

Attachments

September

2021

Attachments

Minutes

Ordinary Meeting of Council –August 2021

Wheatbelt North Regional Road Group-July 2021

Central East Aged Care Alliance Inc.-August 2021

Yilgarn History Museum Advisory Committee-September 2021

Shire of Yilgarn Tourism Advisory Committee-September 2021

Agenda Attachments

9.1.1 Yilgarn Brand Concepts

9.1.2 Council Policy Manual and Staff Council Policy Manual

9.2.1 Monthly Financial Reports

9.2.2 Accounts for Payment



Shire of
YILGARN

"good country for hardy people"

Minutes

Ordinary Meeting of Council

19 August 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 J Cobden
Cr G Guerini
Cr P Nolan
Cr L Rose
Cr S Shaw

Council Officers C Watson Executive Manager Corporate Services
R Bosenberg Executive Manager Infrastructure
N Warren A/Chief Executive Officer
L Della Bosca Minute Taker

Apologies: P Clarke Chief Executive Officer

Observers: Mrs. Kay Crafter, Mr. Guy Simpson and Ms. Sarah Kristy

Leave of Absence: Cr B Close

4. DECLARATION OF INTEREST

Nil

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5.1 PUBLIC QUESTION TIME

Mrs. Kay Crafter attended Public Question time and posed the following question:

Question: When will the areas around the newly constructed skate park be finished off? The new skate park is a wonderful asset to the town being enjoyed by many, however, the area needs to be finished in order to ensure safety for all as well as for aesthetics.

The Shire President deferred the above question to the Executive Manager Infrastructure for an appropriate response.

Response: *There is currently electrical work being carried out at the park to provide lighting to the area and reticulation being laid in preparation for the turf. Once the weather conditions are correct, in roughly 3 to 4 weeks, the turf will be laid, this will ensure the surrounding sand is stabilized providing a safer environment.*

6. CONFIRMATION OF MINUTES

6.1 Ordinary Meeting of Council, Thursday, 15 July 2021

144/2021

Moved Cr Shaw/Seconded Cr Cobden

That the minutes from the Ordinary Council Meeting held on 15 July 2021 be confirmed as a true record of proceedings

CARRIED (6/0)

6.2 Special Meeting of Council Meeting, Tuesday 28 July 2021

145/2021

Moved Cr Rose/Seconded Cr Guerini

That the minutes from the Special meeting of Council held on the 28 July 2021 be confirmed as a true record of proceedings.

CARRIED (6/0)

6.3 Wheatbelt East Regional Organisation of Councils Inc. (WEROC), Wednesday, 11 August 2021

146/2021

Moved Cr Cobden/Seconded Cr Guerini

That the minutes from the WEROC Inc. Board Meeting held on the 11 August 2021 be received.

CARRIED (6/0)

7. PRESENTATIONS, PETITIONS, DEPUTATIONS

Mr Guy Simpson, General Manager and Ms Sarah Kristy, Senior Environmental and Community Advisor, from Barto Gold Mining attended the Council meeting and gave an update on Barto Gold's current activities.

Guy Simpson outlined the final stages for the completion of implementation of the replacement crushing circuit which has been under construction at Barto Gold's Marvel Loch site since December 2020. Dry commissioning is planned to start in the coming weeks followed by wet

commissioning and an opening ceremony to be conducted on the 17 September 2021. Barto is currently estimating that \$18M will be spent on exploration and resource drilling in this current year. The next open pit project is Windmills, located 11km southeast from Marvel Loch, the mine is estimated to have a 10-12 month life producing 500,000 tonnes of ore for 26,000 oz gold. Currently Barto is conducting exploration activities on the Bullfinch stockpile and surrounding Copperhead area. The low-grade stockpile at Bullfinch/Copperhead is earmarked as ore feed for the Marvel Loch processing plant in September 2021, it is proposed that the tailings will be hauled by B Double configurations with the route yet to be confirmed. Open pits Glendower, Victoria and Vinto La are in the early stages of mining with the three pits predicted to produce 360,000 tonnes of ore for 21,000oz gold. The Jaccolleti underground development is progressing with little impact on the Marvel Loch community from blasting, all vibration monitoring has been well below the license requirements to date. Mining at Aquarius concluded in November 2020 with rehabilitation well underway.

Barto Gold has also been involved in community projects including donating to the Moorine Rock Tennis Club, SX Darts Club and the Yilgarn Mixed Basketball and attending the Southern Cross District High School NAIDOC Day providing a sausage sizzle, ice-cream and taste testers including kangaroo, emu and crocodile.

Guy Simpson then thanked Council for their time and invited questions.

With no questions forthcoming the Shire President thanked Guy Simpson and Sarah Kristy for their time.

Guy Simpson and Sarah Kristy left the meeting at 4.25pm

8. DELEGATES' REPORTS

Cr Della Bosca announced the following:

- Attended a meeting with the newly appointed Wheatbelt Regional Development Commission Principal Regional Development Officer, Renee Manning, on the 22 July 2021
- Attended the Wheatbelt North Regional Road Group meeting on the 26 July 2021
- Attended a meeting with the Premier of Western Australia Hon Mark McGowan MLA, Hon Rita Saffioti MLA, Hon Paul Papalia MLA, Hon Darren West MLC and Hon Shelly Payne MLC on the 27 July 2021
- Attended the Covalent Community Information Evening on the 27 July 2021
- Attended the Special Meeting of Council on the 28 July 2021
- Attended the WEROC meeting on the 11 August 2021

Cr Guerini announce the following:

- Attended the Special Meeting of Council on the 28 July 2021

Cr Rose announce the following:

- Attended the Special Meeting of Council on the 28 August 2021

Cr Nolan announced the following

- Attended the Special Meeting of Council on the 28 July 2021
- Attended a Webinar with the Minister for Local Government on the 2 August 2021

Cr Cobden announce the following:

- Attended the Special Meeting of Council on the 28 July 2021
- Attended the Yilgarn Community Support Group meeting on the 8 August 2021
- Attended the Local Health Advisory Committee meeting on the 2 August 2021

Cr Shaw announced the following:

- Attended the District Health Advisory Committee meeting on the 18 August 2021

Unconfirmed

9. OFFICERS REPORTS

9.2 Reporting Officer– Executive Manager Corporate Services

9.2.1 Financial Reports

File Reference	8.2.3.2
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Attachments	Financial Reports

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 July 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 —

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) 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

147/2021

Moved Cr Nolan/Seconded Cr Cobden

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

CARRIED (6/0)

9.2 Reporting Officer– Executive Manager Corporate Services

9.2.2 Accounts for Payment

File Reference	8.2.1.2
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Attachments	Accounts for Payment

Purpose of Report

To consider the Accounts Paid under delegated authority.

Background

Municipal Fund – Cheque Numbers 41041 to 41055 totalling \$7,187.85 Municipal Fund-EFT Numbers 11520 to 11664 totalling \$858,268.60 Municipal Fund – Cheque Numbers 1748 to 1764 totalling \$222,874.19 Municipal Fund Direct Debit Numbers 15887.1 to 15887.12 totalling \$20,633.89, Municipal Fund Direct Debit Numbers 15923.1 to 15923.12 totalling \$21,013.85, Trust Fund - Cheque Numbers 402575 to 402577, totalling \$7,263.20 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
Health/People	Transactions require two senior managers to approve.	Moderate (8)	Transactions require two senior managers to sign cheques or approve bank transfers.
Financial Impact	Reduction in available cash.	Moderate (5)	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Local Government (Financial Management) Regulations 1996	Moderate (6)	Adherence to statutory requirements
Reputational	Non or late payment of outstanding invoices and/or commitments	Moderate (9)	Adherence to Timely Payment of Suppliers Policy
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

148/2021

Moved Cr Shaw/Seconded Cr Rose

Municipal Fund – Cheque Numbers 41041 to 41055 totalling \$7,187.85 Municipal Fund-EFT Numbers 11520 to 11664 totalling \$858,268.60 Municipal Fund – Cheque Numbers 1748 to 1764 totalling \$222,874.19 Municipal Fund Direct Debit Numbers 15887.1 to 15887.12 totalling \$20,633.89, Municipal Fund Direct Debit Numbers 15923.1 to 15923.12 totalling \$21,013.85, Trust Fund - Cheque Numbers 402575 to 402577, totalling \$7,263.20 are presented for endorsement as per the submitted list.

CARRIED (6/0)

Unconfirmed

9.3 Reporting Officer– Executive Manager for Infrastructure

9.3.1 Supply and Spray Bitumen for 2021-2022 Financial Year

File Reference	6.6.8.10
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Attachments	Nil

Purpose of Report

Supply and Spray Hot Bitumen for 2021/2022 Financial Year Road Construction Program

Background

Quotations were invited through WALGA Preferred Supply Contract for the supply and spraying of hot bitumen for the 2021/2022 Financial Year Road Construction Program. Bitumen required for the 2021/2022 Road Construction Program is for, Cramphorne Road, Bodallin South Road, Moorine South Road, Bodallin North Road, Koolyanobbing Road, Southern Cross South Road, Arcturus Street and Archeneer Street.

