Centre Operations

### Arrival at the Centre - COVID-19 Screening

The level of screening on an arrival at a welfare centre will be dependent on the current state COVID-19 risk level and health advice. A contact register of all people entering a welfare centre, including staff, is required to be maintained. Wherever possible the SafeWA app should be used, with an alternative electronic or paper format available if required. More information relating to these requirements is available on the [WA.gov.au](https://www.wa.gov.au) website.

If COVID-19 health screening is required, the Department of Communities may consult with the relevant local health agency to determine what resources are available to assist. If minimal warning is received prior to the opening of a welfare centre, it is acknowledged that appropriately qualified staff may not be available to support a full health screening process.

Staff undertaking both the meet and greet and initial screening function, should be stationed outside and some distance away from the welfare centre entry. It is suggested these staff wear PPE in line with current recommendations of the time.

Signage advising individuals at heightened COVID-19 risk to identify themselves early is to be located in this vicinity. Where practicable these individuals will be directed to a socially distanced area in the first instance (e.g. their vehicle if suitable and safe) whilst safe alternatives for them are arranged. A handout including contact phone numbers and further advice will be developed and available to assist with the information sharing.

If health screening is required, the following questions will be asked as the minimum requirements before allowing an individual to enter a welfare centre:

- Are you currently under an isolation/quarantine direction?
- Have you returned from overseas or interstate (and if so, where?) in the past 14 days?
- Do you have any symptoms of respiratory illness with or without fever; or cold and flu-like symptoms?
- Have you been in close contact with a confirmed COVID-19 case in the past 14 days?

If an individual refuse to be screened, that individual will be required to isolate.

As part of the screening process evacuees are to be advised that if they become symptomatic during their stay, to advise staff immediately. If this occurs, welfare centre staff are to isolate the individual and consult with local health authorities as a matter of priority.

## Registration

The normal Register.Find.Reunite (RFR) process will be available for all evacuees. This is in addition to the state government directed mandatory contact tracing registration.

- QR code Information related to the SafeWA registration process is to be displayed at appropriate entry locations at the Welfare Centre. Resources are available through the [WA.gov.au](https://www.wa.gov.au) website. The SafeWA application gives businesses and venues a unique QR code that individuals can scan on entry, registering with their contact details.
- Welfare Centre registration staff are to oversee an alternative electronic or paper-based contact tracing registration process for those individuals who may not have the required phone application.
- Registration lists to be kept secure and provided to owner of the welfare centre facility for storage post the event. Records can be kept electronically or in hard copy and should be kept for 28 days.

Immediately upon receiving advice from the HMA to open an evacuation centre, the responsible Department of Communities staff member will contact Australian Red Cross to activate the incident or emergency event on the RFR website.

- Evacuees are to be encouraged to self-register online via website utilising their own electronic devices.
- Paper based RFR documentation will be filled out by welfare centre registration staff on behalf of the evacuee. It is suggested these staff wear PPE in line with current recommendations of the time.

Single direction of pedestrian flow and queue management should be enforced through signage, floor markings and bollards/ropes. Hand sanitiser must be available and used by all people prior to entry to the welfare centre.

## Evacuees requiring isolation

Despite efforts to make alternative arrangements for individuals under an isolation/quarantine direction to attend a welfare centre, there may be circumstances where attendance is unavoidable. Efforts should be made to restrict the entry of these individuals into the welfare centre where possible, for example through the provision of signage and instructions outside the centre. These individuals should be moved on as soon as practicable to another safe location, including to paid accommodation, where

isolation can be maintained. A change of address of 'current isolation/quarantine direction' may be required.

If this is not possible, identify the most suitable strategies to manage the isolation of these individuals within the welfare centre, for example; utilising a separate room or space, barriers, physical distancing etc.

Individuals under isolation/quarantine directions, or who have answered 'yes' to any of the screening questions, or individuals who have refused to be screened, are to wear a mask at all times and change it as it becomes moist, in line with infection prevention and control best practice. Advice may be sought at the time from an authorised agency or officer for enforcement of this.

Where possible, consider specific toilet/wash facilities for staff/those who have answered "yes" to screening questions. If this is not possible, extra cleaning is to occur.

## General population

Welfare centres operations are to align with government restrictions, health advice and the level of community COVID-19 risk at the time of an event. The following strategies may be required:

- Families to remain in segregated groups and to not move from their sleeping area unless using bathroom facilities.
- Human-social support and entertainment activities to be made available to each segregated group in location
- If family segregation areas are not possible, separate evacuees into larger groups and maintain segregation of groups
- Food should be delivered to areas allocated to each group/family

## Community meetings

The HMA may utilise welfare centres for community meetings, in line with the current level of COVID-19 restrictions. Where restrictions prevent utilisation of the welfare centre, alternate arrangements will need to be made.

# 7 Roles and responsibilities

The following summarises some key roles and responsibilities of agencies related to emergency evacuations. Further details are available through the Western Australia Community Evacuation in Emergencies Guideline.

Agency	Responsibility
<b>Hazard Management Agency (HMA)</b>	<p>Where an evacuation is being undertaken for a hazard for which an agency or individual is prescribed as the HMA, the HMA can access powers provided in the <i>Emergency Management Act 2005</i> to direct the movement of people and animals if they make a formal declaration of an emergency situation.</p> <p>In most circumstances, the HMA will be same as the Controlling Agency for an emergency arising from that hazard however, the HMA is responsible for the management of a directed evacuation under the <i>Emergency Management Act 2005 and potentially other legislative authority should this be required</i>, as this action requires the utilisation of legislative powers.</p>
<b>Hazard Management Officers (HMO)</b>	<p>Where an evacuation is being undertaken for a hazard for which an HMO is authorised to utilise section 67 of the <i>Emergency Management Act 2005</i>, the HMO can direct the movement of people and animals.</p>
<b>Department of Communities (Communities)</b>	<p>The Department of Communities will coordinate welfare and support for evacuees at agreed evacuation centres by accessing a number of organisations and volunteer groups.</p> <p>During an incident, the Department of Communities will:</p> <ul style="list-style-type: none"> <li>• Consult with the Controlling Agency or HMA to determine the number and location of evacuation centres to be opened;</li> <li>• Coordinate the set up and running of evacuation centres and welfare centres;</li> <li>• Provide PPE for utilisation at the welfare centre as appropriate;</li> <li>• Coordinate and provide welfare resources used during emergencies including: emergency accommodation; emergency food provision; emergency clothing and personal requisites; personal support services; registration and reunification; financial assistance.</li> </ul>
<b>Local Government</b>	<p>During an incident, local government, will be responsible for:</p>

Agency	Responsibility
	<ul style="list-style-type: none"> <li>• in consultation with the HMA, making available suitable municipal buildings to be established as evacuation centres by the Department of Communities, to coordinate welfare support during the emergency;</li> <li>• in consultation and where possible open and staff the welfare centre/s until such time as Department of Communities staff can arrive and assume responsibility;</li> <li>• providing relevant local information with regard to the communities at risk; and</li> <li>• keeping informed during the response phase in order to affect a smooth transition to recovery when appropriate.</li> <li>• assume assigned responsibilities as required as per <i>State Support Plan – Animal Welfare in Emergencies</i></li> </ul>
<b>The Department of Health (WA Health)</b>	<p>WA Health will coordinate medical support, including the services of organisations such as St John Ambulance and the Royal Flying Doctor Service, for those evacuees requiring medical care, in accordance with the State Health Emergency Response Plan.</p>
<b>Western Australia Police Force (WA Police Force)</b>	<p>WA Police Force are commonly requested to assist a Controlling Agency or HMA with an evacuation.</p> <p>The WA Police Force will:</p> <ul style="list-style-type: none"> <li>• establish and maintain an appropriate cordon to the emergency area, as requested.</li> <li>• support the orderly evacuation of persons to the nominated evacuation centre(s).</li> <li>• maintain road safety in the access and egress routes for the withdrawal and around the evacuation centre.</li> <li>• assist with security of the evacuated area, and welfare centre</li> <li>• Under COVID-19 WA Police Force has responsibility for directions to persons to isolate/quarantine</li> </ul>

Agency	Responsibility
<b>Department of Fire and Emergency Services (DFES)</b>	Provide a Support Agency Officer/s as required; Engage 'face to face' two-way communication and liaison with affected communities through a point of public interface e.g. at a welfare centre distributing relevant incident information such as traffic management information; and support the facilitation of public meetings and other community-based communications in relation to natural hazards
<b>Australian Red Cross</b>	Assist with Registration at Welfare Centres; <ul style="list-style-type: none"> <li>• Provide a State Inquiry Centre to receive, process and answer inquiries regarding the whereabouts and safety of relatives and friends;</li> <li>• Manage and operate the Register.Find.Reunite. system;</li> </ul>

## 8 References and related documents

Attorney General's Department Handbook 4 Evacuation Planning Handbook 2013

Attorney General's Department Australia's Emergency Warning Arrangements 2013

Emergency Management Act 2005 and Regulations 2006

Local Emergency Management Arrangements Guideline

Australasian Fire and Emergency Services Authorities Council (AFAC) Position on Bushfires and Community Safety 2012

This document is to be read in conjunction with the following suite of State

Emergency Management (EM) documents:

- State Emergency Management Policy (State EM Policy);
- State Emergency Management Plan (State EM Plan);
- Relevant State Hazard Plans (Westplans);
- Relevant State Support Plans
- State Emergency Management Procedures (State EM Procedures);
- Relevant State Emergency Management Guidelines (State EM Guidelines); and
- State Emergency Management Glossary (State EM Glossary)
- Local Emergency Management Plans

## Appendix 1: Infection Prevention and Control in a Welfare Centre

A dedicated welfare centre officer will have the responsibility of implementing and monitoring the recommended infection prevention and control measures within the centre. This officer may be Communities staff member, or in the initial stages a Local Government staff member. If the risk of community transmission is high, the Health Department may need to consult and staff with specialised knowledge may take on this role.

Online infection control training and information is available at:

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training#other-infection-control-training>

The following table lists infection prevention and control considerations. The level of implementation to be in line with current health advice.

Further information is available at: <https://healthywa.wa.gov.au/coronavirus>

Practise	Consideration
<b>Hand Hygiene</b>	<ul style="list-style-type: none"> <li>60-80% alcohol-based hand sanitiser should be available at entry and exit points, high touch areas, toilet areas and eating areas.</li> <li>Use of sanitiser before entering the welfare centre is mandatory</li> <li>Hand sanitiser should be secured to prevent theft or ingestion</li> <li>Hand washing facilities should have running water, soap, paper hand towels and a rubbish bin.</li> <li>Consider the stock levels required in relation to the number of evacuees the centre can hold</li> <li>Consider signage/pictures throughout the centre to encourage effective hand hygiene</li> </ul>
<b>Physical Distancing</b>	<ul style="list-style-type: none"> <li>Consider how many evacuees the centre can hold as per the current directions for physical distancing.</li> <li>Signage, barriers, notices, pictures, announcements and staff may be required to encourage physical distancing.</li> <li>Physical distancing should be considered in all areas of the welfare centre. Use of laundry, entertainment and meal areas may need to be staggered to avoid overcrowding.</li> <li>Physical distancing should also be observed for all staff</li> </ul>



Practise	Consideration
	at all times, including break times.
<b>Food Safety</b>	<ul style="list-style-type: none"> <li>• Meals may be delivered to individuals or families to reduce the number of people using the meals area.</li> <li>• The kitchen and meals area should have increased cleaning</li> <li>• A staggered rostered approach may be considered to ensure these areas do not become overcrowded</li> <li>• Consider disposable plates and cutlery. If these are not available, washing dishes through the dishwasher is preferred. Otherwise, dishes and cutlery should be washed in hot soapy water, rinsed, dried and stored dry. Consider allocating plates and cutlery to evacuees to reduce sharing of items.</li> </ul>
<b>PPE</b>	<ul style="list-style-type: none"> <li>• Personal protective equipment may be needed at the welfare centre.</li> <li>• If required, it will be provided by the Department of Communities. <ul style="list-style-type: none"> <li>○ Local Governments should retain some initial usage PPE (e.g. emergency evacuation kits) should their staff open a centre prior to the arrival of Communities staff.</li> </ul> </li> <li>• Consider PPE needs for the following situation: <ul style="list-style-type: none"> <li>○ Staff performing health/general screening/meet and greet/registration on arrival to the welfare centre to utilise PPE as per current health advice – suggested minimum requirements are mask and safety glasses.</li> <li>○ Evacuees that are under a quarantine/isolation direction should wear a surgical mask as much as possible</li> <li>○ In the event of community transmission of COVID-19, all evacuees may be required to wear some sort of mask. Surgical masks are preferred.</li> </ul> </li> </ul>
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>• A cleaning schedule is required with increased frequency of cleaning high touch areas outlined. High touch areas include light fittings, door handles, doors, railings, desks, chairs, tables, benches, bathrooms.</li> <li>• A dedicated staff member should be allocated to ensure cleaning is achieved and managed.</li> </ul>

Practise	Consideration
	<ul style="list-style-type: none"> <li>• Cleaning products should have a disinfectant base.</li> <li>• As there is the need for increased frequency of cleaning, ensure the cleaning product does not leave a residue that may cause irritations to the evacuees in the centre.</li> <li>• Spray products are not recommended as they disturb particles on surfaces, may not give an even coverage of product and may cause lung irritations. If the only products available are spray products, spray into a cloth/paper towel to minimise aerosol distribution of the product and then wipe the area to be cleaned.</li> </ul>
<b>Waste Management</b>	<ul style="list-style-type: none"> <li>• Ensure there are adequate waste disposal bins.</li> <li>• Consider hands free bins so there is minimal contact with the bin</li> <li>• Anyone handling waste must utilise gloves and have access to hand hygiene facilities to perform hand hygiene immediately after handling/removing rubbish. Consider signage near the bins to encourage this.</li> <li>• Waste should be emptied regularly. Bags should be tied off completely prior to removal.</li> </ul>
<b>Managing unwell evacuees/staff</b>	<ul style="list-style-type: none"> <li>• Consider having a plan in place outlining how to manage evacuees or staff who experience COVID-19 symptoms whilst in a welfare centre. This may include a separate accommodation area, dedicated staff member with clinical experience or further evacuation.</li> <li>• Further advice may be sought from Department of Health on the management of these circumstances.</li> </ul>
<b>Laundry Management</b>	<ul style="list-style-type: none"> <li>• If linen/bedding/towels are provided to evacuees, consider how this will be managed. Clean and dirty items should be stored separately. Where will linen bags be kept for the return of dirty linen and who will remove these from the area.</li> <li>• If there are laundry facilities at the welfare centre, consider how these will be managed to ensure there is not overcrowding. Staggered rosters for using laundry facilities may be considered. Hand hygiene facilities should be available in the laundry area</li> </ul>

Yilgarn Tourism  
Advisory  
Committee  
Meeting Minutes

# MINUTES

## SHIRE OF YILGARN TOURISM ADVISORY COMMITTEE TUESDAY, 9 MARCH 2021 @ 6.00pm

Minutes of the meeting of the Shire of Yilgarn Tourism Advisory Committee held on Tuesday, 9<sup>th</sup> March 2021 at 6.00pm in the Shire of Yilgarn Council Chambers.

### 1. ATTENDANCE

Cr J Cobden  
Cr Rose

K Crafter, C Jenkins, J Stephen, R Goodhill, R Stevens & L Gethin.

R Bosenberg, Executive Manager Infrastructure  
N Warren, Executive Manager Regulatory Services

### APOLOGIES

P Clarke, CEO

### 2. CONFIRMATION OF PREVIOUS MINUTES

*Moved K Crafter Seconded R Stevens, that the Minutes of the previous Minutes of Tourism Advisory Committee meeting held on Monday, 7<sup>th</sup> December 2021 be confirmed.*

**CARRIED**

### 3. BUSINESS ARISING FROM PREVIOUS MINUTES

#### 3.1 Actions from Previous Meetings

Member	Action Required	Action Taken
<i>Council</i>	<i>Moved K Crafter Seconded A Carnicelli</i>  <i>That it be recommended to Council that the \$30,000 identified in the 2020/2021 Budget for Town Entrance Statement Development be re-directed to the formulation of a Tourism Marketing Strategy, followed a website, strategy and social media proposal in order that tourism promotion and development for the district is undertaken in a structured method.</i>	<i>At the December 2020 Ordinary meeting of Council the recommendation was accepted by Council.</i>  <i>Council Purchase Orders have now been submitted to Market Creations to commence development of the Marketing Strategy followed by website development.</i>

# MINUTES

## SHIRE OF YILGARN TOURISM ADVISORY COMMITTEE TUESDAY, 9 MARCH 2021 @ 6.00pm

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### 4. GENERAL BUSINESS

#### 4.1 Karalee Rocks Tourism Site

Following the resignation of Peter Harrison (volunteer worker) in October 2020, National Trust of WA (the body responsible for the Karalee Rocks site) advised the Shire of Yilgarn that they would be closing the toilet and arranging for it to be secured as they could not find a replacement for Mr Harrison to undertake general maintenance and cleaning services at the site.

Mrs Crafter reported the above matter to Council at its November 2020 Ordinary meeting and queried what Council could do to possibly resolve the issue as Karalee Rocks is an important tourism site in the district.

Mrs Crafter was informed of the following at the above meeting:-

*The land and toilets belong to the National Trust, the Shire is relatively powerless to do anything until the National Trust decides what it would like to happen with the toilets. To maintain the toilets at Karalee Dam would be a considerable monetary contribution from Council as Karalee is some distance from Southern Cross. The EMRS advised that he would liaise with the National Trust on this matter and report back to Council following such discussions.*

Ms Kelly Rippingale from the National Trust of WA advised Council's Executive Manager Regulatory Services in November 2020 that they have a range of plans for the future management of the Karalee site and indicated that she also had discussions with Mrs Crafter and was intending writing formally to advise the Shire and Tourism Committee of their approach going forward.

At the time of the meeting, no formal response had been received from the National Trust in relation to the above.

For Members information, the Shire of Yilgarn does undertake grading works of the Karalee access road at least twice per year, or upon request if the road becomes severely corrugated etc., with this agreement being made when the National Trust first improved the site as part of the Golden Pipeline Project.

Mrs Crafter raised her concerns that with there being no facilities at the site, it may lend itself to misuse of the area. Cr Cobden advised that the Shire have no jurisdiction over the site; however, the Shire would make contact with the National Trust to see if they had progressed any plans.