It is estimated 559,000 litres of bitumen is required for 2021/2022 of which 525,000 litres will be sprayed in lots of above 25,000 litres and the remaining 34,000 litres will be sprayed in lots off between 10,000 to 25,000 litres.

Included in the quotation request is a requirement to submit a cost per tonne to carry out pre-coating of 4500 tonnes of aggregate.

Comment

Three companies were invited to submitted quotations (Boral, Bitumen Surfacing and Bitutek) to supply and spray bitumen for 2021-2022 Financial Year, Bitutek supplied quotes, Boral and Bitumen Surfacing did not submit a quote.

1. Bitutek (GST exclusive)

<u>Hot Sprayed Bitumen</u>	<u>95/5-Primer Seal</u>	<u>98/2-Seal</u>
up to 10,000	\$1.35 per litre	\$1.35 per litre
10,000 - 25,000	\$1.15 per litre	\$1.15 per litre
over 25,000	\$1.10 per litre	\$1.10 per litre

Pre-coating Aggregate *\$2.50 per tonne*

Expected total cost to Council's Construction Program

34,000 litres in job lots of 10,000 to 25,000 litres of 95/5:	\$ 39,100.00
525,000 litres in job lots above 25,000 litres of 98/2:	\$577,500.00
4500 tonnes aggregate x \$2.50 per tonne	<u>\$ 11,250.00</u>
Total	<u>\$627,850.00</u>

Rates for pre-coating are based on the following:

Shire of Yilgarn to supply at no cost to Bitutek:

- 1) Loader
- 2) Wetting agent (diesel) for the pre-coating

Bitutek have also included an hourly rate for spreader trucks: \$125.00/hour

Council utilized Bitutek for the supply and spraying of bitumen in the 2020/2021 Financial Year. The service and quality of goods supplied was to a good standard.

When setting the 2021/2022 Financial Year Construction Budget an estimated monetary allocation of \$655,000 (*GST exclusive*) was allowed for in council's construction program for the supply and spray of hot bitumen and pre-coating of aggregate.

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	There is significant financial cost to council with initial indications showing costs to supply and spray hot bitumen is estimated \$655,000	Moderate (9)	When setting the 2021/2022 Financial Year Construction Budget an estimated monetary allocation of \$680,000 has been allowed for in council's construction program for the supply and spray of hot bitumen and pre-coating of aggregate.
Service Interruption	Lack of funding to maintain Council roads will result in deterioration of council's road network affecting agriculture, mining and transport industries. It will also have an impact on safety for	Moderate (9)	Adequate Funding has been included in the 2021/2022 budget consideration to maintain council's road network.

	motorists utilising these roads if left to deteriorate		
Compliance	Quotation for the Supply and Spraying of Hot Bitumen was sourced through WALGA Preferred Supply Panel	Moderate (9)	In accordance with the Local Government Act 1995 Section 3.57 Tenders for Providing Goods and Services(1) and section 3
Reputational	Nil	Nil	Nil
Property	Lack of funding to maintain Councils roads will result in deterioration of councils road network	Moderate (9)	Adequate funding has been included in the 2021/2022 budget consideration to maintain council's road network
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)

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

2021/2022 Construction Program

Policy Implications

In line with Council's Policy, *"Finance 3.5 Purchasing Quotes and Tenders"*

Financial Implications

Monetary costs associated for the supply, and spraying of hot bitumen has been allowed for in Council's 2021/2022 Construction Program Budget

Officer Recommendation and Council Decision

149/2021

Moved Cr Rose/Seconded Cr Nolan

That Council accepts the Quotation submitted by Bitutek for the supply and spraying of hot bitumen and pre-coating of aggregate for the 2021/2022 Financial Year.

CARRIED (6/0)

9.4 Reporting Officer – Executive Manager Regulatory Services

9.4.1 Development Application – Shed Extension – 3-5 Antares Street, Southern Cross

File Reference	3.1.3.6
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Attachments	Development Proposal

Purpose of Report

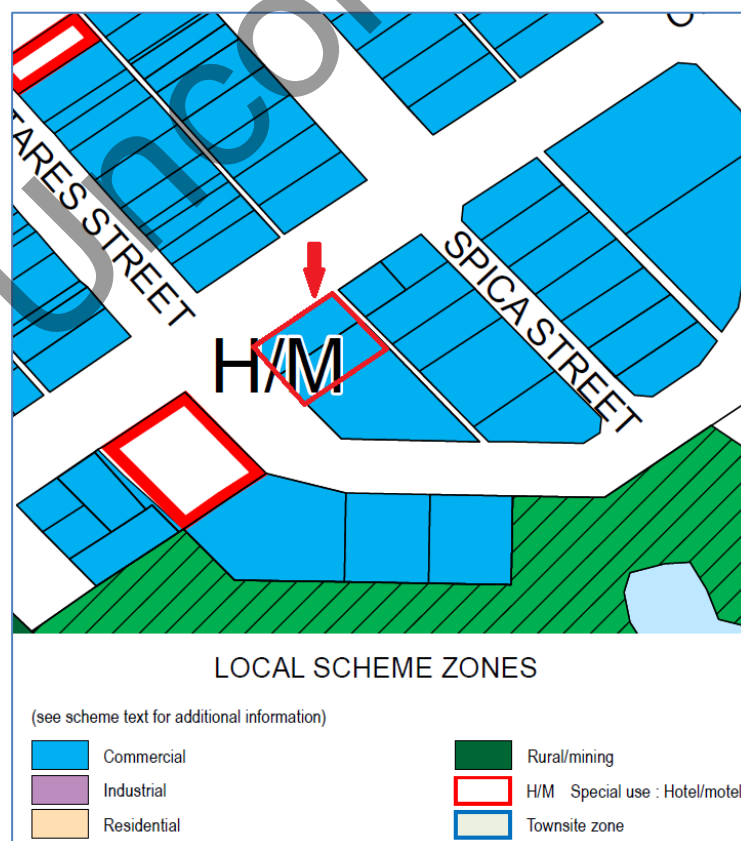
To consider a Development Application for the installation of a shed for commercial purposes at 3-5 Antares Street, Southern Cross.

Background

The Shire is in receipt of a Development Application for 3-5 Antares Street, Southern Cross. The Applicant seeks to install an 11 metre by 9 metre shed, with 4.5 metre wall heights and 5.29 metre pitched roof, including a chemical bund and 2,000 litre sump.

The purpose of the Shed is for the storage of chemicals and dangerous goods, as part of the existing commercial retail outlet.

The site is zoned “Commercial” under the Shire of Yilgarn Town Planning Scheme 2.



As the site is currently operational as a "Commercial" use, and the storage of chemicals is in keeping with Commercial zoning, Council are not required to determine if the use of the site is suitable, however, Council are to determine if the proposed setbacks, plot ratios, landscaping and car parking is adequate for the proposal.

The TPS2 development table details the following requirements for a "Shop" use:

Use Class	Minimum Boundary Setback (m)			Maximum Plot Ratio	Minimum Landscape Area %	Minimum Car Parking Bays
	Front	Rear	Sides			
Shop	*	*	*	*	*	1 for every 15msq of gross floor area.

*means 'to be determined by the Council' in each particular case.

Comment

Setbacks

The proposal seeks a 3.8 metre setback from the front street boundary, being Antares Street. The proposed setback is greater than the existing building setback, and is deemed in keeping with the current aesthetics of the area and commercial zone.

The proposal seeks a 0.5 metre setback from the side street boundary, which is Orion Street (Great Eastern Highway). The proposed setback is greater than the existing building setback, and is deemed in keeping with the current aesthetics of the area and commercial zone.

Plot Ratio

Council have the discretion to approve any plot ratio (which is the percentage of built area versus open space). The proposed plot ratio is intended to increase from approximately 61% to 66%. The plot ratio increase is insignificant and is deemed sufficient for the type of use.

Landscaping

The proposal will remove the existing tree and some other shrubbery from the existing Western corner of the lot, and as such there will be no landscaping on the lot, however as per the development table, Council have the discretion to endorse this. There are Shire managed landscaped areas bordering the Western Corner of the lot, and as such, the aesthetics will not be detracted from in a significant manner as a result of the proposal.

Car Bays

The proposed extension does not reduce the number of existing car bays, and it is not thought that the addition will create an increase on patron numbers that would require addition car bays, and as such, it is deemed existing street side parking is adequate.

Traffic Management

It is deemed pertinent that Council consider traffic management, as access to the new addition will be from Antares Street, however it is not envisaged that large vehicles will be accessing

the site for deliveries, and access via the existing crossover will be sufficient. As such, it is not thought that a detailed traffic management plan is required.

Aesthetics

The structure will be a new build and as such, with a condition that the colour scheme must be in keeping with the surrounds, it is deemed the proposal will not detract from the aesthetics of the commercial zone.

Summation

It is the reporting officer opinion that the proposed development will assist the owner of the premises to enhance their viability and competitiveness within the Yilgarn area and will not detract from the aesthetics of the commercial area. It is also deemed that the proposal is in keeping with the commercial zone, and as such, it is recommended that Council approve the proposal as submitted.