#### **ACTION – EMRS**

***Contact National Trust to enquire as to progress with facilities at Karalee Dam.***

# MINUTES

## SHIRE OF YILGARN TOURISM ADVISORY COMMITTEE TUESDAY, 9 MARCH 2021 @ 6.00pm

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### 4.2 Planter Boxes

For members information, 11 Planter Boxes have been ordered (10 for Southern Cross CBD area and 1 for Marvel Loch). The colour chosen is a medium grey which should not show staining as some lighter colours do.

The planter boxes are expected to arrive within the next month and will be placed at strategic locations and then planted out by Council's Park and Gardens crew. As agreed, the Marvel Loch planter box will be maintained by the proprietors of the Marvel Loch Store.

### 4.3 Tourism Marketing Strategy

On Wednesday, 10<sup>th</sup> February, Cr Cobden, Kaye Crafter, Ron Goodhill and the CEO met with Mr Darren Lee from Market Creations to discuss the Tourism Marketing Strategy processes that they will undertake on behalf of the Shire of Yilgarn. The initial purpose of the meeting was for Mr Lee to gain an understanding of the Yilgarn district in relation to tourism.

A Community Workshop will be held on **Thursday, 8 April 2021** at 6.00pm at the Senior Citizens Centre. At the Workshop details relating to the Strategy will be outlined and seeking feedback from the community on directions/tourism promotion opportunities that should be undertaken.

Cr Cobden advised that the meeting held on the 10<sup>th</sup> February was very productive, with Market Creations speaking with the individual committee members and as a group to determine what they thought was important for the Strategy.

Cr Cobden detailed Market Creations plan to undertake a rebrand of the Shire logo, which would be used for both Shire and Tourism messaging.

Cr Cobden raised the upcoming community workshop and mentioned Market Creations had requested:

*"The attendees come armed with a key item that they would like to see progressed/changed/improved with regard to tourism in the Shire of Yilgarn as this will start the conversation. We also welcome imagery - any pictures of places and service offerings in the Shire both new and historical, as well as images that inspire and perhaps those that don't, the latter to help with gap analysis and improvement suggestions - all will help to build our suite of collateral."*

Cr Cobden reiterated the need to advertise the community workshop to ensure a good turnout. Cr Cobden was to provide a poster to be placed at the Museum and Shire notice board, and would place adverts on social media platforms.

# MINUTES

## SHIRE OF YILGARN TOURISM ADVISORY COMMITTEE TUESDAY, 9 MARCH 2021 @ 6.00pm

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### **ACTION – Cr Cobden**

*Provide posters advertising upcoming Tourism Marketing Strategy community workshop on the 8<sup>th</sup> April 2021 to be placed at Museum and Shire noticeboard and place adverts on relevant social media platforms.*

### **4.4 Australia's Golden Outback**

The CEO of AGO has written to the Shire to advise that the AGO have secured a new 5-year agreement with Tourism WA, starting from 1 July 2021, providing the AGO with certainty to plan the promotion and development of the Golden Outback region over a longer period.

The AGO advises that it regards Local Government in the region as key partners in tourism and destination management. Local Government plays a critical role in the delivery of the visitor experience and, in many, promoting their areas. Collaboration is key, more now than ever, as we look to re-imagine tourism beyond the COVID-19 challenges currently being faced.

Cr Rose queried who was responsible for upkeep of information on AGO website, and Mr Warren advised the Shire would be asked to update information periodically and that he would follow up the current information to determine what needs to be amended.

Cr Rose also raised an advertisement seen on television for the Wheatbelt Way, which included Westonia but not Yilgarn. Cr Cobden advised that there were a number of advertising opportunities available; however, it would be best to wait until the Tourism Marketing Strategy is completed before making any decisions on additional advertising.

### **ACTION – EMRS**

*Follow up information on AGO website to ensure it is current and accurate.*

### **4.5 Proposed Historical Signage – Old Southern Cross Railway Station Area**

At a previous meeting Mrs Stevens advised that historical information, by way of signage, should be installed in the location of the old Railway Station area.

Mrs Stevens presented the preliminary design for the Old Southern Cross Railway Station Area sign to the committee, which was well received.

It was noted that the final design should not be decided upon until such time as the Tourism Marketing Strategy had been completed as there would most likely be colour schemes which would be used across all tourism material as well as inclusion of QR codes and logos.

# MINUTES

## SHIRE OF YILGARN TOURISM ADVISORY COMMITTEE TUESDAY, 9 MARCH 2021 @ 6.00pm

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Council staff have investigated suitable structures for the placement of the signage and have recommended a skillion shelter. The proposed will cost \$5,463.70 plus installation of \$300 and protective overlay of information at \$370 being a total project cost of **\$6,133.70**.

As the majority of the 2020/2021 Budget relating to tourism has been allocated to the Tourism Marketing Strategy, the above expenditure would need to be referred to the 2021/2022 Budget.

### **RECOMMENDATION TO COUNCIL**

***Moved J Stephen Seconded K Crafter***

***That it be recommended to Council that provision for signage and associated infrastructure at the old Southern Cross Railway Station at a projected cost of \$6,133.70 be considered in the 2021/2022 Budget deliberations.***

**CARRIED**

### **4.6 Astronomy Tourism/Masonic Lodge**

Mr Jenkins raised Astronomy Tourism, stating Southern Cross is a perfect spot for astronomy tourists, but that it was not marketed on any relevant platforms.

Mr Jenkins also raised gaining access to the Masonic lodge to take some photos as this would be a good drawcard for Astronomy tourist and others. Cr Cobden advised Mr Jenkins to contact the Shire for keys.

It was mentioned by Cr Cobden that the Masonic lodge may play a key role in the Tourism Strategy, as we should be aiming to keep tourists within the town centre so they are more inclined to spend money locally. It was mentioned a townsite self-tour using QR codes is an idea that has been raised and the Masonic Lodge would form a part of that tour if it eventuates. This would be investigated more via the community workshop and marketing strategy by Market Creations.

### **4.8 Tourism Marketing Strategy Survey**

Cr Cobden asked if committee members had received an online survey or a phone call from Market Creations in relation to the Marketing Strategy. The majority of members had received the survey and a few had received calls. Cr Cobden was to follow up with Market Creations regarding some who had no contact as yet regarding the survey.

### **ACTION – Cr Cobden**

***Follow up with Market Creations regarding committee members who had not yet been contacted regarding the survey for Tourism Marketing Strategy.***



## **MINUTES**

### **SHIRE OF YILGARN TOURISM ADVISORY COMMITTEE TUESDAY, 9 MARCH 2021 @ 6.00pm**

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#### **4.9 Museum Volunteers**

Mrs Stevens raised the issue of dwindling volunteers at the Museum and sought advice on how to approach attracting new members. The Committee agreed that all volunteer organisations in the region were struggling and the only way was to continue to advertise in local print and social media.

#### **5. NEXT MEETING**

It was agreed that the next meeting be scheduled for **Tuesday, 6<sup>th</sup> April 2021**.

#### **6. MEETING CLOSURE**

There being no further business to discuss, the meeting was declared closed at 6.37pm.

UNCONFIRMED

# Attachments

## Financial Reports



**SHIRE OF YILGARN**

**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 28 February 2021**

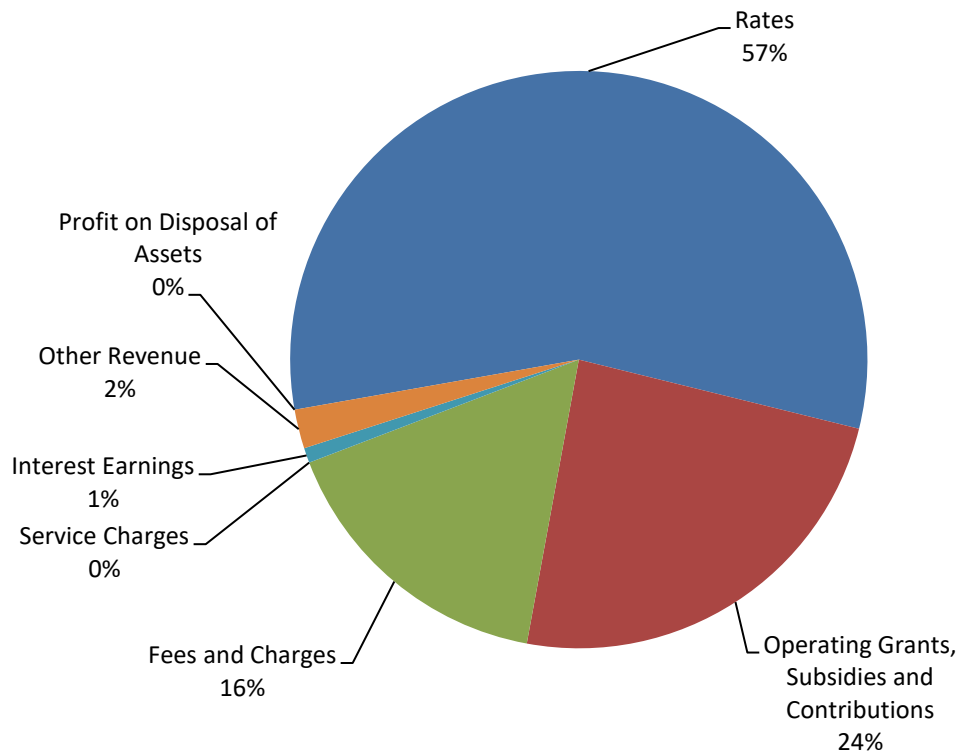
**LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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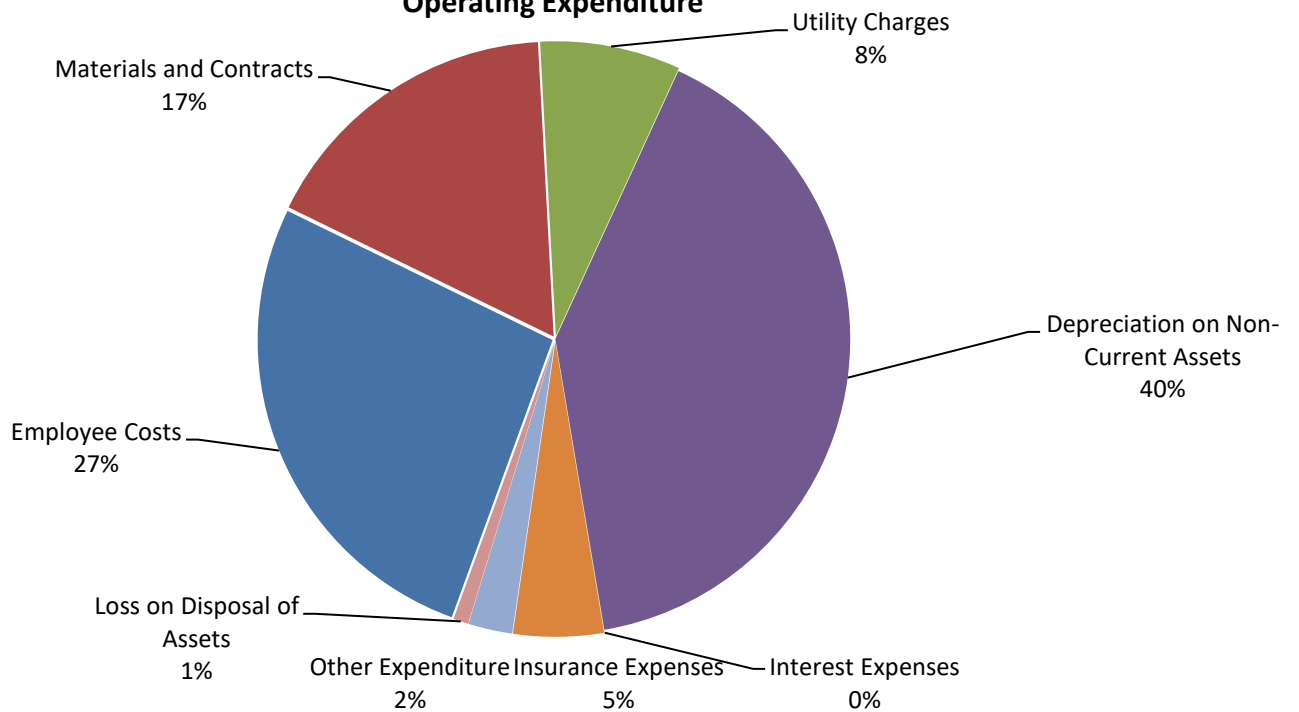
Monthly Summary Information	2 - 3
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**SHIRE OF YILGARN**  
**Information Summary**  
**For the Period Ended 28 February 2021**

**Operating Revenue**



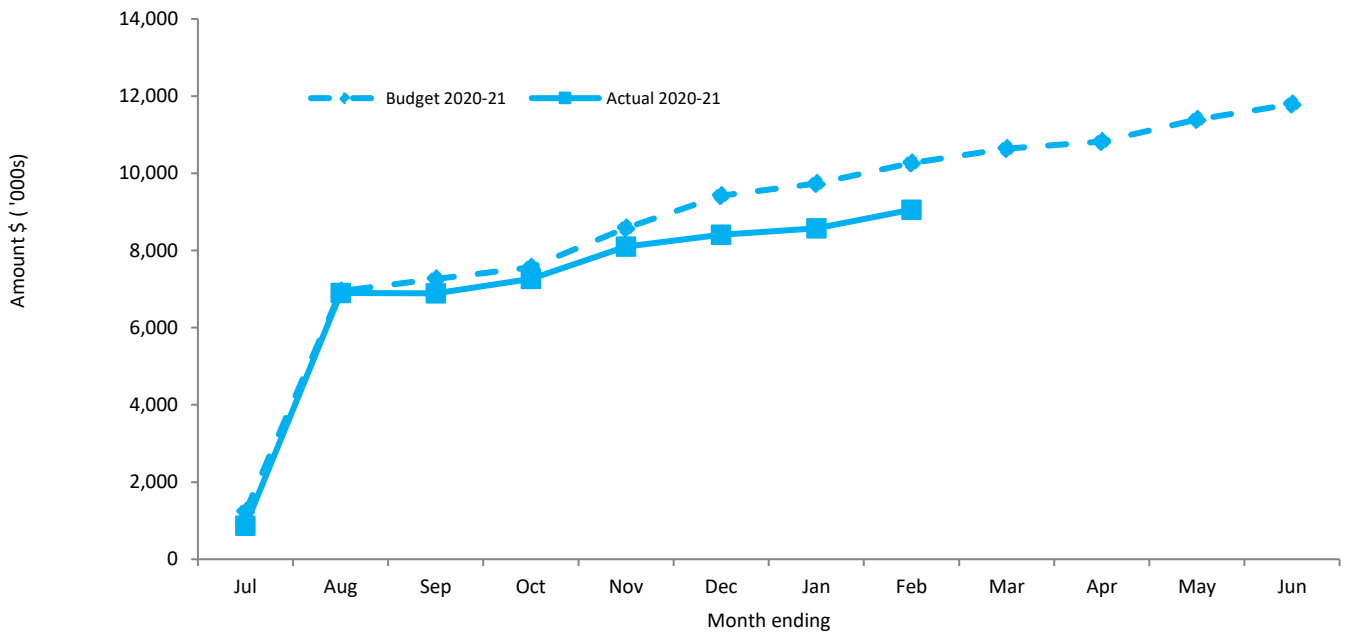
**Operating Expenditure**



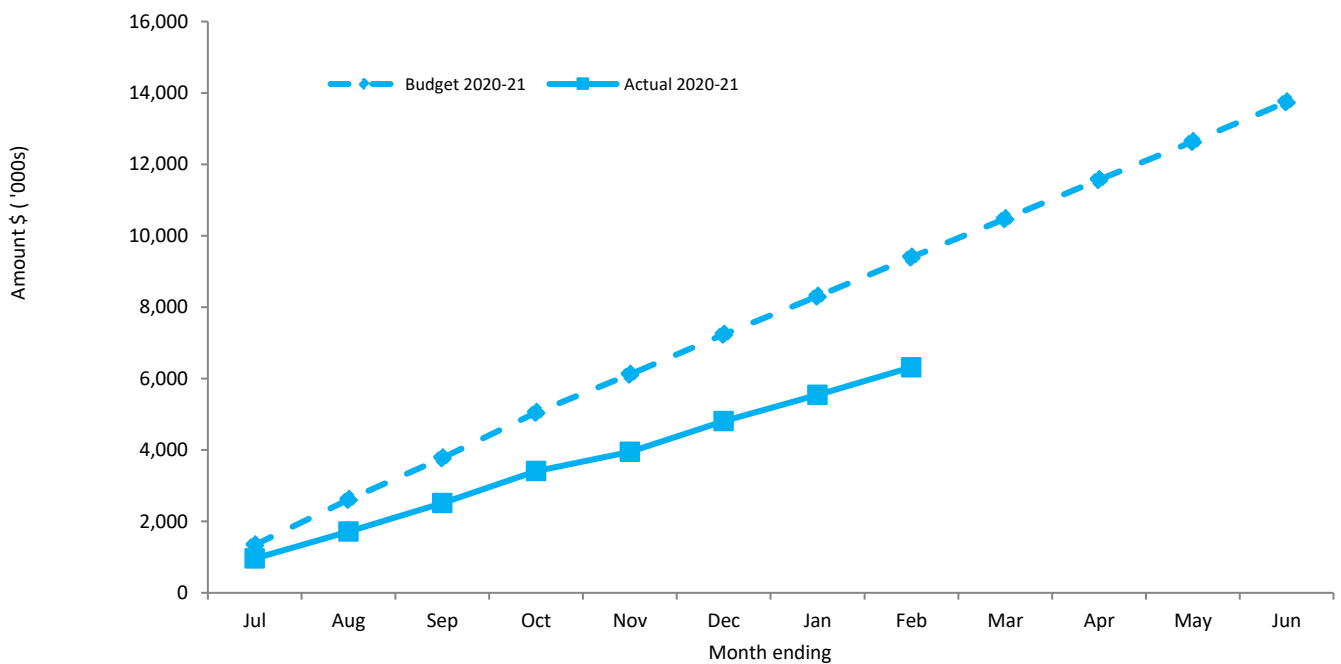
This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF YILGARN**  
**Information Summary**  
**For the Period Ended 28 February 2021**