It should be noted that a building permit will still be required to be sought by the applicant, and that 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.

Statutory Environment

Planning and Development Act 2005
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

Nil

Financial Implications

Planning and building application fees.

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 Planning legislation	Moderate 6	Development Application approved via Council decision.
Reputational	Approval of non-compliant development	Moderate 6	Compliance with discretionary clauses of TPS2.
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

150/2021

Moved Cr Nolan/Seconded Cr Cobden

That Council approve the installation of an 11 metre by 9 metre shed, with 4.5 metre wall heights and 5.29 metre pitched roof, including a chemical bund and 2,000 litre sump at 3-5 Antares Street, Southern Cross, as per the submitted plans, on the provision the colour scheme is in keeping with current surrounds.

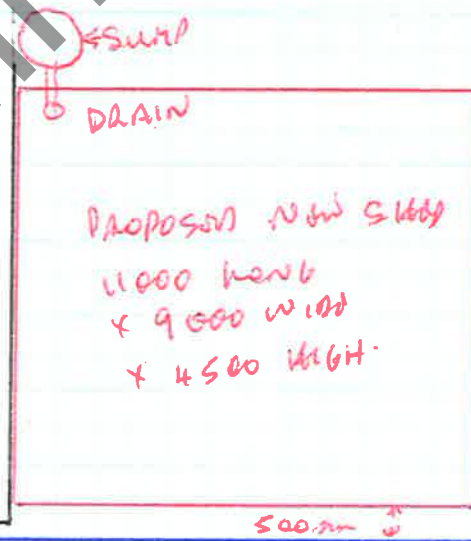
Advice Notes for applicant:

1. A building permit will still be required to be sought by the applicant;
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)

Proposed Boundary

EXISTING SHED
BUILT TO PROPERTY
BOUNDARY ON
N & SIDE.



EXISTING
BUILDING
OFFICE &
DISPLAY
PROPERTY BOUNDARY

1800

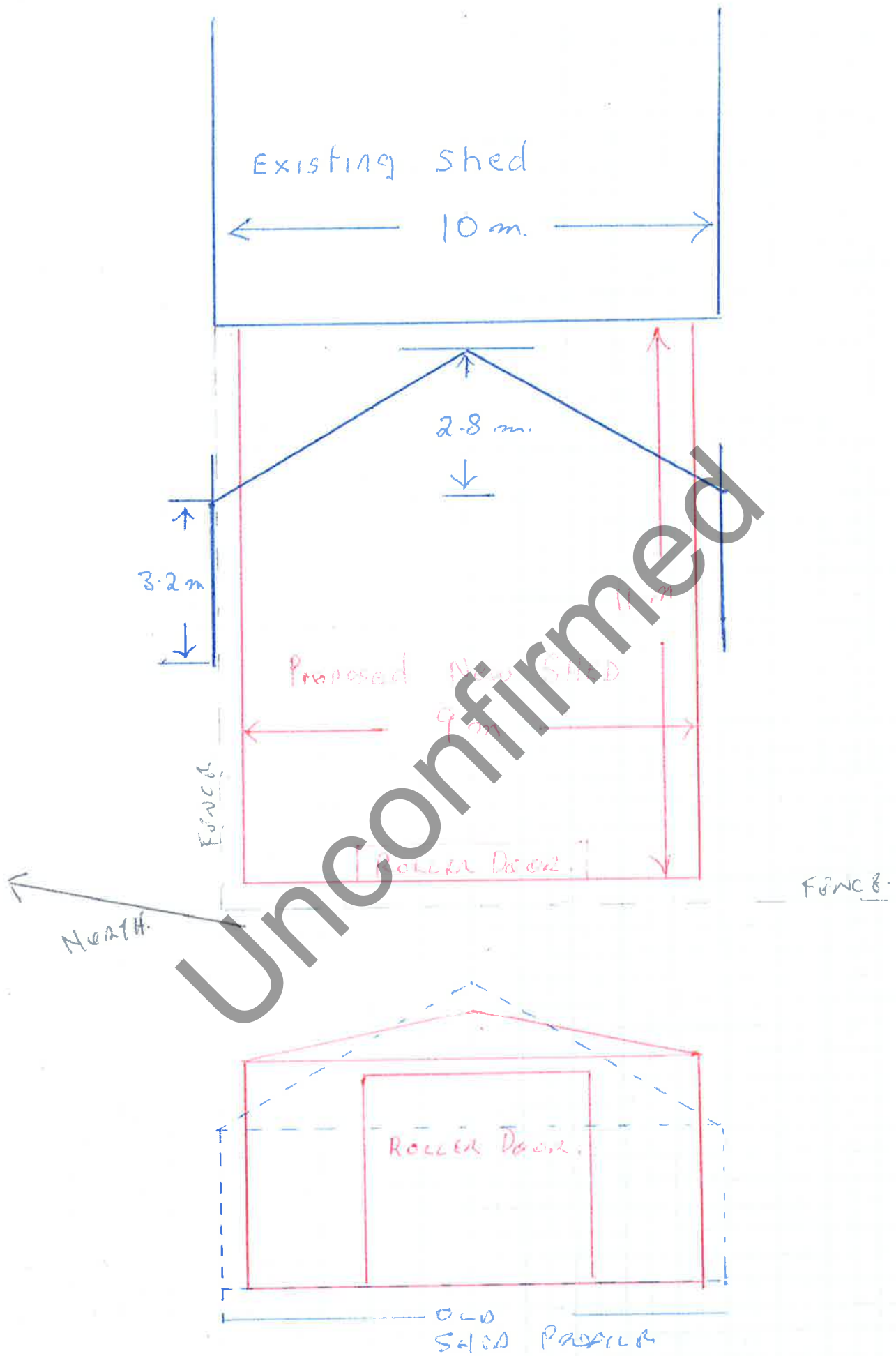
2000

FENCE

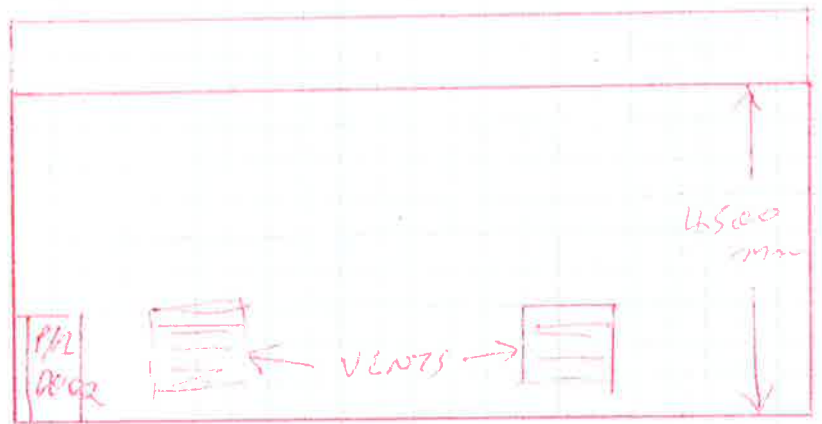
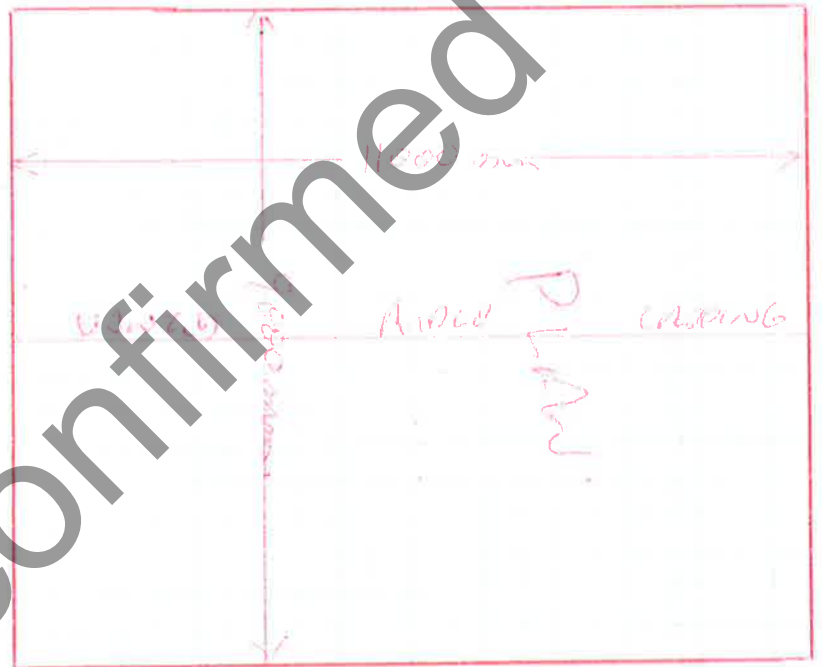
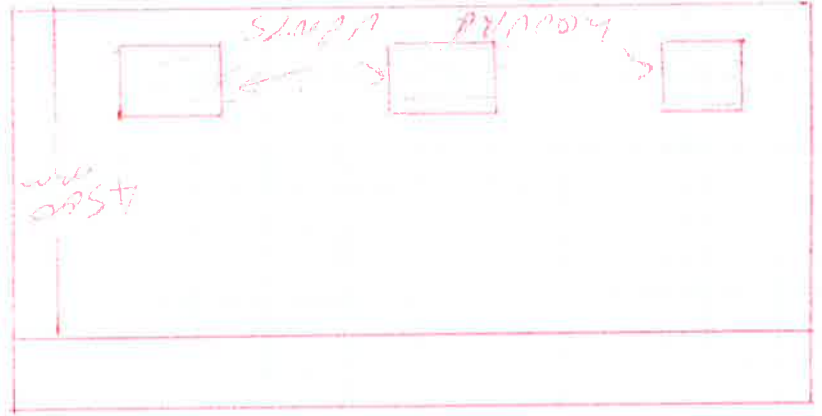
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ORION ST.