**Budget Operating Revenues -v- Actual (Refer Note 2)**



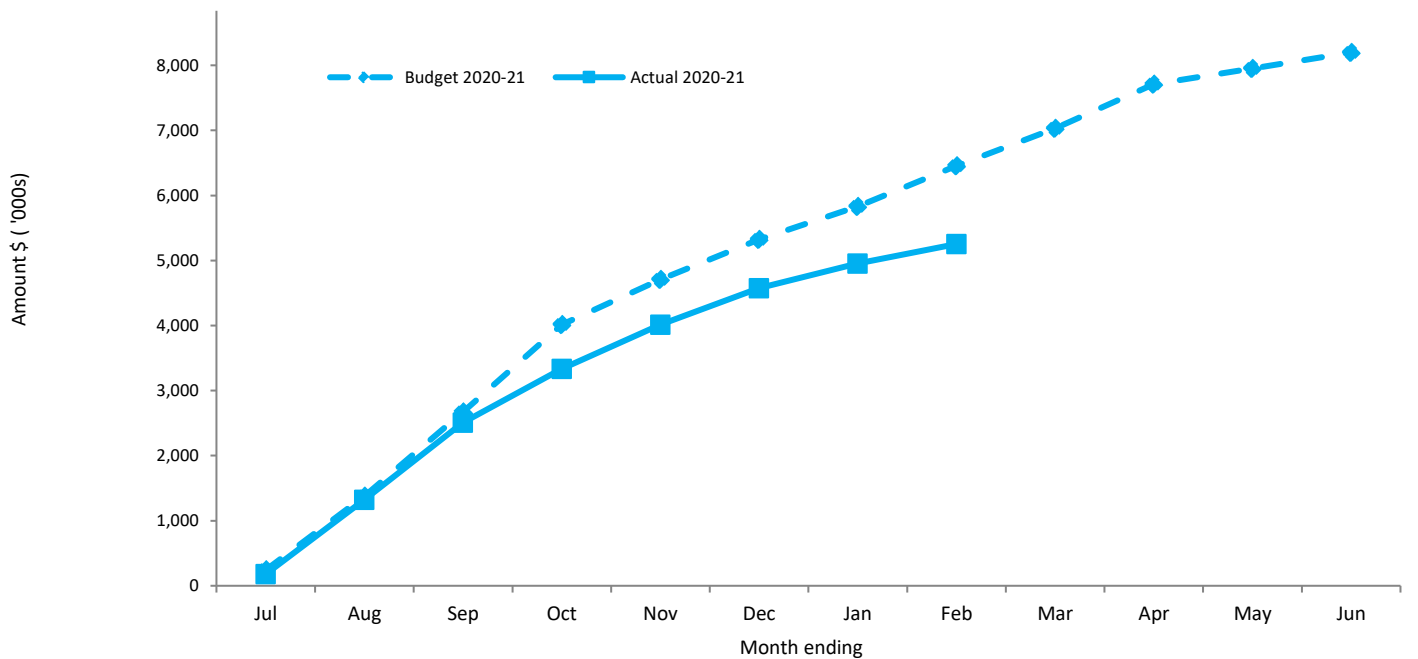
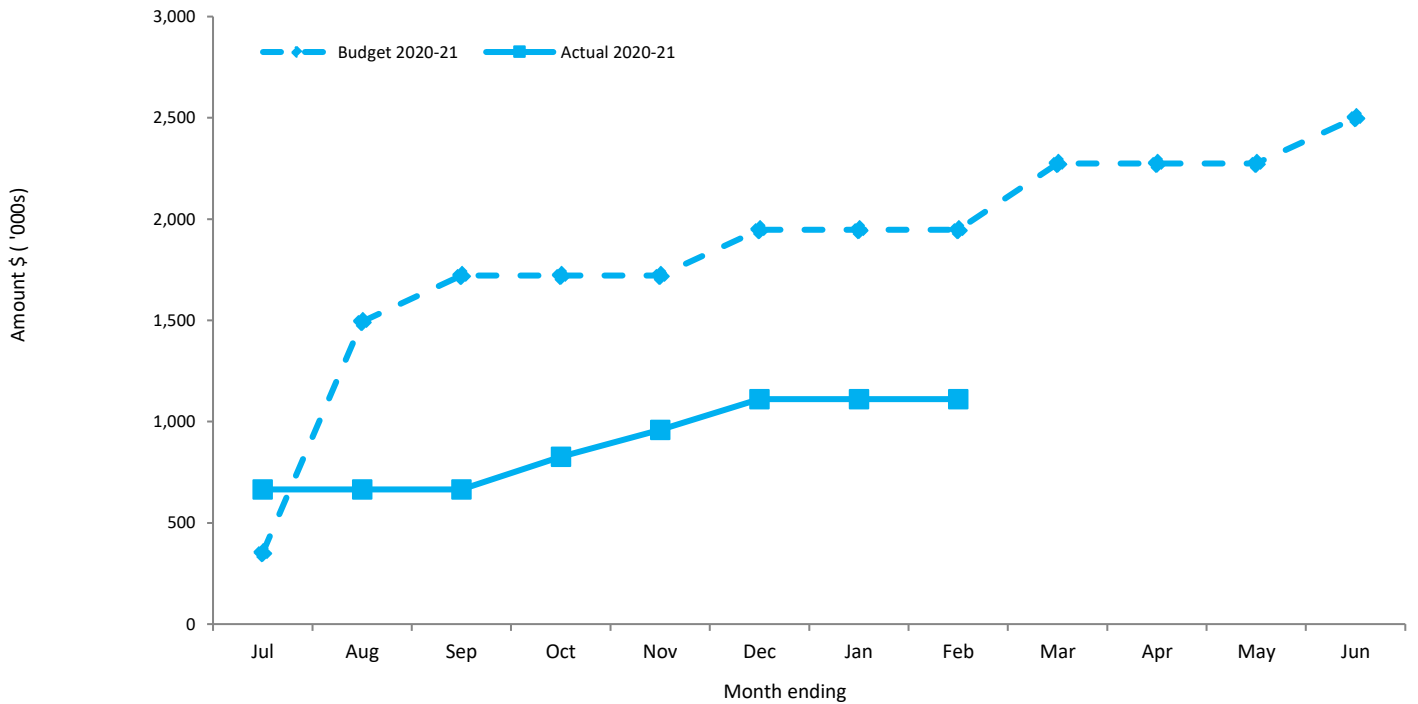
**Budget Operating Expenses -v- YTD Actual (Refer Note 2)**



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF YILGARN**  
**Information Summary**  
**For the Period Ended 28 February 2021**

**Budget Capital Revenue -v- Actual (Refer Note 2)**



**SHIRE OF YILGARN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 28 February 2021**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	3	4,186,290	4,186,290	<b>5,672,180</b>	1,485,890	35%	
<b>Revenue from operating activities</b>							
General Purpose Funding - Rates	9	4,051,369	4,051,369	<b>4,037,998</b>	(13,371)	(0%)	
General Purpose Funding		1,745,490	1,293,237	<b>1,265,759</b>	(27,478)	(2%)	
Law, Order and Public Safety		82,799	57,666	<b>38,790</b>	(18,876)	(33%)	
Health		1,500	1,000	<b>1,006</b>	6	1%	
Education and Welfare		177,651	126,913	<b>120,272</b>	(6,641)	(5%)	
Housing		78,000	51,984	<b>48,732</b>	(3,252)	(6%)	
Community Amenities		672,044	627,900	<b>634,347</b>	6,447	1%	
Recreation and Culture		57,430	54,750	<b>112,377</b>	57,627	105%	▲
Transport		188,687	119,232	<b>103,529</b>	(15,703)	(13%)	
Economic Services		1,296,337	944,727	<b>720,606</b>	(224,121)	(24%)	▼
Other Property and Services		139,464	92,968	<b>173,711</b>	80,743	87%	▲
		<b>8,490,771</b>	<b>7,421,746</b>	<b>7,257,128</b>			
<b>Expenditure from operating activities</b>							
Governance		(497,923)	(330,008)	<b>(258,777)</b>	(71,231)	(22%)	▼
General Purpose Funding		(286,084)	(191,039)	<b>(144,399)</b>	(46,640)	(24%)	▼
Law, Order and Public Safety		(478,194)	(333,968)	<b>(209,488)</b>	(124,480)	(37%)	▼
Health		(292,390)	(196,078)	<b>(145,960)</b>	(50,118)	(26%)	▼
Education and Welfare		(543,295)	(365,188)	<b>(219,771)</b>	(145,417)	(40%)	▼
Housing		(386,691)	(260,716)	<b>(111,954)</b>	(148,762)	(57%)	▼
Community Amenties		(1,155,245)	(783,688)	<b>(540,789)</b>	(242,899)	(31%)	▼
Recreation and Culture		(1,857,002)	(1,251,077)	<b>(948,904)</b>	(302,173)	(24%)	▼
Transport		(6,486,505)	(4,325,637)	<b>(2,905,559)</b>	(1,420,078)	(33%)	▼
Economic Services		(1,698,695)	(1,134,853)	<b>(762,670)</b>	(372,183)	(33%)	▼
Other Property and Services		(63,327)	(228,134)	<b>(68,888)</b>	(159,246)	(70%)	▼
		<b>(13,745,351)</b>	<b>(9,400,386)</b>	<b>(6,317,160)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		6,616,250	4,410,760	<b>2,557,648</b>	(1,853,112)	(42%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	114,589	76,392	<b>52,444</b>	(23,948)	(31%)	
<b>Amount attributable to operating activities</b>		<b>1,476,259</b>	<b>2,508,512</b>	<b>3,550,060</b>			
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions	11	3,299,122	2,846,040	<b>1,800,289</b>	(1,045,751)	(37%)	▼
Proceeds from Disposal of Assets	8	308,000	208,000	<b>92,591</b>	(115,409)	(55%)	▼
Land and Buildings	13	(1,712,952)	(1,489,824)	<b>(2,867,365)</b>	1,377,541	92%	▲
Infrastructure Assets - Roads	13	(3,095,291)	(2,060,728)	<b>(1,769,298)</b>	(291,430)	(14%)	▼
Infrastructure Assets - Other	13	(2,107,951)	(1,844,134)	<b>(3,434,242)</b>	1,590,108	86%	▲
Plant and Equipment	13	(1,145,740)	(127,940)	<b>(385,738)</b>	257,798	201%	▲
Furniture and Equipment	13	(47,500)	(39,664)	<b>(28,207)</b>	(11,457)	(29%)	
<b>Amount attributable to investing activities</b>		<b>(4,502,312)</b>	<b>(2,508,250)</b>	<b>(6,591,970)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		1,000,000	1,000,000	<b>1,000,000</b>	0	0%	
Transfer from Reserves	7	546,205	641,841	<b>0</b>	641,841	(100%)	
Repayment of Debentures	10	(92,428)	0	<b>(2,167)</b>	2,167		
Transfer to Reserves	7	(562,327)	(110,223)	<b>(21,731)</b>	(88,492)	(80%)	▲
<b>Amount attributable to financing activities</b>		<b>891,450</b>	<b>1,531,618</b>	<b>976,101</b>			
<b>Closing Funding Surplus(Deficit)</b>	3	<b>2,051,687</b>	<b>5,718,170</b>	<b>3,606,371</b>			

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.  
Refer to Note 2 for an explanation of the reasons for the variance.

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

**SHIRE OF YILGARN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 28 February 2021**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	3	4,186,290	4,186,290	<b>5,672,180</b>	1,485,890	35%	
<b>Revenue from operating activities</b>							
Rates	9	4,051,369	4,051,369	<b>4,037,998</b>	(13,371)	(0%)	
Operating Grants, Subsidies and Contributions	11	2,254,947	1,757,813	<b>1,714,037</b>	(43,776)	(2%)	
Fees and Charges		1,807,208	1,359,788	<b>1,162,830</b>	(196,958)	(14%)	▼
Service Charges		0	0	<b>0</b>	0		
Interest Earnings		178,160	118,760	<b>59,807</b>	(58,953)	(50%)	▼
Reimbursements		89,700	59,784	<b>126,371</b>	66,587	111%	▲
Other Revenue		104,000	70,648	<b>156,076</b>	85,428	121%	▲
Profit on Disposal of Assets	8	5,387	3,584	<b>0</b>	(3,584)	(100%)	
		<b>8,490,771</b>	<b>7,421,746</b>	<b>7,257,119</b>			
<b>Expenditure from operating activities</b>							
Employee Costs		(3,042,766)	(2,033,151)	<b>(1,684,260)</b>	(348,891)	(17%)	▼
Materials and Contracts		(2,430,971)	(1,740,020)	<b>(1,069,300)</b>	(670,720)	(39%)	▼
Utility Charges		(952,782)	(635,024)	<b>(486,638)</b>	(148,386)	(23%)	▼
Depreciation on Non-Current Assets		(6,616,250)	(4,410,760)	<b>(2,557,648)</b>	(1,853,112)	(42%)	▼
Interest Expenses		(16,902)	(8,451)	<b>(765)</b>	(7,686)	(91%)	
Insurance Expenses		(319,986)	(319,977)	<b>(312,634)</b>	(7,343)	(2%)	
Other Expenditure		(245,718)	(173,027)	<b>(153,015)</b>	(20,012)	(12%)	
Loss on Disposal of Assets	8	(119,976)	(79,976)	<b>(52,444)</b>	(27,532)	(34%)	
		<b>(13,745,351)</b>	<b>(9,400,386)</b>	<b>(6,316,705)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		6,616,250	4,410,760	<b>2,557,648</b>	(1,853,112)	(42%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	114,589	76,392	<b>52,444</b>	(23,948)	(31%)	
<b>Amount attributable to operating activities</b>		<b>1,476,259</b>	<b>2,508,512</b>	<b>3,550,507</b>			
<b>Investing activities</b>							
Grants, Subsidies and Contributions	11	3,299,122	2,846,040	<b>1,800,289</b>	(1,045,751)	(37%)	▼
Proceeds from Disposal of Assets	8	308,000	208,000	<b>92,591</b>	(115,409)	(55%)	▼
Land and Buildings	13	(1,712,952)	(1,489,824)	<b>(2,867,365)</b>	1,377,541	92%	▲
Infrastructure Assets - Roads	13	(3,095,291)	(2,060,728)	<b>(1,769,298)</b>	(291,430)	(14%)	▼
Infrastructure Assets - Other	13	(2,107,951)	(1,844,134)	<b>(3,434,242)</b>	1,590,108	86%	▲
Plant and Equipment	13	(1,145,740)	(127,940)	<b>(385,738)</b>	257,798	201%	▲
Furniture and Equipment	13	(47,500)	(39,664)	<b>(28,207)</b>	(11,457)	(29%)	
<b>Amount attributable to investing activities</b>		<b>(4,502,312)</b>	<b>(2,508,250)</b>	<b>(6,591,970)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		1,000,000	1,000,000	<b>1,000,000</b>	0	0%	
Transfer from Reserves	7	546,205	641,841	<b>0</b>	(641,841)	(100%)	▼
Repayment of Debentures	10	(92,428)	0	<b>(2,167)</b>	(2,167)		
Transfer to Reserves	7	(562,327)	(110,223)	<b>(21,731)</b>	88,492	80%	▲
<b>Amount attributable to financing activities</b>		<b>891,450</b>	<b>1,531,618</b>	<b>976,101</b>			
<b>Closing Funding Surplus (Deficit)</b>	3	<b>2,051,687</b>	<b>5,718,170</b>	<b>3,606,819</b>			

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.  
Refer to Note 2 for an explanation of the reasons for the variance.

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

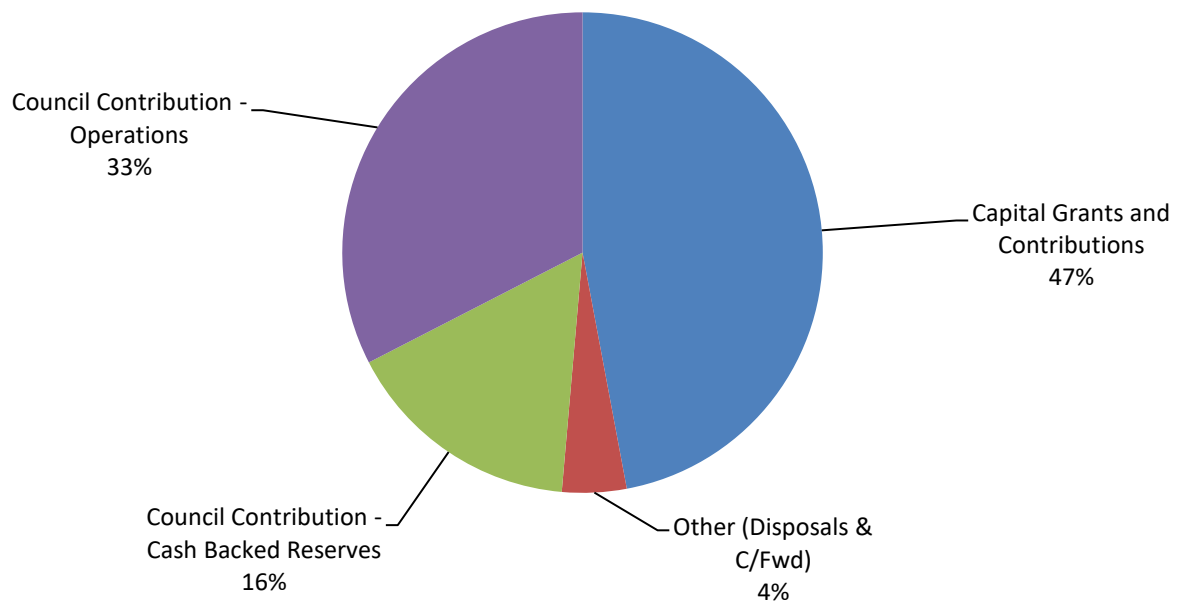


**SHIRE OF YILGARN**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
For the Period Ended 28 February 2021

**Capital Acquisitions**

	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Amended YTD Budget (d)	Amended Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	2,781,194	86,171	1,489,824	1,712,952	<b>2,867,365</b>	(1,377,541)
Infrastructure Assets - Roads	13	1,769,298	0	2,060,728	3,095,291	<b>1,769,298</b>	291,430
Infrastructure Assets - Footpaths	13	7,971	7,971	32,888	196,264	<b>15,942</b>	16,946
Infrastructure Assets - Refuse	13	12,167	0	16,328	24,500	<b>12,167</b>	4,161
Infrastructure Assets - Sewerage	13	18,233	0	18,664	28,000	<b>18,233</b>	431
Infrastructure Assets - Drainage	13	0	12,086	9,424	14,172	<b>12,086</b>	(2,662)
Infrastructure Assets - Parks & Ovals	13	34,606	0	112,656	117,509	<b>34,606</b>	78,050
Infrastructure Assets - Other	13	3,341,208	0	1,654,174	1,727,506	<b>3,341,208</b>	(1,687,034)
Plant and Equipment	13	385,738	0	127,940	1,145,740	<b>385,738</b>	(257,798)
Furniture and Equipment	13	28,207	0	39,664	47,500	<b>28,207</b>	11,457
<b>Capital Expenditure Totals</b>		<b>8,378,622</b>	<b>106,228</b>	<b>5,562,290</b>	<b>8,109,434</b>	<b>8,484,850</b>	<b>(2,922,560)</b>
<b>Capital acquisitions funded by:</b>							
Capital Grants and Contributions				<b>2,843,574</b>	<b>3,344,992</b>	<b>1,887,846</b>	
Other (Disposals & C/Fwd)				<b>208,000</b>	<b>308,000</b>	<b>92,591</b>	
Council Contribution - Cash Backed Reserves				<b>1,141,841</b>	<b>1,141,841</b>	<b>0</b>	
Council Contribution - Operations				<b>368,875</b>	<b>2,314,601</b>	<b>6,504,413</b>	
<b>Capital Funding Total</b>				<b>5,562,290</b>	<b>8,109,434</b>	<b>8,484,850</b>	

### Budgeted Capital Acquisitions Funding



**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 1: Significant Accounting Policies**

**(a) Basis of Accounting**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also 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**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**(b) The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

**(c) Rounding Off Figures**

All figures shown in this statement are rounded to the nearest dollar.

**(d) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**(e) Goods and Services Tax**

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.

**(f) 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 that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

**(g) Trade and Other Receivables**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**(h) Inventories**

**General**

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**Land Held for Resale**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 1: Significant Accounting Policies**

**(i) Fixed Assets**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 10 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
bituminous seals	30 years
asphalt surfaces	25 years
Gravel Roads	
formation	not depreciated
pavement	50 years
gravel sheet	15 years
Formed roads	
formation	not depreciated
pavement	50 years
Footpaths - slab	12 years
Sewerage piping	50 years
Water supply piping & drainage systems	50 years
Airfields and runways	30 years
Refuse disposal sites	not depreciated

**(k) Trade and Other Payables**

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

**(l) Employee Benefits**

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

*(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)*

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

*(ii) Annual Leave and Long Service Leave (Long-term Benefits)*

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

**(m) Interest-bearing Loans and Borrowings**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 1: Significant 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.

**(n) Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

**(o) Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

**(p) Nature or Type Classifications**

**Rates**

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

**Operating Grants, Subsidies and Contributions**

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

**Non-Operating Grants, Subsidies and Contributions**

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**Profit on Asset Disposal**

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

**Fees and Charges**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for

**Service Charges**

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Interest Earnings**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Other Revenue / Income**

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

**Employee Costs**

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

**Materials and Contracts**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses,

**Utilities (Gas, Electricity, Water, etc.)**

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

**Insurance**

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

**Other expenditure**

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**(r) Program Classifications (Function/Activity)**

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 1: Significant Accounting Policies**

**GOVERNANCE**

**Objective:**

To provide a decision making process for the efficient allocation of scarce resources.

**Activities:**

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs

**GENERAL PURPOSE FUNDING**

**Objective:**

To collect revenue to allow for the provision of services.

**Activities:**

Rates, general purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY**

**Objective:**

To provide services to help ensure a safer and environmentally conscious community.

**Activities:**

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

**HEALTH**

**Objective:**

To provide an operational framework for environmental and community health.

**Activities:**

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.

**EDUCATION AND WELFARE**

**Objective:**

To provide services to disadvantaged persons, the elderly, children and youth.

**Activities:**

Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.

**HOUSING**

**Objective:**

To provide and maintain elderly residents housing.

**Activities:**

Provision and maintenance of elderly residents housing.

**COMMUNITY AMENITIES**

**Objective:**

To provide services required by the community.

**Activities:**

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.

**RECREATION AND CULTURE**

**Objective:**

To establish and effectively manage infrastructure and resource which will help the social well being of the community.

**Activities:**

Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.

**TRANSPORT**

**Objective:**

To provide safe, effective and efficient transport services to the community.

**Activities:**

Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 1: Significant Accounting Policies**

**ECONOMIC SERVICES**

**Objective:**

To help promote the shire and its economic wellbeing.

**Activities:**

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control.

**OTHER PROPERTY AND SERVICES**

**Objective:**

To monitor and control Shire overheads operating accounts.

**Activities:**

Private works operation, plant repair and operation costs and engineering operation costs.

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 2: Explanation of Material Variances**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2020/21 Year is \$30,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Recreation and Culture	57,627	105%	▲	Permanent	\$42,235 Court resurfacing contribution and New turf donations to Moorine Rock Tennis Club
Economic Services	(224,121)	(24%)	▼	Permanent	Lower than expected Standpipe Water Sales
Other Property and Services	80,743	87%	▲	Permanent	\$47,291 LGIS Insurance Surplus Distribution Offset
<b>Operating Expense</b>					
Governance	(71,231)	(22%)	▼	Timing	Schedule wide expenditure unders
General Purpose Funding	(46,640)	(24%)	▼	Timing	Schedule wide expenditure unders
Law, Order and Public Safety	(124,480)	(37%)	▼	Permanent	Lower than expected Depreciation due to review of Asset Useful Lives
Health	(50,118)	(26%)	▼	Timing	Expenditure delayed
Education and Welfare	(145,417)	(40%)	▼	Permanent	Lower than expected Depreciation due to review of Asset Useful Lives
Housing	(148,762)	(57%)	▼	Permanent	Lower than expected Depreciation due to review of Asset Useful Lives
Community Amenties	(242,899)	(31%)	▼	Permanent	Lower than expected Depreciation due to review of Asset Useful Lives
Recreation and Culture	(302,173)	(24%)	▼	Permanent	Lower than expected Depreciation due to review of Asset Useful Lives
Transport	(1,420,078)	(33%)	▼	Permanent	Lower than expected Depreciation due to review of Asset Useful Lives
Economic Services	(372,183)	(33%)	▼	Permanent	Lower than expected Depreciation due to review of Asset Useful Lives
Other Property and Services	(159,246)	(70%)	▼	Permanent	Lower than expected Depreciation due to review of Asset Useful Lives
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(1,045,751)	(37%)	▼	Timing	Sealing works just completed, payments to be made in March 2021
Proceeds from Disposal of Assets	(115,409)	(55%)	▼	Timing	Plant replacement program currently underway
<b>Capital Expenses</b>					
Land and Buildings	1,377,541	92%	▲	Timing	Swimming Pool construction completed.
Infrastructure - Other	1,590,108	86%	▲	Timing	Swimming Pool construction completed.
Plant and Equipment	257,798	201%	▲	Timing	Budgeted less than actual spend on purchasing the plant
<b>Financing</b>					
Loan Principal	0			Timing	A loan for the Swimming Pool was approved in September 2020

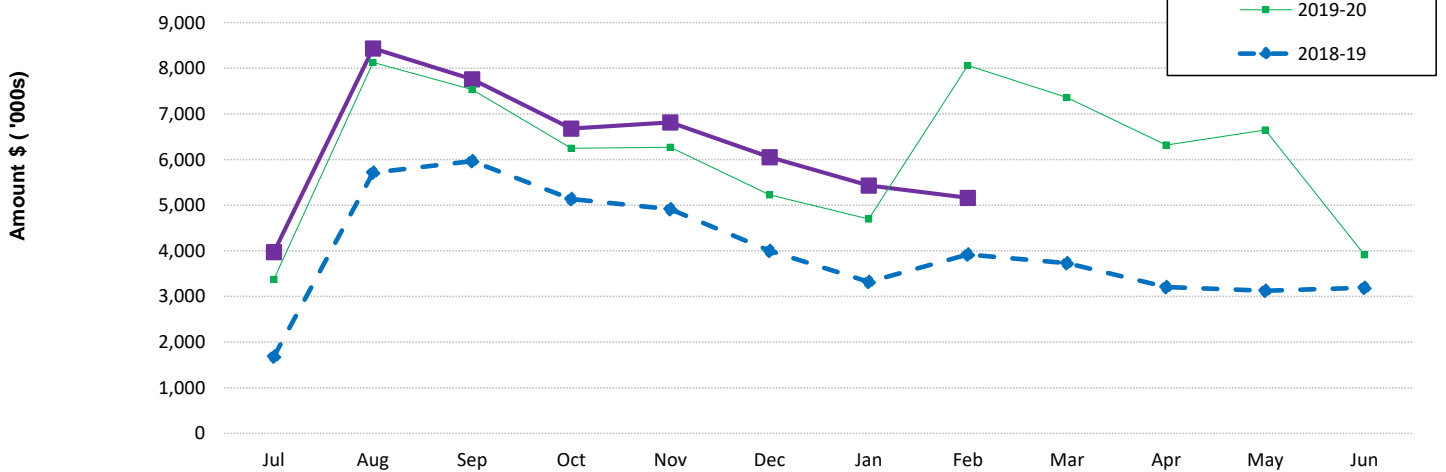
**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 3: Net Current Funding Position**

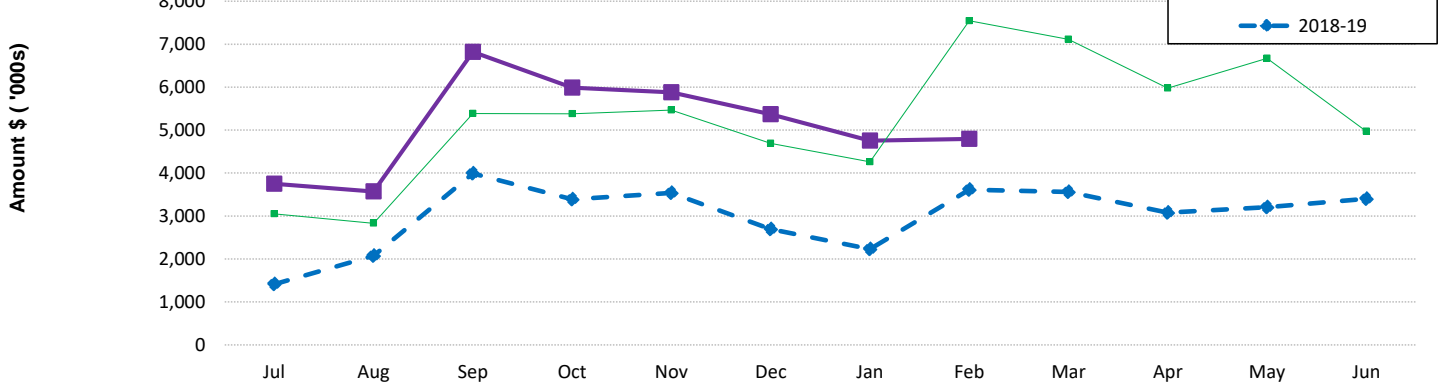
Positive=Surplus (Negative=Deficit)

	Note	Last Years Closing 30 Jun 2020	This Time Last Year 28 Feb 2020	Current 28 Feb 2021
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	4,974,915	3,400,902	4,792,435
Cash Restricted	4	4,536,844	6,581,762	4,558,576
Receivables - Rates	6	589,115	489,049	866,659
Receivables - Other	6	90,219	62,213	71,249
Interest/ATO Receivable/Trust		213,737	53,653	37,007
Loans Receivable-Clubs/Institutions		0	6,000	0
Inventories		27,554	29,909	35,355
		10,432,385	10,623,487	10,361,282
<b>Less: Current Liabilities</b>				
Payables		(1,434,941)	(312,267)	(159,237)
Provisions		(562,476)	(246,963)	(266,883)
		(1,997,417)	(559,230)	(426,120)
Less: Cash Reserves	7	(4,536,844)	(6,581,762)	(4,558,576)
Add back Leave Reserve		294,167	290,294	295,593
<b>Net Current Funding Position</b>		<b>4,186,290</b>	<b>3,772,790</b>	<b>5,672,180</b>

**Note 3 - Liquidity Over the Year**



**Note 3 - Unrestricted Cash Over the Year**





**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 4: Cash and Investments**

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>(a) Cash Deposits</b>							
Muni Funds - Bank Working Acc	59,951			59,951	Westpac	0.00%	At Call
Muni Funds - Bank Investment Acc	1,036,612			1,036,612	Westpac	0.01%	At Call
Trust Fund Bank			256,173	256,173	Westpac	0.00%	At Call
Cash On Hand	1,350			1,350			
<b>(b) Term Deposits</b>							
Muni Funds - Notice Saver (31 Days)	3,694,522			3,694,522	Westpac	0.25%	31 Days from Call
Reserve Funds - Notice Saver (90 Days)		4,558,576		4,558,576	Westpac	0.35%	90 Days from Call
<b>Total</b>	<b>4,792,435</b>	<b>4,558,576</b>	<b>256,173</b>	<b>9,607,184</b>			

**Comments/Notes - Investments**

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 5: Budget Amendments**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	
Budget Adoption				\$	\$	\$	\$	
					848,816		848,816	
Budget Amendments Resulting From Review								
E04119	Support To Community Groups	121/2020	Operating Expenses		40,000		40,000	Support for Moorine Rock Tennis Club by taking on Full Payment of Project with Associated Reimbursements
SPRT11	Moorine Rock Tennis Club - Land & Buildings Capital	121/2020	Capital Expenses			82,280	(82,280)	
R11311	Contributions, Reimbursements & Donations	121/2020	Capital Revenue		42,280		42,280	
03. General Purpose Funding								
R03124	Reimburse Legal Fees		Operating Revenue		7,000		7,000	Increased collection of outstanding legal fees
R03302	Interest Earned - Reserve Funds		Operating Revenue			70,000	(70,000)	Lower than expected interest rates received
R03303	Interest Earned - Municipal Funds		Operating Revenue			15,000	(15,000)	
05. Law, Order & Public Safety								
E05204	Depreciation - Fire Prevention - Council		Operating Expenses	(150,000)			0	Adjustment for Revised Depreciation Rates
E05411	Crime Prevention Strategies		Operating Expenses			4,500	(4,500)	Additional Security Camera's
07. Health								
E07404	Depreciation - Medical Services		Operating Expenses	(7,000)			0	Adjustment for Revised Depreciation Rates
E07411	Medical Centre Operations		Operating Expenses			7,500	(7,500)	Increased Costs
08. Education & Welfare								
R08104	Crosswords Advertising Sales		Operating Revenue			5,000	(5,000)	Lower than expected Advertising Sales
E08112	Office Expenses, Stationery And Printing		Operating Expenses			3,000	(3,000)	Copier Maintenance Imprint Cost have Increased
E08204	Depreciation - Care Of Families And Children		Operating Expenses	(17,000)			0	Adjustment for Revised Depreciation Rates
E08301	Senior Citizen Centre Salaries		Operating Expenses		10,000		10,000	Allocation for MCS Position Removed
E08302	Senior Citizen Centre Superannuation		Operating Expenses		6,000		6,000	
E08312	Senior Citizens Centre Maintenance		Operating Expenses		12,000		12,000	Carryover of Window Treatments
E08404	Depreciation - Aged Care - Accommodation		Operating Expenses	(28,000)			0	Adjustment for Revised Depreciation Rates
J08403	Homes for the Aged - Units 5 & 6 - Capital Works		Capital Expenses		46,000		46,000	Double up with Expenditure at J08404 - Units 7 & 8
J08404	Homes for the Aged - Units 7 & 8 - Capital Works		Capital Expenses			6,000	(6,000)	Additional Expenditure Required
09. Housing								
E09104	Depreciation - Housing - Administration		Operating Expenses	(8,000)			0	Adjustment for Revised Depreciation Rates

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 5: Budget Amendments**

**Amendments to original budget since budget adoption. Surplus/(Deficit)**

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	
E09112	37 Taurus St Maintenance		Operating Expenses		5,000		5,000	Lower than Expected Maintenance Costs
E09120	91C Antares Street - Maintenance		Operating Expenses		13,000		13,000	Lower than Expected Maintenance Costs
E09204	Depreciation - Housing - Works		Operating Expenses	(17,000)			0	Adjustment for Revised Depreciation Rates
E09404	Depreciation - Housing - Health And Building		Operating Expenses	(9,000)			0	Adjustment for Revised Depreciation Rates
E09412	120 Antares St - Maintenance		Operating Expenses		5,000		5,000	Lower than Expected Maintenance Costs
R09508	Rent - 2/50 Antares Street		Operating Expenses			13,000	(13,000)	Unit isnt Expected to be Rented
E09504	Depreciation - Commercial Hse		Operating Expenses	(14,000)			0	Adjustment for Revised Depreciation Rates
J09500	103 Altair Street - Land & Buildings Capital		Capital Expenses		7,000		7,000	Cost of Improvements less than Expected
E09604	Depreciation - Housing - Medical Services		Operating Expenses	(12,000)			0	Adjustment for Revised Depreciation Rates
E09712	Professional Housing Libra Place - Maintenance		Operating Revenue		12,000		12,000	Maintenance Costs to be Less Than Expected
<b>10. Community Amenities</b>								
E10104	Depreciation - Sanitation - Household		Operating Expenses	(5,000)			0	Adjustment for Revised Depreciation Rates
J10101	SX Refuse Transfer Site Operations		Operating Expenses		11,500		11,500	Rehab Costing less than Expected
J10105	Moorine Rock Refuse Site Operations		Operating Expenses		5,000		5,000	Operational Costs less than Expected
J10106	Bodallin Refuse Site Operations		Operating Expenses			3,000	(3,000)	Operational Costs more than Expected
R10211	Commercial Collection (Additional)		Operating Revenue		6,000		6,000	Additional Revenue
E10220	Waste Projects (Incls Bulk Recycling Bins & Collections)		Operating Expenses			30,000	(30,000)	Drummaster Pad & Fence at Southern Cross Tip
E10304	Depreciation - Sewerage - Southern Cross		Operating Expenses	(2,000)			0	Adjustment for Revised Depreciation Rates
J10301	Southern Cross Sewerage Maintenance		Operating Expenses			35,000	(35,000)	Significant Maintenance Required at Ponds
R10502	Septic Waste Disposal Fees		Operating Revenue		41,000		41,000	Significant SPQ and Other Related Projects
E10610	Town Planning Scheme - Other		Operating Expenses		5,000		5,000	Costs Associated with Subdivision of 50 Antares St
J10705	Moorine Rock Toilet - Maintenance		Operating Expenses			3,500	(3,500)	Higher than Anticipated Costs
J10714	SX CBD Toilet - Operations		Operating Expenses			3,000	(3,000)	Higher than Anticipated Costs
J10710	Cemetery / Crematorium Operations		Operating Expenses		5,000		5,000	Higher than Anticipated Costs
E10804	Depreciation - Community Vehicles		Operating Expenses	8,000			0	Community Bus Depn was going to Plant Depn
E10904	Depreciation - Urban Stormwater Drainage		Operating Expenses	(70,000)			0	Adjustment for Revised Depreciation Rates
J10604	Xmas decorations. lights and banners		Operating Expenses		24,000		24,000	Carryover Christmas Streeting Upgrades
<b>11. Recreation &amp; Culture</b>								
E11104	Depreciation - Public Halls And Civic Centres		Operating Expenses	(95,000)			0	Adjustment for Revised Depreciation Rates
J11102	SX Community Centre Operations		Operating Expenses		6,000		6,000	General Increase in Operational Expenditure
E11118	Bodallin Hall - Maintenance		Operating Expenses			10,000	(10,000)	Upgrade Septic Leach Drains
E11122	Mt Hampton Hall - Maintenance		Operating Expenses			20,000	(20,000)	Tennis Court Shed and Associated Expenditure
E11204	Depreciation - Swimming Areas And Beaches		Operating Expenses	23,000			0	Increased Depreciation due to New Facility
J11201	Swimming Pool maintenance		Operating Expenses			20,000	(20,000)	Minor Maintenance after Facility Completion
E11213	Swimming Pool Electricity		Operating Expenses			6,500	(6,500)	Higher than Expected Running Costs