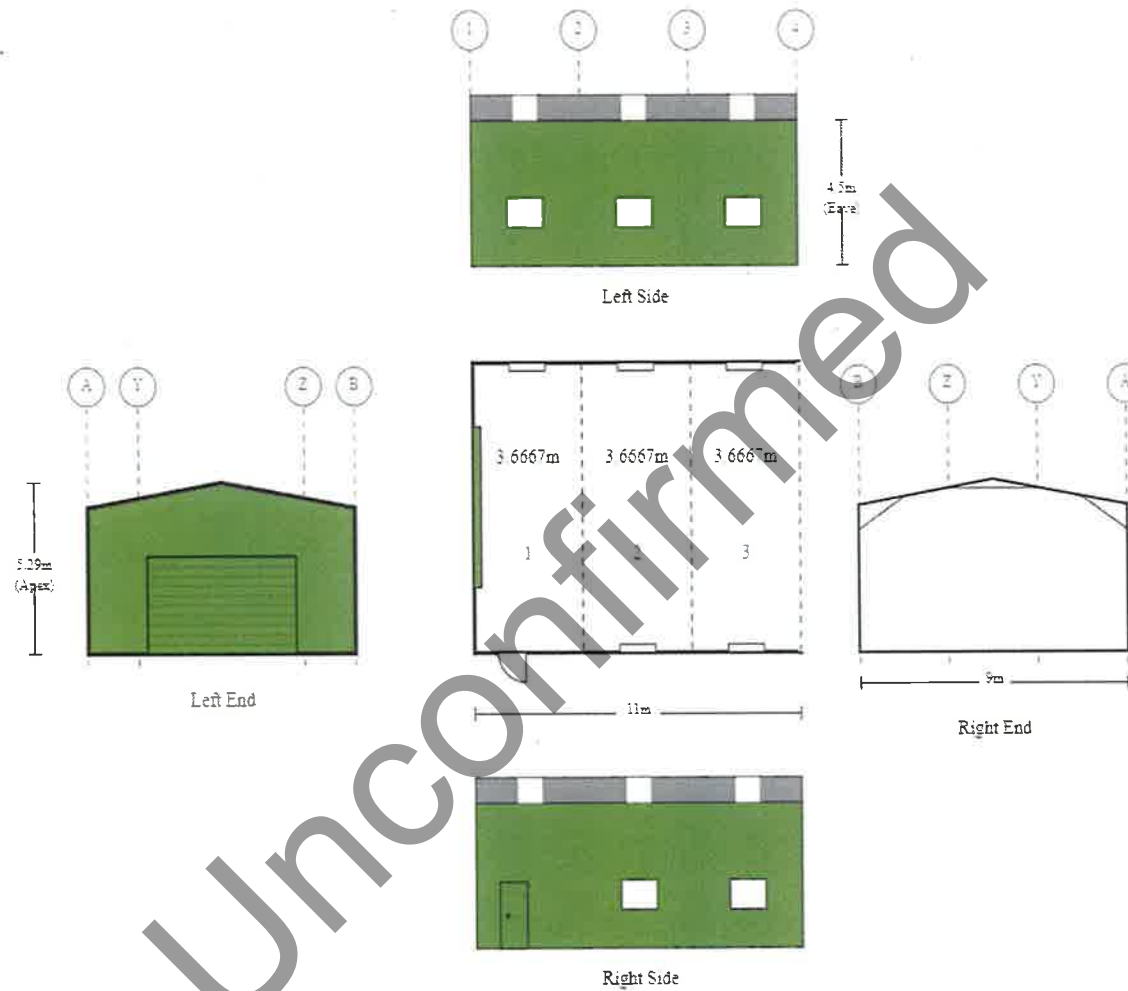
ANTARES ST.



NORTH SIDE ELEVATION



SOUTH SIDE ELEVATION



Purchaser Name: ylgam agencies

Site Address: 3 Antares St Southern Cross WA 6426 Australia

Drawing # WSS213010 - 3

Print Date: 22/06/21

Layout
NOT FOR CONSTRUCTION
 Not to Scale
 © Copyright Steelx IP Pty Ltd

Seller: Wide Span Sheds Pty Ltd
 Wide Span Sheds Pty Ltd
 Phone: 07 5657 8888
 Fax: 07 5657 8699
 Email: admin@sheds.com.au

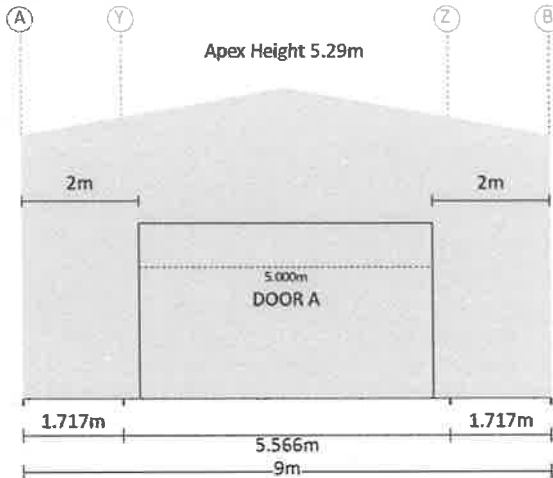
Apex Engineering Group PTY LTD
 ACN 632 588 562
 ME Aust. (Registered NER Structural) 5276680
 QLD : RPEQ No. 24223; TAS : 185770492; VIC : EC67493; N.T : 303557ES;
 Practising Professional Structural & Civil Engineers

Signature:

J. Ronaldson

Date: 22/06/21

Left End



Measurements are from the outside of side girts to the inside of component opening size.

Unconfirmed

Purchaser Name: ylgam agencies		<div>Component Position</div> <div>NOT FOR CONSTRUCTION</div> <div>Not to Scale</div> <div>Page 2 of 2</div> <div>© Copyright Steelx IP Pty Ltd</div>	<div>Seller: Wide Span Sheds Pty Ltd</div> <div>Wide Span Sheds Pty Ltd</div> <div>Phone: 07 5657 8888</div> <div>Fax: 07 5657 8889</div> <div>Email: admin@sheds.com.au</div>	<div>Apex Engineering Group PTY LTD</div> <div>ACN 632 588 562</div> <div>ME Aust (Registered NER Structural) 5276690</div> <div>QLD : RPEQ No. 24223; TAS : 185770492; VIC : EC67493; N.T : 303557ES;</div> <div>Practising Professional Structural & Civil Engineers</div> <div><div>Signature: </div><div>J. Ronaldson</div><div>Date: 22/06/21</div></div>
Site Address: 3 Antares St Southern Cross WA6426 Australia				
Drawing # WSS213010 - 10	Print Date: 22/06/21			

9.4 Reporting Officer – Executive Manager Regulatory Services

9.4.2 Development Application – Sea Container – 43 Taurus Street, Southern Cross

File Reference	3.1.3.6
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Attachments	-Proposed Layout -Policy 4.7– Sea Containers & Other Similar Storage Structure

Purpose of Report

To consider a Development Application for a sea container at 43 Taurus Street, Southern Cross.

Background

The Shire is in receipt of a Development Application for 43 Taurus Street, Southern Cross, seeking to install a twelve (12) metre sea container upon the residential lot. The proposed layout plan is attached for Councillors perusal.

The Shires Council Policy 4.7 – Sea Containers & Other Similar Storage Structures (the Policy), details the requirements for the placement, use, size, and construction of sea containers, and is also attached for Councillors perusal.

The Policy states:

The location of sea containers and other similar structures within the Shire is regarded as development and will require planning approval.

All applicants will also be required to obtain both Planning Approval and a Building Permit for the sea container or structure.

For the purpose of assessment and approval, the local government will classify a sea container or other similar relocatable storage units as an outbuilding ancillary to the approved use of the land.

No sea container or other similar structure is permitted to be used for human habitation.

In relation to its placement, the Policy states:

The sea container or other similar structure is to be located in the rear yard of the property (that is behind the dwelling on the property) so that it will not readily be seen from the main access road or thoroughfare. If the property is a corner block then the sea container or other similar structure needs to be setback from the secondary street

frontage to meet this same condition for the secondary street, or may need to be screened to the satisfaction of Council.