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 5: Budget Amendments**

**Amendments to original budget since budget adoption. Surplus/(Deficit)**

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	
E11218	Loan Interest - Loan 98		Operating Expenses		11,000		11,000	Loan interest lower than expected & only 1 payment
R11202	Swimming Pool Grants & Contributions		Capital Revenue		53,300		53,300	Contribution from local Mining Company for Pool
E11220	Loan Principal - Loan 98		Capital Expenses		42,921		42,921	Only One Repayment to be made in First Year
E11252	Swimming Pool - Plant & Equipment Capital		Capital Expenses			30,000	(30,000)	Increased Allocation for Pool Covers and Cricket Nets
E11304	Depreciation - Other Recreation And Sport		Operating Expenses	(85,000)			0	Adjustment for Revised Depreciation Rates
J11316	Marvel Loch Townsite Maintenance		Operating Revenue		5,000		5,000	Expected Expenditure Lower than Anticipated
J11320	Southern Cross Golf Club		Operating Expenses			3,000	(3,000)	Expected Expenditure Greater than Anticipated
SPRT10	SX Sporting Complex - Land & Buildings Capital		Capital Expenses		25,000		25,000	Some Projects Will Be Carried Forward
E11504	Depreciation - Heritage		Operating Expenses	(25,000)			0	Adjustment for Revised Depreciation Rates
J11501	Museum Building Maintenance		Operating Expenses			4,000	(4,000)	Higher Than Expected Maintenance
J11502	Yilgarn History Museum - Land & Buildings Capital		Capital Expenses		4,000		4,000	Lower than Anticipated Fencing Costs
<u>12. Transport</u>								
E12204	Infrastructure Depreciation		Operating Expenses	(1,200,000)			0	Adjustment for Revised Depreciation Rates
J12201	Infrastructure Unclassified - Street Signs, Gravel Pushups, Re-Habs		Operating Expenses			10,000	(10,000)	Lower Than Expected Expenditure
<u>13. Economic Services</u>								
E13204	Depreciation - Tourism And Area Promotion		Operating Expenses	(80,000)			0	Adjustment for Revised Depreciation Rates
J13202	Caravan Park Maintenance - Units / Ablution Blocks		Operating Expenses		20,000		20,000	Lower Than Expected Expenditure
E13218	Caravan Park Other Expenses		Operating Expenses		10,000		10,000	Transfer for Use of Tourism Committee
E13221	Sx Entry Statements		Operating Expenses			10,000	(10,000)	Transfer from Caravan Park - Other Expenditure
J13203	Caravan Park Improvements - Land & Buildings Capital		Capital Expenses			25,000	(25,000)	Increase Cost of Buildings
R13402	Charges - Sale Of Water		Operating Revenue			80,000	(80,000)	Lower Than Expected Standpipe Usage
R13407	Standpipe Controller Charges - Prepaid		Operating Revenue			100,000	(100,000)	
E13409	Standpipe Water Costs		Operating Expenses		170,000		170,000	
<u>14. Other Property &amp; Services</u>								
E14204	Depreciation - Public Works Overheads		Operating Expenses	(32,000)			0	Adjustment for Revised Depreciation Rates
E14212	Training		Operating Expenses		10,000		10,000	Lower Than Expected Training Costs
E14645	Consultants		Operating Expenses				0	
J14601	Administration Centre - Land & Buildings Capital		Capital Expenses		17,000		17,000	Works to be Carried Forward
R14712	Transfer From Reserve Building		Capital Revenue			400,000	(400,000)	Transfer not Required
R14720	Transfer From Sport & Rec Reserve		Capital Revenue			46,205	(46,205)	
R14730	Transfer From Youth Development Reserve		Capital Revenue			100,000	(100,000)	
E14712	Transfer To Building Reserve		Capital Expenses			250,000	(250,000)	Staff & Potential Future Chemist Housing
E14713	Transfer To Airport Reserve		Capital Expenses			50,000	(50,000)	Replace Runway Lights

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 5: Budget Amendments**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	
E14715	Transfer To Sewerage Upgrade Reserve		Capital Expenses			100,000	(100,000)	Increase Evap Pond Capacity at ML & SX Systems
E14720	Transfer To Sport And Rec Reserve		Capital Expenses			200,000	(200,000)	Rebuild Reserve for Future Projects
E14732	Transfer To Tourism Reserve		Capital Expenses			50,000	(50,000)	Fund Outcomes from Tourism Strategy
				(1,825,000)	1,525,817	1,795,485	(269,668)	

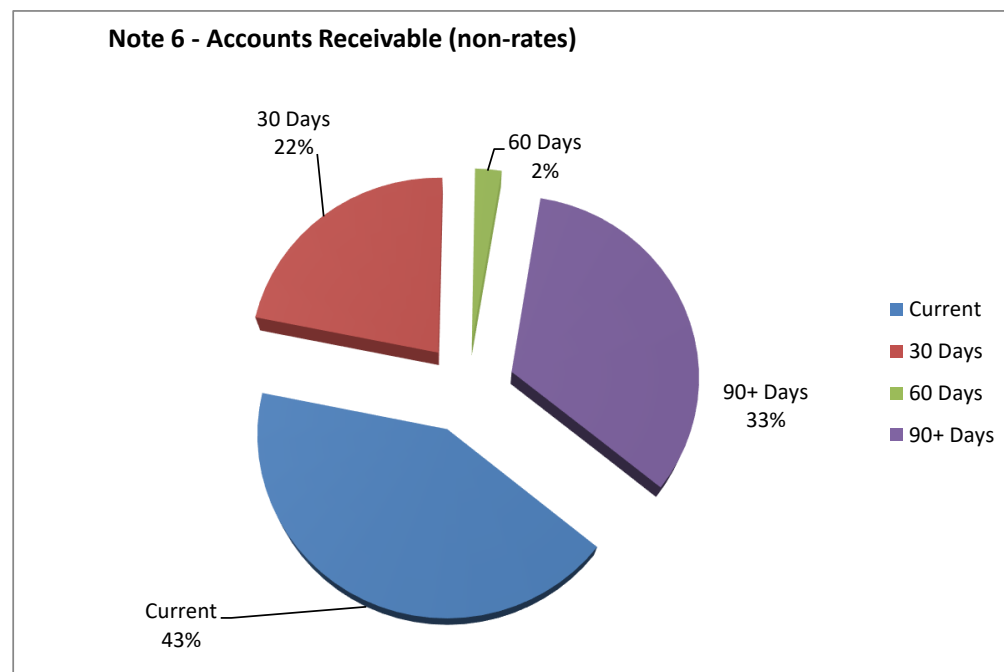
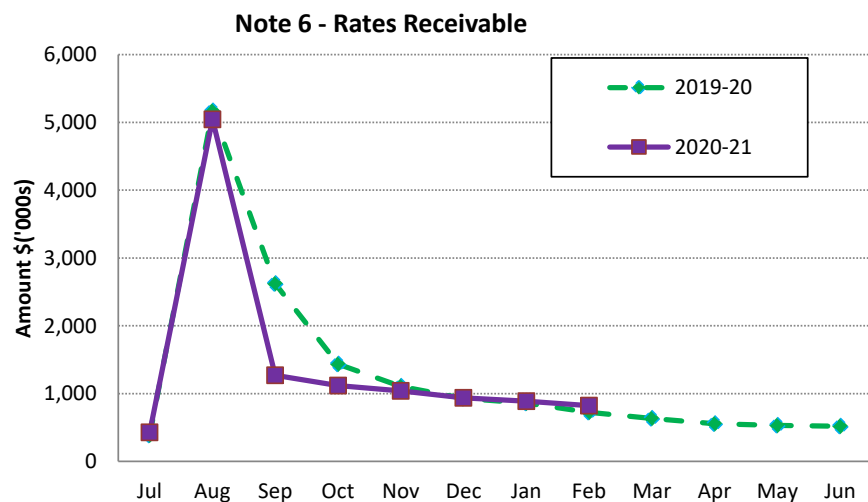
**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 6: Receivables**

Receivables - Rates Receivable	28 Feb 2021	30 June 2020
	\$	\$
Opening Arrears Previous Years	596,721	489,049
Levied this year	4,037,998	3,842,364
<u>Less</u> Collections to date	(3,731,638)	(3,734,693)
Equals Current Outstanding	<b>903,081</b>	<b>596,721</b>
<b>Net Rates Collectable</b>	<b>903,081</b>	<b>596,721</b>
% Collected	80.51%	86.22%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	30,169	15,756	1,661	23,663	71,249
<b>Balance per Trial Balance</b>					
Sundry Debtors					71,249
Receivables - Other					0
<b>Total Receivables General Outstanding</b>					<b>71,249</b>

Amounts shown above include GST (where applicable)



**Comments/Notes - Receivables General**

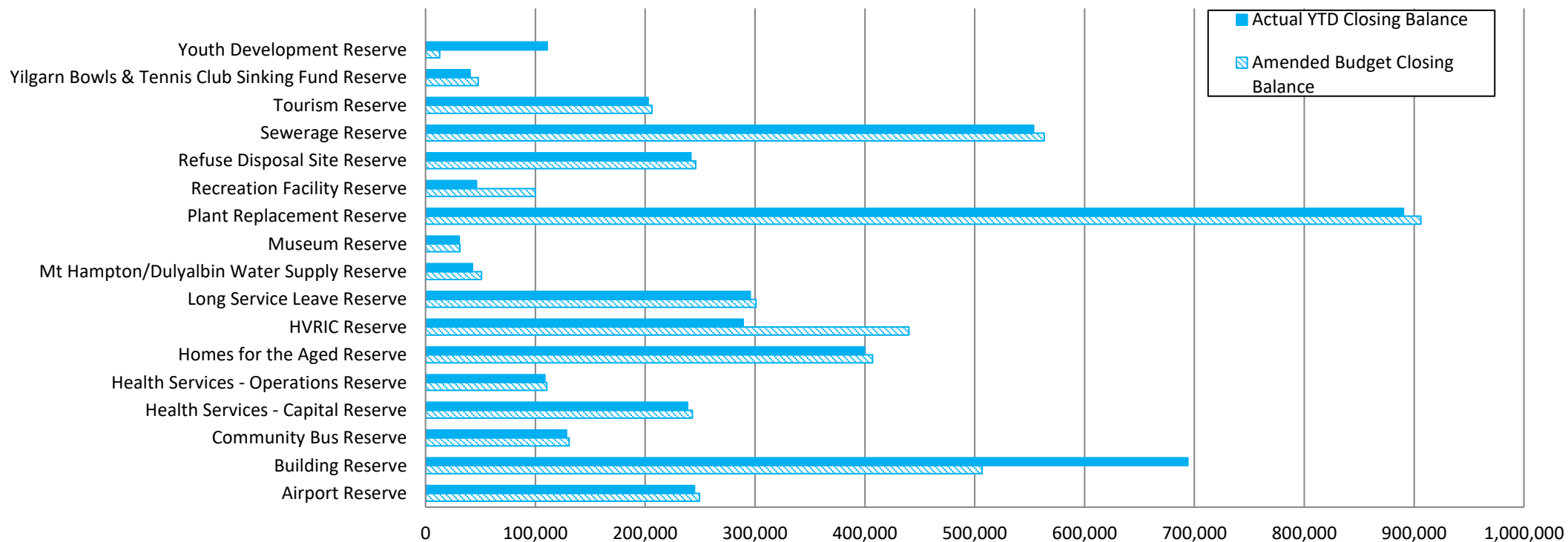
**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 7: Cash Backed Reserve**

Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Airport Reserve	243,777	5,569	1,181	0	0	0	0	249,346	244,959
Building Reserve	690,794	15,780	3,349	200,000	0	(400,000)	0	506,574	694,143
Community Bus Reserve	127,798	2,919	620	0	0	0	0	130,717	128,418
Health Services - Capital Reserve	237,541	5,426	1,152	0	0	0	0	242,967	238,693
Health Services - Operations Reserve	107,921	2,465	726	0	0	0	0	110,386	108,648
Homes for the Aged Reserve	397,909	9,089	1,726	0	0	0	0	406,998	399,635
HVRIC Reserve	287,984	0	1,135	152,104	0	0	0	440,088	289,118
Long Service Leave Reserve	294,167	6,720	1,426	0	0	0	0	300,887	295,594
Mt Hampton/Dulyalbin Water Supply Reserve	42,483	8,470	205	0	0	0	0	50,953	42,688
Museum Reserve	30,554	755	148	0	0	0	0	31,309	30,702
Plant Replacement Reserve	885,969	20,238	4,295	0	0	0	0	906,207	890,264
Recreation Facility Reserve	46,205	0	224	100,000	0	(46,205)	0	100,000	46,429
Refuse Disposal Site Reserve	240,510	5,494	1,165	0	0	0	0	246,004	241,676
Sewerage Reserve	550,806	12,582	2,670	0	0	0	0	563,388	553,477
Tourism Reserve	201,669	4,607	977	0	0	0	0	206,276	202,646
Yilgarn Bowls & Tennis Club Sinking Fund Reserve	40,332	7,587	196	0	0	0	0	47,919	40,528
Youth Development Reserve	110,425	2,522	535	0	0	(100,000)	0	12,947	110,959
			0						
	<b>4,536,844</b>	<b>110,223</b>	<b>21,731</b>	<b>452,104</b>	<b>0</b>	<b>(546,205)</b>	<b>0</b>	<b>4,552,966</b>	<b>4,558,576</b>

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 7 - Year To Date Reserve Balance to End of Year Estimate**





**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 8: Disposal of Assets**

Asset Number	Asset Description	YTD Actual				Amended Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and Equipment</b>								
1865	TRAILER - SIDE TIPPER - YL7059	0	0			54,040	35,000		(19,040)
1866	TRAILER - SIDE TIPPER - YL7016	0	0			54,040	35,000		(19,040)
1875	TRACTOR - JOHN DEERE - YL5410	0	0			19,613	25,000	5,387	
1998	TRUCK- 2015 MITSUBISHI FUSO CANTER 4X2 -YL4949	52,444	25,455		(26,989)	41,235	25,000		(16,235)
1999	TRUCK- 2015 MITSUBISHI FUSO CANTER 815 -YL046	41,942	26,364		(15,579)	37,405	25,000		(12,405)
2000	UTE - 2015 ISUZU NPS 65 -155 - YL311	56,573	40,773		(15,800)	45,290	25,000		(20,290)
2017	2017 - TOYOTA LANDCRUISER SINGLE CAB LC70 WORMATE -YL645	0	0			41,649	38,000		(3,649)
2036	2019 HOLDEN COLORADO LTZ -CREW CAB 4WD UTILITY -YL252	0	0			34,622	30,000		(4,622)
2038	2019 TOYOTA PRADO DSL WGN A/T VX -YL1	0	0			51,598	40,000		(11,598)
2047	2019 TOYOTA KLUGER AWD V6 WAGON A/T GXL - SILVER(YL50)	0	0			43,097	30,000		(13,097)
		<b>150,959</b>	<b>92,591</b>	<b>0</b>	<b>(58,368)</b>	<b>422,589</b>	<b>308,000</b>	<b>5,387</b>	<b>(119,976)</b>

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 28 February 2021

**Note 9: Rating Information**

	Rate in	Number of Properties	Rateable Value	YTD Actual			Total Revenue	Amended Budget			Total Revenue
				Rate Revenue	Interim Rates	Back Rates		Rate Revenue	Interim Rate	Back Rate	
<b>RATE TYPE</b>	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
Non - Rateable	0.0000	123	337,864	0	0	0	0	0	0	0	0
GRV - Residential/Industrial	11.2332	507	3,405,586	389,710	0	0	389,710	382,556	0	0	382,556
GRV - Commercial	7.9074	41	981,205	77,588	0	0	77,588	77,588	0	0	77,588
GRV - Minesite	15.8148	3	529,565	83,750	0	0	83,750	83,750	0	0	83,750
GRV - Single Persons Quarters	15.8148	12	774,619	122,504	6,179	0	128,683	122,505	0	0	122,505
UV - Rural	1.7575	402	103,926,617	1,826,511	149	0	1,826,660	1,830,465	0	0	1,830,465
UV - Mining Tenement	17.3923	554	8,542,413	1,490,102	2,737	0	1,492,839	1,490,102	0	0	1,490,102
<b>Sub-Totals</b>		<b>1,642</b>	<b>118,497,869</b>	<b>3,990,165</b>	<b>9,065</b>	<b>0</b>	<b>3,999,230</b>	<b>3,986,966</b>	<b>0</b>	<b>0</b>	<b>3,986,966</b>
<b>Minimum Payment</b>	<b>Minimum \$</b>										
GRV - Residential/Industrial	500.00	117	153,808	58,500	(1,000)	0	57,500	58,500	0	0	58,500
GRV - Commercial	400.00	7	20,061	2,800	0	0	2,800	2,800	0	0	2,800
GRV - Minesite	400.00	3	2,408	1,200	0	0	1,200	1,200	0	0	1,200
GRV - Single Persons Quarters	400.00	3	1,075	1,200	0	0	1,200	1,200	0	0	1,200
UV - Rural	400.00	41	289,145	16,400	(400)	0	16,000	16,000	0	0	16,000
UV - Mining Tenement	400.00	224	275,026	91,600	(1,200)	0	90,400	91,600	0	0	91,600
<b>Sub-Totals</b>		<b>395</b>	<b>741,523</b>	<b>171,700</b>	<b>(2,600)</b>	<b>0</b>	<b>169,100</b>	<b>171,300</b>	<b>0</b>	<b>0</b>	<b>171,300</b>
		<b>2,037</b>	<b>119,239,392</b>	<b>4,161,865</b>	<b>6,465</b>	<b>0</b>	<b>4,168,330</b>	<b>4,158,266</b>	<b>0</b>	<b>0</b>	<b>4,158,266</b>
Concession							(163,580)				(140,000)
<b>Amount from General Rates</b>							<b>4,004,750</b>				<b>4,018,266</b>
Ex-Gratia Rates							33,248				33,104
							<b>4,037,998</b>				<b>4,051,370</b>