The sea container is to be setback from the rear and side boundaries at least 1.0 metre or greater, with the doors opening into the residential yard.

The sea container or similar structure shall not be located over or within 3.0 metres of any wastewater drains, deep sewer connection points, septic tanks or leach drains.

The structure is to be in good condition and well maintained, painted one uniform colour to match the dwelling or nearby buildings on the property, professionally painted, and is to be treated to control rust.

That if the sea container or other similar structure falls into disrepair and/or becomes unsightly, the Shire will require its removal by the owner.

Comment

The proposed location of the sea container meets the requirements of Policy 4.7, and with a condition of approval being compliance with all conditions contained within the Policy, it is deemed the proposal will not create a significant aesthetic nuisance.

Statutory Environment

Planning and Development Act 2005

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

Policy 4.7– Sea Containers & Other Similar Storage Structure

Financial Implications

Planning and building application fees.

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 Planning legislation	Moderate 6	Development Application approved via Council decision.
Reputational	Approval of non-compliant development	Moderate 6	Compliance with Policy 4.7 clauses of TPS2.
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

151/2021

Moved Cr Nolan/Seconded Cr Cobden

That Council approve the installation of a 12 metre sea container within the rear yard of 43 Taurus Street, Southern Cross, on the condition the installation and use of the sea container complies with Policy 4.7– Sea Containers & Other Similar Storage Structure

Advice Notes

1. Applicant must apply for and obtain a Building Permit for the sea container or structure prior to it being installed on the property; &
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.

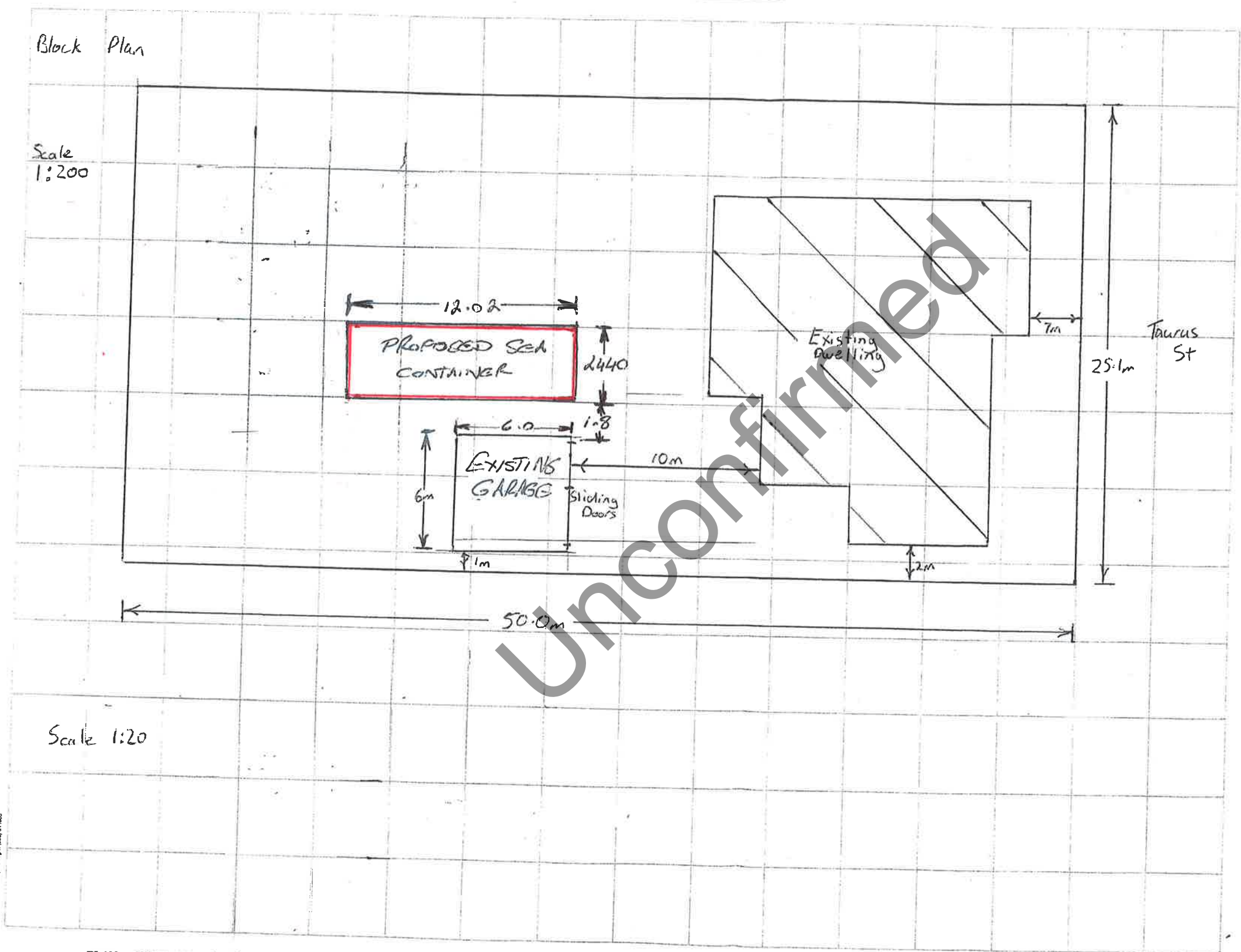
CARRIED (6/0)

Plan of SEA CONTAINER proposed to be erected on Lot No. 886 Street Taurus St Southern Cross
Loc. No. _____ House No. 4B

PLANS MUST BE DRAWN IN INK AND IN DUPLICATE

Block Plan

Scale
1:200



Scale 1:20

PLAN: When separate plans showing sections, elevations, etc., are provided, standard Sheet is to be used for Locality Plan and is to be drawn to a scale of not less than 1:500
For Garages, Outbuildings, Sleepouts, or any Temporary Structure, ground plan, sections and elevations are to be drawn hereon to a scale of not less than 1:100
Plan should show the size and height of all rooms and covered floor area of all buildings; also the relative positions of all boundaries and outbuildings.
Locality Plan should show Original Lots or re-subdivision (if any), position of existing buildings and street trees and should be drawn to a scale of not less than 1:500

Address _____
Builder _____
Address _____
Signature of _____
Applicant _____

SCHEDULE OF MATERIALS

Item	Size	Spacing
Sole Plates		
Stumps		
Bearers		
Floor Joists		
Bottom Plates		
Studs		
Corner Studs		
Top Plates		
Braces		
Ceiling Joists		
Hangers		
Beams		
Lintels		
Rafters		
Ridge		
Hips and Valleys		
Valley Boards		
Purlins		
Under Purlins		
Struts		
Wind Braces		
Collar Ties		
Fascia		
Barges		
Guttering		
Downpipe		
Ventilators		
Windows		
Doors		
Footings		

Materials:

Floor _____
Walls, Exterior _____
Walls, Interior _____
Ceiling _____
Roof _____

Estimated Cost of Work:

Materials _____ \$
Labour _____ \$
Total _____ \$

POLICY:	SEA CONTAINERS & OTHER SIMILAR STORAGE STRUCTURES
POLICY NO:	4.8
SECTION:	COUNCIL
LAST REVIEW DATE:	JULY 2015
DATE TO BE REVIEWED:	JULY 2016

OBJECTIVES

The primary objectives are to:

- (c) To provide guidelines for the placement, use, size, and construction of sea containers or other similar storage structures.
- (d) To maintain a high level of visual amenity in the areas in which the sea containers will be located.

DEFINITIONS

The following are definitions that may be used as part of this policy in addition to the definitions in the Shire of Yilgarn Town Planning Scheme No 2.

"Council" means the elected members of the Shire.

"Dwelling" means a building or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, or no more than six persons who do not comprise a single family.

"Donga" means a transportable building typically utilised as workers' accommodation throughout the mining industry and/or utilised as site offices and/or has the general appearance of mine site accommodation.

"Other similar storage structure" means a prefabricated structure with a flat roof, regular in shape and is capable of being readily transported (including a donga and a railway carriage).

"Residential Design Codes" or "R Codes" means State Planning Policy 3.1 issued by the Department of Planning.

"Sea Container" means a large metal container originally manufactured to carry goods on a sea vessel, and now used to transport or carry goods by rail and roads as well.

"Setback" means the distance from boundaries as defined in the Shire of Yilgarn Town Planning Scheme No 2 or the Residential Design Codes.

"Shire" means the Shire of Yilgarn.

POLICY STATEMENTS

The location of sea containers and other similar structures within the Shire is regarded as development and will require planning approval.

All applicants will also be required to obtain both Planning Approval and a Building Permit for the sea container or structure.

For the purpose of assessment and approval, the local government will classify a sea container or other similar relocatable storage units as an outbuilding ancillary to the approved use of the land.

No sea container or other similar structure is permitted to be used for human habitation.

EXISTING SEA CONTAINER OR OTHER SIMILAR STRUCTURES

At the time of endorsing this Policy in December 2014 Council is aware of several existing sea containers situated on "Residential" zoned land within the Shire District as well as on "Commercial" and "Industrial" zoned land.

Council has agreed to allow these pre-existing sea containers to remain on-site on these blocks on the following conditions:-

1. That the owner of an existing sea container must apply for Planning Approval for each sea container, if not previously obtained.
2. That the owner of an existing sea container must apply for a Building Permit for the structure to remain on the property as a storage shed or outbuilding, if not previously obtained.
3. The sea containers are able to be used for the current purpose until they are no longer required for this purpose.
4. If a current owner wishes to keep the sea container on the property and use it for another quite different purpose, then the owner will need to apply to Council for permission to keep the sea container for the new purpose(s).
5. Plus all existing sea containers must also comply with the conditions set-out below for proposed sea containers or other similar structures.

PROPOSED SEA CONTAINER OR OTHER SIMILAR STRUCTURES

On "Residential" Zoned Land:-

Council will consider the approval of such a structure on "Residential" zoned land based on the following conditions:-

- a) That the owner wishing to install a sea container on his/her property must apply for and obtain Planning Approval for each sea container prior to it being installed on the property.
- b) That the owner wishing to install a sea container on his/her property must apply for and obtain a Building Permit for the sea container or structure prior to it being installed on the property.
- c) The structure is only to be used for the secure storage of household items including vehicles, collectables and the like, but is not to be for the carrying out of a commercial activity on the property, unless approved by Council.
- d) The sea container or other similar structure is to be located in the rear yard of the property (that is behind the dwelling on the property) so that it will not readily be seen from the main access road or thoroughfare. If the property is a corner block then the sea container or other similar structure needs to be setback from the secondary street frontage to meet this same condition for the secondary street, or may need to be screened to the satisfaction of Council.
- e) The sea container is to be setback from the rear and side boundaries at least 1.0 metre or greater, with the doors opening into the residential yard.
- f) The sea container or similar structure shall not be located over or within 3.0 metres of any wastewater drains, deep sewer connection points, septic tanks or leach drains.
- g) The structure is to be in good condition and well maintained, painted one uniform colour to match the dwelling or nearby buildings on the property, professionally painted, and is to be treated to control rust.
- h) That if the sea container or other similar structure falls into disrepair and/or becomes unsightly, the Shire will require its removal by the owner.

The only exception to the above is a structure for temporary storage during the conduct of building works which will be exempt from this requirement, provided that the following criteria are achieved:-

- 1. The structure is only being used for the secure storage of materials, plant, machinery, or building equipment on a building site.
- 2. The building site has a current building permit, and when necessary, planning approval.
- 3. Construction works are actively being undertaken on the site and do not lapse for any period greater than 30 days.
- 4. The structure does not impact on pedestrian or vehicle movements in any way or obstruct vehicle sight lines.
- 5. The structure may not be permitted on the building site for a period longer than 6 months, unless specific approval from the Shire is obtained.
- 6. The structure is removed from the building site at the completion of the building works.

On Other Zoned Land:-

Such structures may be permitted on land zoned "Commercial" on the following conditions:-

- i) That the structure is only being used for the secure storage of items or materials used or sold as part of the commercial activity carried out on the property.
- ii) The structure is located at the rear of the property, generally out of sight of the main access road or thoroughfare.
- iii) The sea container or similar structure shall not be located over or within 3.0 metres of any wastewater drains, deep sewer connection points, septic tanks or leach drains.
- iv) The structure is in good condition and is well maintained so that is one uniform colour to match the main building or adjoining buildings on the property, and is treated to control rust.
- v) That if the sea container or other similar structure falls into disrepair and/or becomes unsightly, the Shire will require its removal by the owner.

Sea containers or other similar structures are permitted on "Industrial" zoned land within or outside a gazetted townsite but the owner will still need to seek planning approval from Council and a building permit needs to be obtained from the Shire prior to the structure being placed on-site.

This Policy does not pertain to structures situated on "Rural/Mining" zoned land outside of a gazetted townsite.

No sea container or other similar structure is permitted on Council roads /footpaths or Reserve land unless approved by Council.

9.4 Reporting Officer – Executive Manager Regulatory Services

9.4.3 Public Works Proposal – Grouped Dwellings - 117 Altair Street, Southern Cross

File Reference	3.1.3.6
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Attachments	Development Proposal

Purpose of Report

To consider a public works development proposal for two dwellings at 117 Altair Street, Southern Cross.

Background

The Shire of Yilgarn is in receipt of a proposal, lodged on behalf of the Department of Communities – Housing branch (the Department), to develop and construct two (2) grouped dwellings at Lot 776 & 100 (No. 117) Altair Street, Southern Cross.

The proposal does not comply with the Shire's current Town Planning Scheme 2 (TPS2), zoning requirements, however, as the proposed development is being undertaken by the Department of Communities, and is classed as "Public Works", the Planning and Development Act 2005 (the Act) exempts this work from requiring Development Approval from the Shire.

In complying with the exemption permitted under the Act, the Department must show due regard for the intentions of the Shire's Town Planning Scheme, and must undertake relevant public consultation of the proposed development.

On behalf of the Department, the Shire advertised the proposal on the Shire website and Shire notice board on the 4th August 2021 and included it in the local Crosswords edition on the 5th August 2021, allowing until the 19th August 2021 for submissions to be received. A verbal report will be provided at the Council meeting to detail any submissions received. At the time of writing this report, there had been one general enquiry and no submissions.

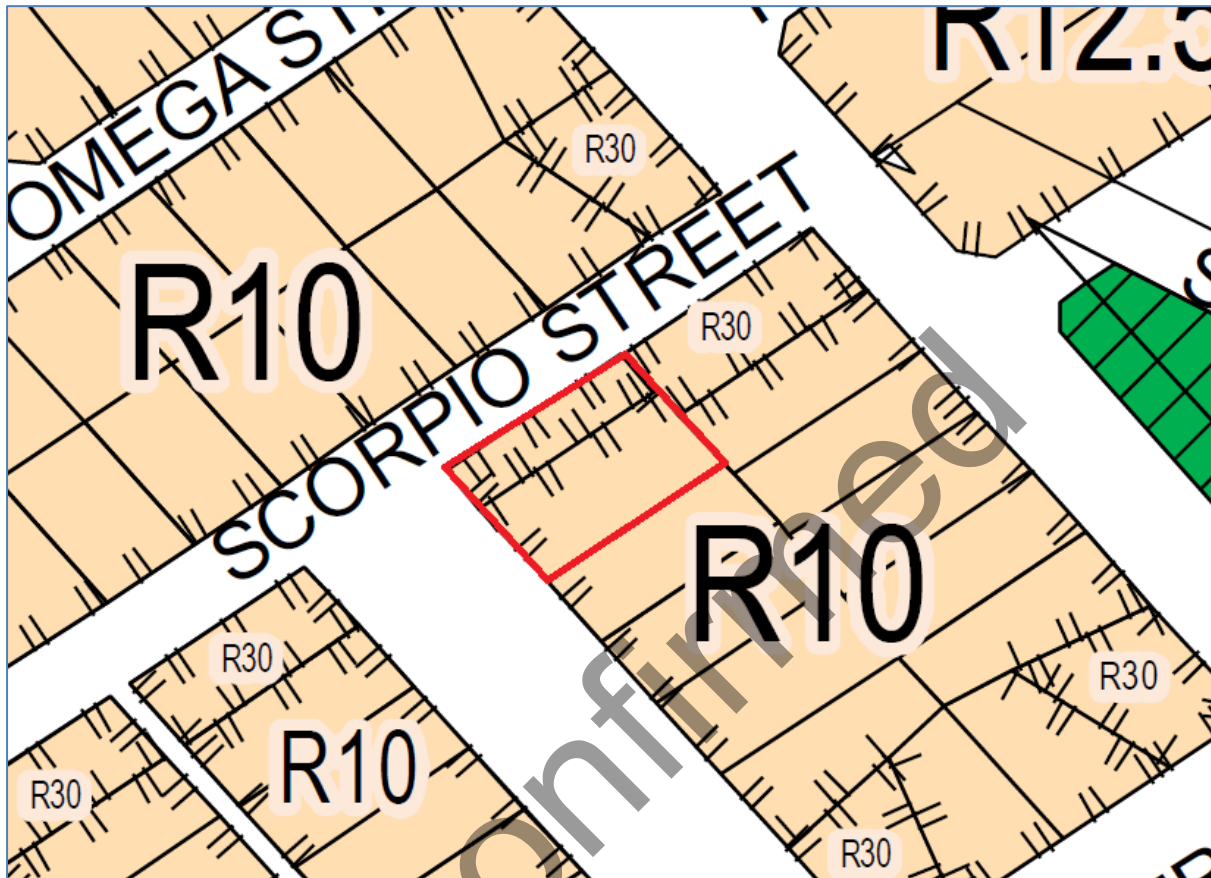
Comment

As mentioned, the proposed development does not comply with the current density zoning of the Shire's TPS2. The Scheme currently zones the residential lots as R10, which for a grouped dwelling requires a minimum site area per dwelling of 1000 m². However, the proposal seeks a minimum site area per dwelling of 869 m².