**Comments - Rating Information**

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 10: Information on Borrowings**

*(a) Debenture Repayments*

Particulars	Actual		Amended Budget	
	Principal	Interest	Principal	Interest
	\$	\$	\$	\$
<b>Recreation and Culture</b>				
Loan 98 - Yilgarn Aquatic Centre	2,167	-	92,428	16,902
	2,167	0	92,428	16,902

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 11: Grants and Contributions**

	Grant Provider	Type	Opening Balance (a)	Amended Budget Operating	Capital	YTD Budget	Annual Budget (d)	Expected (d)+(e)	YTD Actual Revenue	(Expended) (c)	Unspent Grant (a)+(b)+(c)
				\$	\$	\$			\$	\$	\$
<b>General Purpose Funding</b>											
Grants Commission - General	WALGGC	Operating	0	778,999	0	584,247	778,999	778,999	694,901	(694,901)	0
Grants Commission - Roads	WALGGC	Operating	0	776,331	0	582,246	776,331	776,331	487,837	(487,837)	0
Local Roads & Community Infrastructure	Fed. Dept. Infra	Non-operating	0	0	943,500	943,500	943,500	943,500	471,761	(698,742)	(226,981)
<b>Law, Order and Public Safety</b>											
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Operating - Tied	0	64,199	0	42,792	64,199	64,199	32,100	(32,100)	0
FESA Grant - Capital Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Non-operating	0	0	42,600	42,600	42,600	42,600	42,663	(42,663)	0
<b>Education &amp; Welfare</b>											
DRD Grant - Community Resource Centre Operations	Regional Development	Operating - Tied	0	102,252	0	76,689	102,252	102,252	77,970	(77,970)	0
Centrelink Commissions	Centrelink	Operating	0	5,219	0	3,472	5,219	5,219	5,741	(5,741)	0
Grant Funding- CRC Professional Development & Training		Operating	0	2,500	0	1,664	2,500	2,500	3,000	(3,000)	0
Grant - Seniors Week	Council on the Aged	Operating - Tied	0	0	0	0	0	0	0	0	0
Senior Citizens Centre - Grant Funding	Council on the Aged	Operating - Tied	0	0	0	0	0	0	0	0	0
<b>Community Amenities</b>											
Grants - Various Community Development Programs	Various	Operating	0	1,000	0	664	1,000	1,000	1,000	0	0
<b>Recreation and Culture</b>											
Sport & Recreation Grant - Swimming Pool	Dept. Sport & recreation	Non-operating	0	0	175,000	175,000	175,000	175,000	175,000	(175,000)	0
Contributions, Reimbursements & Donations	Dept. Sport & recreation	Operating	0	42,280	0	42,280	42,280	42,280	0	0	0
<b>Transport</b>											
Main Roads - Direct Grant	Main Roads WA	Non-operating	0	0	352,420	352,420	352,420	352,420	352,420	(352,420)	0
Heavy Vehicle Road Improvement Contributions	Various	Non-operating	0	0	145,000	96,664	145,000	145,000	87,557	0	87,557
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	906,164	453,082	906,164	906,164	134,199	0	134,199
RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	0	780,308	780,308	780,308	780,308	624,246	(1,140,070)	0
Skeleton Weed LAG Program	State Skeleton Weed Committee	Operating - Tied	(46,164)	326,567	0	326,567	326,567	326,567	316,000	(146,867)	122,969
<b>TOTALS</b>			<b>(46,164)</b>	<b>2,099,347</b>	<b>3,344,992</b>	<b>4,504,195</b>	<b>5,444,339</b>	<b>5,444,339</b>	<b>3,506,395</b>	<b>(3,857,311)</b>	<b>117,744</b>
<b>SUMMARY</b>											
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		(46,164)	493,018	0	446,048	493,018	493,018	426,070	(256,937)	122,969
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	3,344,992	2,843,574	3,344,992	3,344,992	1,887,846	(2,408,895)	(5,225)
<b>TOTALS</b>			<b>(46,164)</b>	<b>2,099,347</b>	<b>3,344,992</b>	<b>4,504,195</b>	<b>5,444,339</b>	<b>5,444,339</b>	<b>3,506,395</b>	<b>(3,857,311)</b>	<b>117,744</b>

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**












**Note 12: Trust Fund**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2020	Amount Received	Amount Paid	Closing Balance 28 Feb 2021
	\$	\$	\$	\$
Police Licensing	5,757	843,517	(843,517)	5,757
Builders Levy	6,597	22,743	(3,264)	26,076
Transwa Bookings	2,979	14,749	(14,263)	3,465
Staff Personal Dedns	42,307	60,665	(68,605)	34,367
Housing Tenancy Bonds	11,620	2,980	(6,140)	8,460
Security Key System - Key Bonds	50	1,780	0	1,830
Skeleton Weed	53,887	0	(53,887)	0
Clubs & Groups	789	3,860	(4,430)	219
Third Party Contributions	6,338	250	(250)	6,338
Rates Overpaid	17,655	15,964	(18,108)	15,511
Retention Monies	0	304,710	(151,676)	153,034
	<b>316,407</b>	<b>1,283,011</b>	<b>(1,343,246)</b>	<b>256,172</b>





**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 13: Capital Acquisitions**

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
 Level of completion indicator, please see table at the end of this note for further detail.								
<b>Land &amp; Buildings</b>								
<b>Education &amp; Welfare</b>								
 Homes for the Aged Capital Works - LRCI Grant Courtyard Improvements	J08401	(140,432)	0	(140,432)	(169,500)	(169,500)	29,068	
 Homes for the Aged - Units 6 Capital Works	J08403	(2,398)	0	(2,398)	(49,498)	(32,984)	30,586	
 Homes for the Aged - Units 7 Capital Works	J08404	(52,290)	0	(52,290)	(49,498)	(32,984)	(19,306)	
<b>Education &amp; Welfare Total</b>		<b>(195,120)</b>	<b>0</b>	<b>(195,120)</b>	<b>(268,496)</b>	<b>(235,468)</b>	<b>40,348</b>	
<b>Housing</b>								
 2 Libra Place - Electrical Rewire - Full House	J09200	(8,000)	0	(8,000)	(8,000)	(5,328)	(2,672)	
 120 Antares Street - Reroof premises	J09400	(23,072)	0	(23,072)	(26,227)	(26,227)	3,155	
<b>Housing Total</b>		<b>(31,072)</b>	<b>0</b>	<b>(31,072)</b>	<b>(34,227)</b>	<b>(31,555)</b>	<b>483</b>	
<b>Community Amenities</b>								
<b>Sewerage Southern Cross</b>								
 Southern Cross Sewerage Scheme - Containerised filtration & Treatment system inc insta	E10351	(108,403)	0	(108,403)	(123,750)	(123,750)	15,347	
<b>Community Amenities Total</b>		<b>(108,403)</b>	<b>0</b>	<b>(108,403)</b>	<b>(123,750)</b>	<b>(123,750)</b>	<b>15,347</b>	
<b>Recreation And Culture</b>								
<b>Swimming Areas and Beaches</b>								
 Swimming Pool - Land & Building Capital - Facility Design & Project Management	E11250	(2,434,904)	0	(2,434,904)	(974,596)	(974,595)	(1,460,309)	
<b>Other Recreation &amp; Sport</b>								
 SX Sports Complex Building - Replace Basketball Court Flooring, Update Ladies toilet	SPRT10	0	(60,147)	(60,147)	(110,409)	(73,584)	13,437	
<b>Heritage</b>								
 Yilgarn History Museum - Replace Boundry Fences	J11502	0	(2,459)	(2,459)	(24,848)	(16,552)	14,093	
<b>Recreation And Culture Total</b>		<b>(2,434,904)</b>	<b>(62,606)</b>	<b>(2,497,510)</b>	<b>(1,109,853)</b>	<b>(1,064,731)</b>	<b>(1,432,779)</b>	
<b>Transport</b>								
 Depot - Capital Works - Upgrade Nursery Shed, Old Depot Office Painting, new Signage	J14602	0	(9,264)	(9,264)	(36,832)	0	(9,264)	
<b>Transport Total</b>		<b>0</b>	<b>(9,264)</b>	<b>(9,264)</b>	<b>(36,832)</b>	<b>0</b>	<b>(9,264)</b>	
















SHIRE OF YILGARN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 28 February 2021

Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
<b>Economic Services</b>								
 Caravan Park Improvements -New Storage/Laundry Building with Carport	J13203	(11,695)	0	(11,695)	(65,539)	(21,846)	10,151	
<b>Economic Services Total</b>		<b>(11,695)</b>	<b>0</b>	<b>(11,695)</b>	<b>(65,539)</b>	<b>(21,846)</b>	<b>10,151</b>	
<b>Other Property &amp; Services</b>								
<b>Public - Adminstration</b>								
 Administration Centre - Land & Building - Replace Facades & Exterior Paint, external Wo	J14601	0	(5,037)	(5,037)	(37,423)	(12,474)	7,437	
<b>Public - Adminstration Total</b>	<b>Total</b>	<b>0</b>	<b>(5,037)</b>	<b>(5,037)</b>	<b>(37,423)</b>	<b>(12,474)</b>	<b>7,437</b>	
<b>Infrastructure - Maintenance</b>								
 Administration Centre - Land & Building - Replace Facades & Exterior Paint	J14602	0	(9,264)	(9,264)	(36,832)	0	(9,264)	
<b>Infrastructure - Maintenance Total</b>	<b>Total</b>		<b>(9,264)</b>	<b>(9,264)</b>	<b>(36,832)</b>	<b>0</b>	<b>(9,264)</b>	
<b>Land &amp; Building Total</b>		<b>(2,781,194)</b>	<b>(86,171)</b>	<b>(2,867,365)</b>	<b>(1,712,952)</b>	<b>(1,489,824)</b>	<b>(1,377,541)</b>	
<b>Furniture &amp; Office Equip.</b>								
<b>Other Community Amenities</b>								
 Cemetery -Plant & Equipment Capital	E10755	0	0	0	(8,500)	(5,664)	5,664	
<b>Other Community Amenities Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>(8,500)</b>	<b>(5,664)</b>	<b>5,664</b>	
<b>Other Recreation &amp; Sport</b>								
Parks & Gradens -Plant & Equipment Capital-LCRI Grant upgrade Park BBQ	E11357	(23,390)	0	(23,390)	(24,000)	(24,000)	610	
<b>Other Recreation &amp; Sport Total</b>		<b>(23,390)</b>	<b>0</b>	<b>(23,390)</b>	<b>(24,000)</b>	<b>(24,000)</b>	<b>610</b>	

SHIRE OF YILGARN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 28 February 2021


















Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
<b>Other Property &amp; Services</b>								
 Depot - Furniture & Equipment	E12352	(4,817)	0	(4,817)	(15,000)	(10,000)	5,183	
<b>Other Property &amp; Services Total</b>		<b>(4,817)</b>	<b>0</b>	<b>(4,817)</b>	<b>(15,000)</b>	<b>(10,000)</b>	<b>5,183</b>	
<b>Furniture &amp; Office Equip Total</b>		<b>(28,207)</b>	<b>0</b>	<b>(28,207)</b>	<b>(47,500)</b>	<b>(39,664)</b>	<b>11,457</b>	
<b>Plant , Equip. &amp; Vehicles</b>								
<b>Recreation And Culture</b>								
 Swimming Pool -Plant & Equipment - LCRI Grant Swimming Pool Covers	E11252	(78,169)	0	(78,169)	(60,000)	(60,000)	(18,169)	
<b>Recreation And Culture Total</b>		<b>(78,169)</b>	<b>0</b>	<b>(78,169)</b>	<b>(60,000)</b>	<b>(60,000)</b>	<b>(18,169)</b>	
<b>Transport</b>								
 YL 7059 - Trailer-Side Tipper - Replace Asset 1865	E12350	0	0	0	(120,000)	0	0	
 YL 7016 - Trailer-Side Tipper - Replace Asset 1866	E12350	0	0	0	(120,000)	0	0	
 YL 5410 - Tractor - John Deere - Replace Asset 1875	E12350	0	0	0	(71,500)	0	0	
 YL4949 - Truck - 2015 Mitsubishi Fuso Canter 4x2- Replace Asset 1998	E12350	(85,547)	0	(85,547)	(92,500)	0	(85,547)	
 YL046 - Truck - 2015 Mitsubishi Fuso Canter 815- Replace Asset 1999	E12350	(69,733)	0	(69,733)	(87,500)	0	(69,733)	
 YL311 - UTE -2015 ISUZU NPS 65-155 - 4x4 Ute - Replace Asset 2000	E12350	(85,547)	0	(85,547)	(92,500)	0	(85,547)	
 YL645 -Toyota LandCruiser CAB LC70- 4x4 Ute (Workmate)- Replace Asset 2017	E12350	0	0	0	(65,500)	0	0	
 New Asset - Street Sweeper	E12350	0	0	0	(190,000)	0	0	
 New Asset - Electronic Signage Trailer	E12350	(35,940)	0	(35,940)	(35,940)	(35,940)	0	
 New Asset - Mulcer (Bobcat Attachment)	E12350	(30,803)	0	(30,803)	(32,000)	(32,000)	1,197	
<b>Transport Total</b>		<b>(307,569)</b>	<b>0</b>	<b>(307,569)</b>	<b>(907,440)</b>	<b>(67,940)</b>	<b>(239,629)</b>	
<b>Other Property &amp; Services</b>								
 YL 252 -Holden Colorado LTZ-CREW CAB 4WD UTILITY(EMRS) - Replace Asset 2036	E14656	0	0	0	(57,000)	0	0	
 YL 1 - Toyota Prado- DSL WGN A/T VX(CEO) - Replace Asset 2038	E14656	0	0	0	(66,300)	0	0	
 YL 50 - Toyota Kluger - AWD V6 Wagon A/T GXL - SILVER(EMCS) - Replace Asset 2047	E14656	0	0	0	(55,000)	0	0	
<b>Other Property &amp; Services Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>(178,300)</b>	<b>0</b>	<b>0</b>	
<b>Plant , Equip. &amp; Vehicles Total</b>		<b>(385,738)</b>	<b>0</b>	<b>(385,738)</b>	<b>(1,145,740)</b>	<b>(127,940)</b>	<b>(257,798)</b>	










**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 13: Capital Acquisitions**

		YTD Actual			Amended Budget			
Assets	Account	New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	Strategic Reference / Comment
		\$	\$	\$	\$	\$	\$	
Infrastructure - Roads (Non Town)								
	R2030 - M40 - 10 Mm Bitumen Reseal - Slk 3.0 - 9.0(20/21)	RRG14	(197,452)	0	(197,452)	(194,327)	(129,536)	(67,916)
	R2030 - Koolyanobbing Road - Construct to 7 mSeal - slk 11.0 - 14.0(20/21)	RRG15	(597,716)	0	(597,716)	(613,939)	(613,936)	16,220
	R2030 - Koolyanobbing Road -10 Mm Reseal - slk 8.0 - 11.0(20/21)	RRG16	(102,349)	0	(102,349)	(102,176)	(68,096)	(34,253)
	R2030 - Moorine South Rd 10Mm Bitumen Reseal - Slk 16.5 - 24.5(20/21)	RRG17	(228,203)	0	(228,203)	(270,398)	(180,256)	(47,947)
	R2R - Crampthorn Road - Construct to 7M Seal- slk 8.5 - 10.0(20/21)	R2R22	0	0	0	(328,017)	(164,012)	164,012
	R2R - Bodallin South Road - Construct To 7M Seal - slk 6.5 - 7.7(20/21)	R2R23	0	0	0	(293,252)	(170,016)	170,016
	R2R - Bodallin South Road - Bitumen Reseal - slk 4.9 - 6.4(20/21)	R2R24	(33,595)	0	(33,595)	(41,009)	(20,506)	(13,089)
	R2R - Southern Cross South Rd- Formation & Gravel Overlay slk 47.8 -51.3(20/21)	R2R25	(145,769)	0	(145,769)	(145,698)	(145,698)	(71)
	R2R - Gatley Road - Formation & Gravel Overlay - slk 2.5 -4.5(20/21)	R2R26	(89,355)	0	(89,355)	(98,188)	(98,188)	8,833
	RRU - Kent Road - Formation & Gravel -slk 18.3-20.3(20/21)	RRU12	0	0	0	(97,836)	0	0
	RRU - Nulla Nulla Sth Road - Formation & Gravel -slk 30.0-32.5(20/21)	RRU17	0	0	0	(102,245)	0	0
	RRU - Cockatoo Tank Road - Formation & Gravel Overlay - slk 7.0 -9.0(20/21)	RRU18	0	0	0	(108,086)	0	0
	RRU - Emu Fence Road - Formation & Gravel Overlay - slk 137.5 - 139.5(20/21)	RRU19	(94,894)	0	(94,894)	(102,030)	(102,030)	7,136
	RRU - Koolyanobbing Road Bitumen Reseal - Slk 31.0 - 33.0(19/20)	RRU20	(1,589)	0	(1,589)	(58,151)	(19,384)	17,795
	RRU - Brennand Road Formation & Gravel Overlay - Slk 13.5- 15.5(20/21)	RRU21	(81,003)	0	(81,003)	(99,382)	(99,381)	18,378
	LRCI - Three Boys Road Construct To 7M Seal - Slk 1.8 - 3.3(20/21)	RRU22	(71,820)	0	(71,820)	(227,341)	(75,780)	3,960
	LRCI- Moorine South Road -Sliplane - Moorine South & Bennett Roads(20/21)	RRU23	(95,434)	0	(95,434)	(95,488)	(95,485)	51
Infrastructure - Roads (Non Town) Total			(1,739,179)	0	(1,739,179)	(2,977,563)	(1,982,304)	243,125
Infrastructure - Roads (Non Town) Total			(1,739,179)	0	(1,739,179)	(2,977,563)	(1,982,304)	243,125