This type of development would require a zoning of R12,5, however the Department is seeking adoption of R20 zoning, this is to allow a reduced setbacks.

During the last amendment of the Town Planning Scheme, the majority of corner blocks within the Southern Cross townsite were rezoned to R30, however lots 100 and 776 Altair Street were

not rezoned, most likely due to the configuration of the smaller lot on the corner as per the image below.



The proposed zoning of R20 over both lots, of which the Department have advised will be subdivided at a later date, will be in keeping with other corner block zoning levels within the Southern Cross townsite.

The Department's consultant Dynamic Planning have provided a Development Proposal document, which details the proposed development, and justifications for the non-compliances with the Shire's TPS2.

There is a current demand for quality Government Regional Officer Housing properties, and it is the reporting Officers opinion that, subject to any submissions received prior to the closing date for public notice, that Council endorse the proposed development.

Statutory Environment

Planning and Development Act 2005
 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

Nil

Financial Implications

Nil

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Unable to attract professional government staff due to poor housing	Moderate (8)	Endorse proposal to permit additional GROH properties.
Financial Impact	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Compliance with Planning legislation	Moderate 6	Compliance with Planning and Development Act 2005.
Reputational	Approval of non-compliant development	Moderate 6	Compliance with Planning and Development Act 2005.
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

152/2021

Moved Cr Shaw/Seconded Cr Nolan

Council endorse the proposal, submitted on behalf of the Department of Communities, to construct two dwellings upon Lots 776 and 100 Altair Street, Southern Cross, as per the submitted plans, noting that whilst it may not meet the allocated Residential Design Code zoning, the proposal has given due regard to:

- 1. The purpose and intent of the Shire of Yilgarn Town Planning Scheme No. 2;**
- 2. The order and proper planning, and the preservation of the amenity, of that locality at that time; and**
- 3. Submissions received during the public consultation period.**

CARRIED (6/0)

9.4 Reporting Officer– Executive Manager Regulatory Services

9.4.4 Renewal of Lease L962268 - Grazing

File Reference	1.6.17.4
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Attachments	Aerial View and Tenure Map

Purpose of Report

To consider a response to the Department of Planning, Lands and Heritage regarding a request to renew lease L962268, located East of Lake Baladjie.

Background

The Shire is in receipt of correspondence from the Department of Planning, Lands and Heritage (the Department), seeking comments in regards to a proposal to renew lease L962268, consisting of the following Lots:

- Lot 1069 as on Deposited Plan 203752
- Lot 1070 as on Deposited Plan 203752
- Lot 1071 as on Deposited Plan 203752
- Lot 1571 as on Deposited Plan 203752
- Lot 1580 as on Deposited Plan 243168

Comment

The aerial and tenure maps from the Department are attached for Councillors perusal.

There are no outstanding issues relating to the property, and the reporting officer can see no issues relating to the renewal of the lease.

Statutory Environment

Nil

Strategic Implications

Goal

A prosperous future for our community.

Outcome

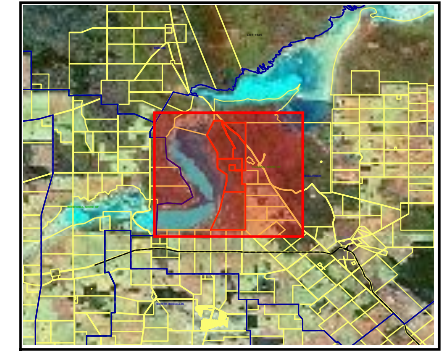
Businesses in the Shire remain competitive and viable.

Strategy

Continue to provide an efficient and effective approval process.

Lease Area

Created 10 Nov 2016



Scale: 1:75,000

Description

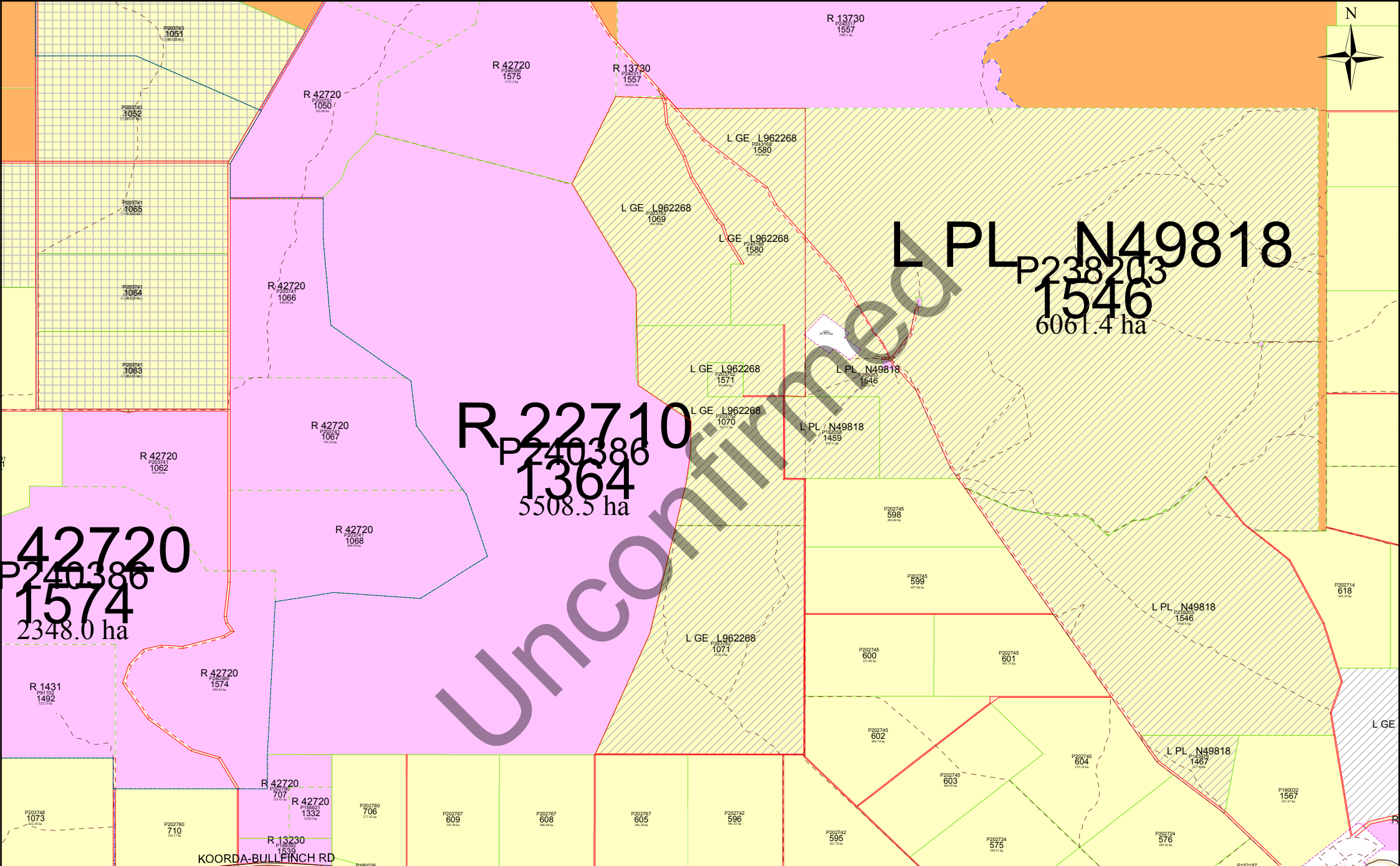
Map Projection: GDA 94 (Lat/Long)

Datum: Geocentric Datum of Australia 1994

1 Midland Square
Midland WA 6056
(08) 9273 7341
customerservice@landgate.wa.gov.au
www.landgate.wa.gov.au



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Scale : 1:80000 (Geographical)
MGA : SW=678666.5E,6570918.0N Zone 50 / NE=702730.6E,6587583.9N Zone 50
Lat/Long : 118°52'15.617", -30°58'54.320" / 119°07'10.390", -30°49'39.296" H 184mm by W 297mm

Printed : 15:25 Thu 10/Nov/2016
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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	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

153/2021

Moved Cr Shaw/Seconded Cr Guerini

Council endorse the following response to the Department Planning Lands and Heritage:

In relation to the proposal to renew lease L962268, the Shire of Yilgarn holds no objections.

CARRIED (6/0)

Unconfirmed

9.4 Reporting Officer– Executive Manager Regulatory Services

9.4.5 Site Lease Agreement – WA Billboards – Lot 88 Great Eastern Highway

File Reference	1.6.19.3
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Attachments	Licence to Occupy

Purpose of Report

To present to Council the proposed Site Lease Agreement to utilise the billboard located upon Lot 88 Great Eastern Highway, Southern Cross.

Background

The billboard located on Lot 88 Great Eastern Highway, Southern Cross, better known as the Southern Cross Airstrip, is currently leased for advertising purposes by WA Billboards.