**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 13: Capital Acquisitions**

		YTD Actual			Amended Budget			
Assets	Account	New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	Strategic Reference / Comment
		\$	\$	\$	\$	\$	\$	
Infrastructure - Roads (Town)								
	TRU - Achener Street - Bitumen Reseal, Antares - Sirius St (19/20 & 20/21)	TRU05	0	0	0	(61,738)	(41,144)	41,144
	TRU - Cnr Altair/Geh - Concrete Crossover Corner Parking areat ( 20/21)	TRU06	(9,323)	0	(9,323)	(8,326)	(5,544)	(3,779)
	TRU - Bituminise Depot Parking & Depot Entrance (20/21)	TRU07	(10,557)	0	(10,557)	(36,850)	(24,544)	13,987
	TRU - Pegasi Street - Drainage & Sea(20/21)	TRU08	(10,239)	0	(10,239)	(10,814)	(7,192)	(3,047)
Infrastructure - Roads (Town) Total			(30,119)	0	(30,119)	(117,728)	(78,424)	48,305
Infrastructure - Roads (Town) Total			(30,119)	0	(30,119)	(117,728)	(78,424)	48,305
Infrastructure - Road Total			(1,769,298)	0	(1,769,298)	(3,095,291)	(2,060,728)	291,430
Infrastructure - Footpaths								
Transport								
	Concrete Footpath - Spica Street - Southern Cross	J12101	(7,971)	(7,971)	(15,942)	(49,364)	(32,888)	16,946
	LRCI Grant -Concrete Footpath - Beaton Rd -Antares ST To Cemetery Southern Cross	J12102	0	0	0	(146,900)	0	0
Infrastructure - Footpaths Total			(7,971)	(7,971)	(15,942)	(196,264)	(32,888)	16,946
Infrastructure - Footpaths Total			(7,971)	(7,971)	(15,942)	(196,264)	(32,888)	16,946
Infrastructure - Refuse								
Community Amenities								
	SX Refuse Disposal Site - Capital -Install security Cameras,Solar lighting	J10107	(12,167)	0	(12,167)	(24,500)	(16,328)	4,161
Infrastructure - Refuse Total			(12,167)	0	(12,167)	(24,500)	(16,328)	4,161
Infrastructure - Refuse Total			(12,167)	0	(12,167)	(24,500)	(16,328)	4,161

SHIRE OF YILGARN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 28 February 2021

Note 13: Capital Acquisitions

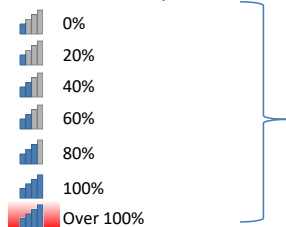
Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
<b>Infrastructure - Sewerage</b>								
<b>Community Amenities</b>								
 SX Sewerage Scheme - Capital - Access Chamber Upgrade	E10350	(9,253)	0	(9,253)	(17,500)	(11,664)	2,411	
 ML SewerageScheme - Capital - Access Chamber Upgrade	E10450	(8,980)	0	(8,980)	(10,500)	(7,000)	(1,980)	
<b>Infrastructure - Sewerage Total</b>		<b>(18,233)</b>	<b>0</b>	<b>(18,233)</b>	<b>(28,000)</b>	<b>(18,664)</b>	<b>431</b>	
<b>Infrastructure - Sewerage Total</b>		<b>(18,233)</b>	<b>0</b>	<b>(18,233)</b>	<b>(28,000)</b>	<b>(18,664)</b>	<b>431</b>	
<b>Infrastructure - Drainage</b>								
<b>Community Amenities</b>								
 Southern Cross Drainage - Infrastructure Capital	J10901	0	(12,086)	(12,086)	(14,172)	(9,424)	(2,662)	
<b>Infrastructure - Drainage Total</b>		<b>0</b>	<b>(12,086)</b>	<b>(12,086)</b>	<b>(14,172)</b>	<b>(9,424)</b>	<b>(2,662)</b>	
<b>Infrastructure - Drainage Total</b>		<b>0</b>	<b>(12,086)</b>	<b>(12,086)</b>	<b>(14,172)</b>	<b>(9,424)</b>	<b>(2,662)</b>	
<b>Infrastructure - Parks &amp; Ovals</b>								
<b>Community Amenities</b>								
 Rotary Park- Replace 3x Picnic settings/Seating & Install Water Fountain	J10711	0	0	0	(14,509)	(9,656)	9,656	
<b>Recreation &amp; Culture</b>								
 Toddler Playground Equipment - Constellation Park - Shade sails, W D Fountain	E11352	(34,606)	0	(34,606)	(103,000)	(103,000)	68,394	
<b>Infrastructure - Parks &amp; Ovals Total</b>		<b>(34,606)</b>	<b>0</b>	<b>(34,606)</b>	<b>(117,509)</b>	<b>(112,656)</b>	<b>78,050</b>	
<b>Infrastructure - Parks &amp; Ovals Total</b>		<b>(34,606)</b>	<b>0</b>	<b>(34,606)</b>	<b>(117,509)</b>	<b>(112,656)</b>	<b>78,050</b>	
<b>Infrastructure - Other</b>								
<b>Swimming Areas and Beaches</b>								
 Swimming Pool - Infrastructure Capital -Contracted works to be completed	E11251	(3,336,408)	0	(3,336,408)	(1,507,506)	(1,507,506)	(1,828,902)	
<b>Swimming Areas and Beaches Total</b>		<b>(3,336,408)</b>	<b>0</b>	<b>(3,336,408)</b>	<b>(1,507,506)</b>	<b>(1,507,506)</b>	<b>(1,828,902)</b>	

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 13: Capital Acquisitions**

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
<b>Other Recreation &amp; Sport</b>								
Sx Youth Recreational Works -Infra Capital - LRCI Grant -Construction-Sx Skate Park	E11350	(4,800)	0	(4,800)	(220,000)	(146,668)	141,868	
<b>Other Recreation &amp; Sport Total</b>		<b>(4,800)</b>	<b>0</b>	<b>(4,800)</b>	<b>(220,000)</b>	<b>(146,668)</b>	<b>141,868</b>	
<b>Infrastructure - Other Total</b>		<b>(3,341,208)</b>	<b>0</b>	<b>(3,341,208)</b>	<b>(1,727,506)</b>	<b>(1,654,174)</b>	<b>(1,687,034)</b>	
<b>Capital Expenditure Total</b>		<b>(8,378,622)</b>	<b>(106,228)</b>	<b>(8,484,850)</b>	<b>(8,109,434)</b>	<b>(5,562,290)</b>	<b>(2,922,560)</b>	

**Level of Completion Indicators**



Percentage YTD Actual to Annual Budget  
Expenditure over budget highlighted in red.

# Attachments Accounts for Payment

Date: 08/03/2021  
Time: 8:14:37AM

**SHIRE OF YILGARN**

USER: Wes Furney  
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**Payments made from the Municipal Account for the Period 1st February 2021 to 28th February 2021  
Presented to Council, 18th March 2021**

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
40993	12/02/2021	LGRCEU	Payroll Deductions	A		20.50
40994	12/02/2021	SHIRE OF YILGARN	Payroll Deductions	A		1,330.45
40995	12/02/2021	SHIRE OF YILGARN	CHEMIST LEASE - RETAINED IN TRUST (T13) JANUARY 2021	A		550.00
40996	12/02/2021	SOUTHERN CROSS PHARMACY	Senior's Voucher Redemption	A		300.00
40997	12/02/2021	TELSTRA	Phone January 2021	A		1,656.97
40998	26/02/2021	BARTO GOLD MINING PTY LTD	Rates Refund	A		589.29
40999	26/02/2021	BARTO GOLD MINING PTY LTD	Rates Refund	A		1,034.55
41000	26/02/2021	DAVID LEWIS WILLIAMS	Rates Refund	A		59.10
41001	26/02/2021	HANNANS RESOURCES PTY LTD	Rates Refund	A		227.95
41002	26/02/2021	CLIFFS ASIA PACIFIC IRON ORE HOLDINGS PTY LTD	Rates Refund	A		147.87
41003	26/02/2021	LGRCEU	Payroll Deductions	A		20.50
41004	26/02/2021	BARTO GOLD MINING PTY LTD	Rates Refund	A		177.62
41005	26/02/2021	SHIRE OF YILGARN	Payroll Deductions	A		1,425.45

Date: 08/03/2021  
Time: 8:14:37AM

**SHIRE OF YILGARN**  
**Payments made from the Municipal Account for the Period 1st February 2021 to 28th February 2021**  
**Presented to Council, 18th March 2021**

USER: Wes Furney  
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
41006	26/02/2021	TELSTRA	Phone February 2021	A		122.20

**REPORT TOTALS**

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	7,662.45
<b>TOTAL</b>		<b>7,662.45</b>

Date: 08/03/2021  
Time: 8:19:06AM

SHIRE OF YILGARN

USER: Wes Furney  
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Payments made from the Municipal Account for the Period 1st February 2021 to 28th February 2021  
Presented to Council, 18th March 2021

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10998	12/02/2021	ABCO PRODUCTS	Cleaning Consumables	A		722.49
EFT10999	12/02/2021	WA Distributors Pty Ltd	Cleaning Consumables	A		302.05
EFT11000	12/02/2021	AMPAC DEBT RECOVERY (WA) PTY LTD	Ampac debt recovery January 2021	A		7,360.32
EFT11001	12/02/2021	EUROFINS ARL PTY LTD	Sewerage Samples	A		297.00
EFT11002	12/02/2021	AUSTRALIA POST	Postal charges January 2021	A		391.51
EFT11003	12/02/2021	AVON WASTE	Monthly Rubbish Collection - January 2021	A		14,563.53
EFT11004	12/02/2021	BERNIE'S MOBILE MECHANICAL SERVICE	Senior's Voucher Redemption	A		200.00
EFT11005	12/02/2021	BITUTEK PTY LTD	Road Construction	A		31,461.61
EFT11006	12/02/2021	BKS CONVEYANCING WA	Conveyancing Services	A		3,939.03
EFT11007	12/02/2021	BOC GASES	Container Services January 2021	A		49.93
EFT11008	12/02/2021	R DELLA BOSCA FAMILY TRUST	Grader Hire	A		9,696.22
EFT11009	12/02/2021	BRONSON SAFETY	Safety Equipment	A		521.40
EFT11010	12/02/2021	CAMERON WATSON	Utility Subsidy	A		90.00
EFT11011	12/02/2021	C & F BUILDING APPROVALS	Building Approval	A		165.00
EFT11012	12/02/2021	AUST. GOVERNMENT CHILD SUPPORT AGENCY	Child Support Payment	A		4,356.28
EFT11013	12/02/2021	AUST. GOVERNMENT CHILD SUPPORT AGENCY	Payroll Deductions	A		467.35



Date: 08/03/2021  
Time: 8:19:06AM

**SHIRE OF YILGARN**  
**Payments made from the Municipal Account for the Period 1st February 2021 to 28th February 2021**  
**Presented to Council, 18th March 2021**

USER: Wes Furney  
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11014	12/02/2021	CORSIGN	Road Signage	A		9,796.60
EFT11015	12/02/2021	COURIER AUSTRALIA	Toll Freight	A		776.75
EFT11016	12/02/2021	CUTTING EDGES EQUIPMENT PARTS	Grader Supplies	A		2,189.29
EFT11017	12/02/2021	GILBA DOWNS	Roadtrain Hire	A		12,980.00
EFT11018	12/02/2021	GREAT EASTERN FREIGHTLINES	Earthmoving Services	A		21,513.88
EFT11020	12/02/2021	IT VISION AUSTRALIA PTY LTD	IT Services	A		550.00
EFT11021	12/02/2021	JCB CONSTRUCTION EQUIPMENT AUSTRALIA	Roller Parts	A		1,372.18
EFT11022	12/02/2021	JUMP 4 US	Entertainment Hire - Australia Day	A		1,020.00
EFT11023	12/02/2021	LANDGATE	Valuation Services	A		174.30
EFT11024	12/02/2021	LITTLE INDUSTRIES	Earthmoving Services	A		16,654.00
EFT11025	12/02/2021	LOCK, STOCK & FARRELL LOCKSMITH PTY LTD	Key Supplies	A		14.00
EFT11026	12/02/2021	MARKETFORCE	Advertising	A		1,426.79
EFT11027	12/02/2021	MERREDIN GLAZING SERVICE	Building Supplies	A		271.15
EFT11028	12/02/2021	MISMATCH WORKSHOP	Landfill Attendant	A		2,700.00
EFT11029	12/02/2021	IXOM OPERATIONS PTY LTD	Chlorine Supply	A		422.84
EFT11030	12/02/2021	PETER ROMEO GIANNI	Rates Refund	A		137.84

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EFT11031	12/02/2021	PRACTICAL PRODUCTS PTY LTD	Kitchen Equipment	A		2,127.40
EFT11032	12/02/2021	WA CONTRACT RANGER SERVICES	Ranger Services - January 2021	A		1,764.40
EFT11033	12/02/2021	ROSS'S DIESEL SERVICE	Vehicle Parts	A		567.48
EFT11034	12/02/2021	ROUGE RESOURCES PTY LTD	Rates Refund	A		696.83
EFT11035	12/02/2021	SHAC ELECTRICAL SERVICES	Electrical Services	A		6,075.75
EFT11036	12/02/2021	Sheqsy PTY LTD	GPS Package	A		197.84
EFT11037	12/02/2021	THE TRUSTEE FOR BELMONT UNIT TRUST T/AS DAIMLER TRUCKS PERTH	Vehicle Purchase	A		47,706.29
EFT11038	12/02/2021	YILGARN SHIRE SOCIAL CLUB	Payroll Deductions	A		108.00
EFT11039	12/02/2021	SOUTHERN LITHIUM PTY LTD	Rates Refund	A		166.55
EFT11040	12/02/2021	FOODWORKS - SRI DEVESH PTY LTD	Admin Refreshments	A		1,044.42
EFT11041	12/02/2021	EAGLE PETROLEUM TRADING AS STALLION FUELS	Fuel Card	A		113.30
EFT11042	12/02/2021	SOUTHERN CROSS HARDWARE AND NEWS	Hardware Purchases January 2021	A		3,962.02
EFT11043	12/02/2021	SOUTHERN CROSS MOTOR MART	Vehicle Parts	A		241.20
EFT11044	12/02/2021	B & S CLOSE FAMILY INVESTMENTS PTY LTD T/AS SOUTHERN CROSS TYRE & AUTO SERVICES	Vehicle Parts/Supplies	A		9,490.28
EFT11045	12/02/2021	SYNERGY	Power January 2021	A		17,543.85
EFT11046	12/02/2021	T-QUIP	Vehicle Parts	A		658.30

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EFT11047	12/02/2021	TRANSAIR RADIO COMMUNICATION PRODUCTS	Vehicle Parts	A		341.13
EFT11048	12/02/2021	TRASH TEST DUMMIES PTY LTD	Entertainment Performance	A		4,400.00
EFT11049	12/02/2021	WATER CORPORATION.	Water December 2020	A		1,625.06
EFT11050	12/02/2021	WESTRAC EQUIPMENT PTY LTD	Grader Parts	A		129.07
EFT11051	12/02/2021	WHEATBELT STEEL SUPPLIES	Building Supplies	A		1,898.28
EFT11052	12/02/2021	WREN OIL	Oil Disposals	A		357.50
EFT11053	12/02/2021	THE WORKWEAR GROUP PTY LTD	Staff Uniform	A		340.00
EFT11054	12/02/2021	YILGARN AGENCIES	Depot Supplies	A		1,486.77
EFT11055	12/02/2021	YILGARN PLUMBING AND GAS	Plumbing Services	A		10,243.52
EFT11056	15/02/2021	ABCO PRODUCTS	Cleaning Consumables	A		265.97
EFT11057	15/02/2021	BLACKMAN FABRICATIONS	Plant Parts	A		394.90
EFT11058	15/02/2021	GILBA DOWNS	Roadtrain Hire	A		7,524.00
EFT11059	15/02/2021	GREAT EASTERN FREIGHTLINES	Roadtrain Hire	A		7,326.00
EFT11060	15/02/2021	MOORINE ROCK BUILDERS	Building Services	A		9,375.40
EFT11061	15/02/2021	WESTRAC EQUIPMENT PTY LTD	Grader Parts	A		142.01
EFT11062	15/02/2021	TELSTRA	Whispir January 2021	A		500.12
EFT11063	19/02/2021	AUSTRALIAN TAXATION OFFICE	BAS January 2021	A		7,186.00

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EFT11064	19/02/2021	INSTANT TRANSPORTABLE OFFICES PTY LTD	Caravan Park Laundry Deposit	A		10,981.30
EFT11065	26/02/2021	NICHOLAS JAD WARREN	Reimbursement	A		147.40
EFT11066	26/02/2021	ABCO PRODUCTS	Cleaning Equipment	A		1.01
EFT11067	26/02/2021	ASKA DEMOLITION & SALVAGE	Building Maintenance	A		5,300.00
EFT11068	26/02/2021	AAA ASPHALT SURFACES	Depot Supplies	A		3,706.40
EFT11069	26/02/2021	BERNIE'S MOBILE MECHANICAL SERVICE	Vehicle Parts	A		3,749.00
EFT11070	26/02/2021	BLACKMAN FABRICATIONS	Plant Parts	A		442.20
EFT11071	26/02/2021	R DELLA BOSCA FAMILY TRUST	Grader Hire	A		13,282.50
EFT11072	26/02/2021	AUST. GOVERNMENT CHILD SUPPORT AGENCY	Payroll Deductions	A		467.35
EFT11073	26/02/2021	BRYAN CLOSE	Council Sitting Fees February 2021	A		800.00
EFT11074	26/02/2021	COOPER & OXLEY GROUP PTY LTD	Pool Equipment	A		602.80
EFT11075	26/02/2021	COPIER SUPPORT	Photocopier Usage	A		1,080.74
EFT11076	26/02/2021	CORSIGN	Road Signage	A		391.60
EFT11077	26/02/2021	COURIER AUSTRALIA	Toll Freight	A		621.45
EFT11078	26/02/2021	GARY MICHAEL GUERINI	Council Sitting Fees February 2021	A		893.07
EFT11079	26/02/2021	GARY WILLIAM STEWART	Reimbursement	A		13.37
EFT11080	26/02/2021	GILBA DOWNS	Roadtrain hire	A		3,168.00

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EFT11081	26/02/2021	GREAT EASTERN FREIGHTLINES	Roadtrain Hire	A		2,156.55
EFT11082	26/02/2021	HARDEEP KAUR	Rent Overpayment	A		291.42
EFT11083	26/02/2021	J.R.& A.HERSEY	Road Maintenance	A		2,423.76
EFT11084	26/02/2021	IAN DEREK CHRISTIE	Builder Services	A		13,955.48
EFT11085	26/02/2021	INDUSTRIAL AUTOMATION GROUP P/L	Standpipe Maintenance	A		1,650.00
EFT11086	26/02/2021	INSTANT TRANSPORTABLE OFFICES PTY LTD	Building materials	A		1,210.00
EFT11087	26/02/2021	JODIE MAREE COBDEN	Council Sitting Fees February 2021	A		1,000.00
EFT11088	26/02/2021	LEONIE COUTIS HAIRDRESSER	Senior's Voucher Redemption	A		100.00
EFT11089	26/02/2021	LIBERTY OIL RURAL PTY LTD	Bulk Diesel	A		23,178.00
EFT11090	26/02/2021	LINDA ROSE	Council Sitting Fees February 2021	A		958.42
EFT11091	26/02/2021	LOCK, STOCK & FARRELL LOCKSMITH PTY LTD	Keys Supplied	A		901.25
EFT11092	26/02/2021	IG & RM MADDOCK	Environmental Management	A		748.00
EFT11093	26/02/2021	NORTHAM TOYOTA	Vehicle Parts	A		46.68
EFT11094	26/02/2021	MISMATCH WORKSHOP	Landfill Attendant	A		2,300.00
EFT11095	26/02/2021	MOORE AUSTRALIA AUDIT WA	Staff Training	A		946.00

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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
EFT11096	26/02/2021	OFFICE NATIONAL	Office Equipment	A		1,049.31
EFT11097	26/02/2021	PHILIP SPENCER NOLAN	Council Sitting Fees February 2021	A		1,980.00
EFT11098	26/02/2021	PRECISION ACOUSTIC	Audiometer Testing	A		289.30
EFT11099	26/02/2021	PROMOTIONAL EXPOSURE	Entertainment Performance Deposit	A		1,760.00
EFT11100	26/02/2021	WA CONTRACT RANGER SERVICES	Ranger Services	A		2,166.45
EFT11101	26/02/2021	SUSAN ELIZABETH SHAW	Council Sitting Fees February 2021	A		600.00
EFT11102	26/02/2021	SHAC ELECTRICAL SERVICES	Electrical Services	A		8,429.20
EFT11103	26/02/2021	THE TRUSTEE FOR BELMONT UNIT TRUST T/AS DAIMLER TRUCKS PERTH	Vehicle Equipment	A		3,105.54
EFT11104	26/02/2021	YILGARN SHIRE SOCIAL CLUB	Payroll Deductions	A		108.00
EFT11105	26/02/2021	FOODWORKS - SRI DEVESH PTY LTD	Museum Refreshments	A		66.33
EFT11106	26/02/2021	SW19 PTY LTD	Building Assessment	A		2,500.00
EFT11107	26/02/2021	ACS SWAN EXPRESS PRINT	Depot Supplies	A		1,672.00
EFT11108	26/02/2021	SOUTHERN CROSS GENERAL PRACTICE	Employment Medical	A		347.00
EFT11109	26/02/2021	SOUTHERN CROSS HARDWARE AND NEWS	Hardware Purchases	A		33.82
EFT11110	26/02/2021	WHEATBELT HOTELS PTY LTD	Senior's Voucher Redemption	A		50.00

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EFT11111	26/02/2021	ELECTRICITY GENERATION AND RETAIL CORPORATION	Power U4 HFA	A		566.89
EFT11112	26/02/2021	T-QUIP	Vehicle Parts	A		310.65
EFT11113	26/02/2021	VIBRA INDUSTRIAL FILTRATION AUSTRALIA	Vehicle Parts	A		114.40
EFT11114	26/02/2021	BOB WADDELL & ASSOCIATES PTY LTD	Consultancy Services	A		132.00
EFT11115	26/02/2021	WATER CORPORATION.	Water February 2021	A		105,917.06
EFT11116	26/02/2021	WAYNE ALAN DELLA BOSCA	Council Sitting Fees February 2021	A		1,400.00
EFT11117	26/02/2021	WESTRAC EQUIPMENT PTY LTD	Grader Parts	A		734.56
EFT11118	26/02/2021	WURTH AUSTRALIA PTY LTD	Depot Supplies	A		100.79
EFT11119	26/02/2021	YILGARN PLUMBING AND GAS	Plumbing Services	A		3,051.40

**REPORT TOTALS**

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	526,581.43
<b>TOTAL</b>		<b>526,581.43</b>

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
1699	01/02/2021	SOUTHERN CROSS GENERAL PRACTICE	MONTHLY PAYMENT TO THE DOCTOR - FEBRUARY 2021	A		6,600.00
1700	03/02/2021	WESTPAC BANKING CORPORATION	NET PAYROLL PPE - 02.02.2021	A		89,620.63
1701	08/02/2021	CANON FINANCE AUSTRALIA PTY LTD	PHOTOCOPIER LEASE FEBRUARY 2021	A		333.96
1702	08/02/2021	MOTORCHARGE LIMITED	FUEL CARD - JANUARY 2021	A		1,335.01
1703	12/02/2021	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	COMMANDER TELEPHONE FEES - BONDER HIRE FEBRUARY 2021	A		250.00
1704	17/02/2021	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	COMMANDER TELEPHONE FEES - DATA, EQUIPMENT, VOICE - JANUARY 2021	A		1,360.99
1705	17/02/2021	WESTPAC BANKING CORPORATION	NET PAYROLL PPE - 16.02.2021	A		87,955.70
1706	15/02/2021	WESTPAC BANKING CORPORATION	CEO CREDIT CARD - JANUARY 2021	A		449.45
1707	15/02/2021	WESTPAC BANKING CORPORATION	EMCS CREDIT CARD - JANUARY 2021	A		395.54

REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	188,301.28
TOTAL		188,301.28



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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD15466.1	02/02/2021	The Trustee for AWARE SUPER	Payroll Deductions	A		12,139.39
DD15466.2	02/02/2021	AUSTRALIAN CATHOLIC SUPERANNUATION RETIREMENT FUND	Superannuation Contributions	A		45.67
DD15466.3	02/02/2021	PRIME SUPER	Payroll Deductions	A		400.64
DD15466.4	02/02/2021	BT SUPER FOR LIFE ACCOUNT	Payroll Deductions	A		1,108.65
DD15466.5	02/02/2021	THE GARY AND JOSIE KENT SUPERANNUATION FUND	Superannuation Contributions	A		423.89
DD15466.6	02/02/2021	REST (RETAIL EMPLOYEES SUPERANNUATION TRUST)	Superannuation Contributions	A		513.77
DD15466.7	02/02/2021	BT SUPERWRAP	Superannuation Contributions	A		1,984.25
DD15466.8	02/02/2021	HESTA SUPER FUND	Superannuation Contributions	A		722.14
DD15466.9	02/02/2021	VISION SUPER SAVER	Superannuation Contributions	A		784.27
DD15466.10	02/02/2021	AUSTRALIAN SUPER	Superannuation Contributions	A		360.55
DD15466.11	02/02/2021	HOSTPLUS EXECUTIVE SUPERANNUATION FUND	Superannuation Contributions	A		203.51

REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	18,686.73
TOTAL		18,686.73

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DD15520.1	16/02/2021	The Trustee for AWARE SUPER	Payroll Deductions	A		11,964.48
DD15520.2	16/02/2021	HESTA SUPER FUND	Payroll Deductions	A		360.55
DD15520.3	16/02/2021	THE TRUSTEE FOR MTAA SUPERANNUATION FUND	Payroll Deductions	A		183.34
DD15520.4	16/02/2021	HOSTPLUS EXECUTIVE SUPERANNUATION FUND	Payroll Deductions	A		283.49
DD15520.5	16/02/2021	AUSTRALIAN CATHOLIC SUPERANNUATION RETIREMENT FUND	Superannuation Contributions	A		34.25
DD15520.6	16/02/2021	PRIME SUPER	Payroll Deductions	A		401.27
DD15520.7	16/02/2021	BT SUPER FOR LIFE ACCOUNT	Payroll Deductions	A		1,122.19
DD15520.8	16/02/2021	THE GARY AND JOSIE KENT SUPERANNUATION FUND	Superannuation Contributions	A		424.60
DD15520.9	16/02/2021	REST (RETAIL EMPLOYEES SUPERANNUATION TRUST)	Superannuation Contributions	A		514.41
DD15520.10	16/02/2021	BEATON FARMING CO SUPERANNUATION FUND	Superannuation Contributions	A		310.83
DD15520.11	16/02/2021	BT SUPERWRAP	Superannuation Contributions	A		1,988.51
DD15520.12	16/02/2021	THE TRUSTEE FOR MACQUARIE SUPERANNUATION PLAN	Superannuation Contributions	A		365.46
DD15520.13	16/02/2021	VISION SUPER SAVER	Superannuation Contributions	A		784.27
DD15520.14	16/02/2021	AUSTRALIAN SUPER	Superannuation Contributions	A		360.55

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REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	19,098.20
TOTAL		19,098.20

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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
6273	05/02/2021	DEPARTMENT OF TRANSPORT	LICENSING FROM 01/02/2021 TO 05/02/2021.	E		10,962.55
6274	12/02/2021	DEPARTMENT OF TRANSPORT	LICENSING FROM 08/02/2021 TO 12/02/2021.	E		19,347.70
6275	19/02/2021	DEPARTMENT OF TRANSPORT	LICENSING FROM 15/02/2021 TO 19/02/2021.	E		6,036.20
6276	26/02/2021	DEPARTMENT OF TRANSPORT	LICENSING FROM 22/02/2021 TO 26/02/2021.	E		1,118.50

**REPORT TOTALS**

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
E	TRUST FUND	<b>37,464.95</b>
<b>TOTAL</b>		<b>37,464.95</b>

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402558	17/02/2021	PUBLIC TRANSPORT AUTHORITY	TRANSWA TICKET SALES JANUARY 2021	E		368.24
402559	17/02/2021	SHIRE OF YILGARN	TRANSWA COMMISSION JANUARY 2021.	E		75.26

**REPORT TOTALS**

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
E	TRUST FUND	<b>443.50</b>
<b>TOTAL</b>		<b>443.50</b>

**SHIRE OF YILGARN**  
**Accounts for Payment - February 2021**

Chq Number	Payee	Description	Amount	Date
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	<b>Municipal Cheques</b>			
40993	LGRCEU	Payroll Deductions	\$20.50	12/02/2021
40994	Shire of Yilgarn	Payroll Deductions	\$1,330.45	12/02/2021
40995	Shire of Yilgarn	Chemist Lease - Retained in Trust (T13) January 2021	\$550.00	12/02/2021
40996	Southern Cross Pharmacy	Senior's Voucher Redemption	\$300.00	12/02/2021
40997	Telstra	Phone - January 2021	\$1,656.97	12/02/2021
40998	Barto Gold Mining Pty Ltd	Rates Refund	\$589.29	26/02/2021
40999	Barto Gold Mining Pty Ltd	Rates Refund	\$1,034.55	26/02/2021
41000	David Williams	Rates Refund	\$59.10	26/02/2021
41001	Hannans Resources Pty Ltd	Rates Refund	\$227.95	26/02/2021
41002	Cliffs Asia Pacific Iron Ore Holdings Pty Ltd	Rates Refund	\$147.87	26/02/2021
41003	LGRCEU	Payroll Deductions	\$20.50	26/02/2021
41004	Barto Gold Mining Pty Ltd	Rates Refund	\$177.62	26/02/2021
41005	Shire of Yilgarn	Payroll Deductions	\$1,425.45	26/02/2021
41006	Telstra	Phone February 2021	\$122.20	26/02/2021
<b>Total</b>			<b>\$7,662.45</b>	

	<b>Trust Cheques</b>			
402558	PUBLIC TRANSPORT AUTHORITY	Transwa Ticket Sales January 2021	\$368.24	17/02/2021
402559	Shire of Yilgarn	Transwa Commission January 2021	\$75.26	17/02/2021
<b>Total:</b>			<b>443.50</b>	

	<b>DPI Cheques</b>			
6273	Department of Transport	Licensing from 01/02/2021 to 05/02/2021	\$10,962.55	05/02/2021
6274	Department of Transport	Licensing from 08/02/2021 to 12/02/2021	\$19,347.70	12/02/2021
6275	Department of Transport	Licensing from 15/02/2021 to 19/02/2021	\$6,036.20	19/02/2021
6276	Department of Transport	Licensing from 22/02/2021 to 26/02/2021	\$1,118.50	26/02/2021
<b>Total</b>			<b>\$37,464.95</b>	

**SHIRE OF YILGARN**  
**Accounts for Payment - February 2021**

<b>Chq Number</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>	<b>Date</b>
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		<b>Municipal Cheques</b>		
1699	Southern Cross General Practice	Monthly Payment to the Doctor - February 2021	\$6,600.00	01/02/2021
1700	Westpac Banking Corporation	Net Payroll PPE - 02.02.2021	\$89,620.63	03/02/2021
1701	Canon Finance Australia Pty Ltd	Photocopier Lease February 2021	\$333.96	08/02/2021
1702	Motorcharge Limited	Fuel Card - January 2021	\$1,335.01	08/02/2021
1703	Telco Choice - Commander Centre North Perth	Commander Telephone Fees - Bonder Hire February 2021	\$250.00	12/02/2021
1704	Telco Choice - Commander Centre North Perth	Commander Telephone Fees - Data, Equipment, Voice - January 2021	\$1,360.99	17/02/2021
1705	Westpac Banking Corporation	Net Payroll PPE - 16.02.2021	\$87,955.70	17/02/2021
1706	Westpac Banking Corporation	CEO Credit Card - January 2021	\$449.45	15/02/2021
1707	Westpac Banking Corporation	EMCS Credit Card - January 2021	\$395.54	15/02/2021
<b>Total</b>			<b>\$188,301.28</b>	

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# Standards for Chief Executive Officer

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Recruitment and Selection,

Preformance Review and

Termination

Adopted at Council Meeting 18 March 2021

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Revision: 1

DRAFT

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Document Owner	<b>Chief Executive Officer</b>		
First Adopted:	March 2021	First Review:	
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## SHIRE OF YILGARN

### STANDARDS FOR CHIEF EXECUTIVE OFFICER RECRUITMENT AND SELECTION, PERFORMANCE REVIEW AND TERMINATION

#### Division 1 — Preliminary provisions

##### 1. Citation

These are the Shire of Yilgarn's *Standards for CEO Recruitment, Performance and Termination*.

##### 2. Terms used

(1) In these standards —

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

*additional performance criteria* means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

*applicant* means a person who submits an application to the local government for the position of CEO;

*contract of employment* means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

*contractual performance criteria* means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

*job description form* means the job description form for the position of CEO approved by the local government under clause 5(2);

*local government* means the Shire of Yilgarn;

*selection criteria* means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

*selection panel* means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

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

#### Division 2 — Standards for recruitment of CEOs

##### 3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

##### 4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

- (2) This Division does not apply —
  - (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
  - (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

**5. Determination of selection criteria and approval of job description form**

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
  - (a) the duties and responsibilities of the position; and
  - (b) the selection criteria for the position determined in accordance with subclause (1).

**6. Advertising requirements**

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

**7. Job description form to be made available by local government**

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —
  - (i) email a copy of the job description form to an email address provided by the person; or
  - (ii) mail a copy of the job description form to a postal address provided by the person.

**8. Establishment of selection panel for employment of CEO**

- (1) In this clause —  
***independent person*** means a person other than any of the following —
  - (a) a council member;
  - (b) an employee of the local government;
  - (c) a human resources consultant engaged by the local government.

- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- (3) The selection panel must comprise —
  - (a) council members (the number of which must be determined by the local government); and
  - (b) at least 1 independent person.

**9. Recommendation by selection panel**

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
  - (a) a summary of the selection panel's assessment of each applicant; and
  - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
  - (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
  - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
  - (a) in an impartial and transparent manner; and
  - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
  - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
  - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
  - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

**10. Application of cl. 5 where new process carried out**

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
  - (a) clause 5 does not apply to the new recruitment and selection process; and
  - (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

**11. Offer of employment in position of CEO**

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

**12. Variations to proposed terms of contract of employment**

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the *negotiated contract*) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

**13. Recruitment to be undertaken on expiry of certain CEO contracts**

- (1) In this clause —

*commencement day* means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.
- (2) This clause applies if —
  - (a) upon the expiry of the contract of employment of the person (the *incumbent CEO*) who holds the position of CEO —
    - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and

- (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;

and

- (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
  - (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

#### **14. Confidentiality of information**

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

### **Division 3 — Standards for review of performance of CEOs**

#### **15. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

#### **16. Performance review process to be agreed between local government and CEO**

- (1) The local government and the CEO must agree on —
  - (a) the process by which the CEO's performance will be reviewed; and
  - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

**17. Carrying out a performance review**

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
  - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
  - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

**18. Endorsement of performance review by local government**

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

**19. CEO to be notified of results of performance review**

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

**Division 4 — Standards for termination of employment of CEOs**

**20. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

**21. General principles applying to any termination**

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
  - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
  - (b) notifying the CEO of any allegations against the CEO; and
  - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
  - (d) genuinely considering any response given by the CEO in response to the allegations.

**22. Additional principles applying to termination for performance-related reasons**

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
  - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the *performance issues*) related to the performance of the CEO; and
  - (b) informed the CEO of the performance issues; and
  - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
  - (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

**23. Decision to terminate**

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

**24. Notice of termination of employment**

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.