The current agreement is due to expire and as such, the Shire and WA Billboards are seeking to sign a new agreement.

The proposed site lease agreement is attached for Councillors perusal.

Comment

The proposed agreement is for the Freestanding Double Sided Static 6 metre by 3 metre billboard located on Lot 88 Great Eastern Highway, Southern Cross.

The agreement is to commence on the 01/08/2021 and will continue for five (5) years, with a five (5) year option.

The annual rental, payable to the Shire of Yilgarn by WA Billboards is \$1450.

Statutory Environment

Site Lease Agreement.

Strategic Implications

Nil

Policy Implications

Nil

Financial Implications

\$1450 income per annum.

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	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

154/2021

Moved Cr Rose/Seconded Cr Guerini

That Council agree to the terms and endorse the President and Chief Executive Officer signing the Site Rental Agreement, as presented, between the Shire of Yilgarn and WA Billboards, for use of the billboard located upon Lot 88 Great Eastern Highway Southern Cross, for the purpose of advertising.

CARRIED (6/0)

10 APPLICATION FOR LEAVE OF ABSENCE

156/2021

Moved Cr Cobden/Seconded Cr Guerini

That Cr Rose be granted Leave of Absence from the September Ordinary Meeting of Council

CARRIED (6/0)

11 MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

157/2021

Moved Cr Guerini/Seconded Cr Rose

That the new business of an urgent nature be accepted for consideration by Council

CARRIED (6/0)

12 Officers Report – Chief Executive Officer

12.1 Mineral Resources Ltd. – Interim Haulage Proposal – Parker Range Mine to Koolyanobbing Operations

File Reference	3.2.1.29
Disclosure of Interest	None
Voting Requirements	Simple Majority
Attachments	Journey Management Plan as submitted by MRL-Confidential

Purpose of Report

To submit to Council a proposal put forward by Mineral Resources Ltd (MRL) to undertake an interim haulage proposal from its Parker Range Iron Ore Mine to the Koolyanobbing Operations.

Background

As Council would be aware, MRL has been constructing and sealing the southern section of the Emu Fence Road for the haulage of ore from its Parker Range mine and had initially proposed, once the Emu Fence Road was constructed to the Great Eastern Highway (GEH), to transport the ore east on GEH to its Carina Operations.

Discussions with MRL representatives have indicated that they have been liaising with the WA Government's Department of Finance in relation to works on the Mt. Walton Road in the Shire of Coolgardie, which is to be used as the final leg to get MRL's ore to the Carina Operations. It is understood that negotiations have been ongoing regarding road upgrades/rail crossings etc., over the past 6 months and whilst close to reaching an agreement with the Department, there will be delays of approximately 1 month.

Comment

On Thursday, 5 August 2021 the CEO received the following email from Mr Josh Thurlow, Executive General Manager – Project Development with MRL, proposing the following:-

As discussed, we proposing the following for your urgent consideration:

- *Approval from the Shire for an interim haulage program from the Parker Range Mine to Koolyanobbing*
- - *The haulage program would run for up to 4 weeks upon Council approval.*
 - *The program would require RAV7 access to haul ore from the Parker Range Mine via:*
 - *Parker Range Road*
 - *Emu Fence Road*
 - *Great Eastern Highway*
 - *Three Boys Road*
 - *Bullfinch Road*
 - *Cameron Road*
 - *Koolyanobbing-Southern Cross Road*

MRL would pay the Shire a maintenance and service fee for each week of the haulage program, as compensation for any damage/costs incurred.

We would be incredibly grateful for your urgent consideration of this proposal, which will allow us to commence haulage from our Parker Range Mine whilst our longer-term haulage solutions are being finalised.

MRL also submitted an application to Main Roads WA's Heavy Vehicle Operations (HVO) Division seeking appropriate approvals to alter RAV ratings on the roads in question. HVO did contact the CEO seeking the Shire of Yilgarn's comments in relation to the request as per the following:-

As you are aware, we have received the application below from MRL for temporary access for a 4 week period on Koolyanobbing - Southern Cross Road for 36.5 metre tri drive combinations operating at level 3 AMMS mass limits (Tri Drive Network 4.3).

We have looked at our records and back in 2011 RAV access on Koolyanobbing - Southern Cross Road was reviewed at the request of the Shire, due to safety concerns. An assessment was completed by Main Roads at the time and subsequently RAV access was downgraded from RAV Network 7 to RAV Network 5, due to inadequate road widths and poor shoulders.

*If there has been significant upgrades to the road since 2011, we are happy to come and conduct an onsite assessment with the intention of adding the road to the relevant RAV networks. However, if the road hasn't changed since 2011, I see little value in conducting an onsite assessment. If there have been no changes to the road and the Shire supports the temporary access for the proposed 4 week period, it would be better to allow the access under **Restricted Local Access Permits and mitigate the risks via an appropriate TMP that will need to be implemented at MRL's expense.***

Can you please advise if Cameron Road and Koolyanobbing-Southern Cross Road are likely to be suitable for Tri Drive Network 4.3 and if not, would the Shire support temporary access with an appropriate TMP?

The CEO responded to MRWA HVO with the following:-

"The Shire of Yilgarn, via Regional Road Group Funding, has been upgrading sections of the Southern Cross-Koolyanobbing Road over a number of years, and in the 2021/2022 financial year will be continuing this program by way of re-constructing and prime-seal 3km to 7m width to SLK 17. Currently beyond SLK 14 to Koolyanobbing, there is still the inadequate road width and poor shoulders and therefore, the RAV Network 5 applies as per MRWA's previous assessment.

Whilst the Shire appreciates MRL's current predicament in getting its product to the Koolyanobbing Operations, even though they have only requested a 4 week operational period under special provisions, the concerns that Council has is that there are multiple road users utilising the Southern Cross-Koolyanobbing Road and the request for RAV 7 configurations poses safety issues based on the conditions of the road beyond SLK 14. MRL has indicated that TMP's would be applied if special approval was granted, but again, the Shire is concerned that management would be difficult based on the difficulty of managing multiple road users.

MRL's request also includes the use of Three Boys Road, Southern Cross/Bullfinch Road and Cameron Road under special provisions for RAV 7 rating. Previous requests from other mining companies for the use of these roads has resulted in swept path analysis determining

that the Three Boys Road/Southern Cross Bullfinch Road and Southern Cross-Bullfinch/Cameron Road "T" intersections did not meet RAV 7 requirements.

Based on the above comments, the Shire of Yilgarn is reluctant to support MRL's request for temporary access".

In response to the CEO's email, MRWA HVO advised that it would support the Shire's position.

On Wednesday, 11 August 2021 the CEO and EMRS met with Mr Thurlow and the newly appointed General Manager of Operations at MRL's Koolyanobbing Operations, Mr Scott Oakley, to further discuss the above request.

Mr Thurlow, whilst acknowledging the CEO's response to MRWA HVO, advised that RAV7 trucks have the same physical dimensions as RAV5 trucks (length and width), the only difference being axle loading. Therefore, the only additional risk posed by running RAV7 operations on the Koolyanobbing-Southern Cross Road is the increased potential for damage to the road and shoulder surface. MRL are proposing to mitigate this risk by operating for no more than 4 weeks (thereby limiting damage) and compensating the Shire of Yilgarn for maintenance of the road.

The CEO and EMRS indicated their concerns to Mr Thurlow regarding management of traffic if a **Restricted Local Access Permit** was to be granted and suggested that if a comprehensive Traffic Management Plan (TMP) was presented, then Council's Officers would refer the matter to Council for final consideration.

A Journey Management Plan has been submitted by MRL and is attached for Council's consideration.

Statutory Environment

Restricted Local Access Permit can be issued by Council.

Strategic Implications

Shire of Yilgarn Strategic Community Plan 2020-2030 – Economic Objectives – 2.2.2 Support the local business community and promote further investment in the district, including opportunities for industry growth and development.

Shire of Yilgarn Strategic Community Plan 2020-2030 – Economic Objectives – 2.5.1 Continue to maintain and upgrade our road network.

Policy Implications

Nil

Financial Implications

MRL have advised that they would pay the Shire a maintenance and service fee for each week of the haulage program, as compensation for any damage/costs incurred.

Officer Recommendation

The following two options of recommendations are submitted for Council's consideration:-

OPTION 1

That Council rejects the application submitted by MRL to operate RAV 7 configurations on the route requested as it considers that the route is suitable only for RAV 5 type vehicles as per Main Roads WA Heavy Vehicle Operations previous assessments, and that Council would be setting an unwanted precedent if it were to grant such approval.

OR

OPTION 2

That Council approves the issuing of a Restricted Local Access Permit, as per the advice from Main Roads WA Heavy Vehicle Operations, to MRL for a 4-week period (dates to be negotiated with MRL by the CEO and EMI) to allow the haulage of ore on the following route utilising RAV 7 configurations:-

- *Parker Range Road*
- *Emu Fence Road*
- *Great Eastern Highway*
- *Three Boys Road*
- *Bullfinch Road*
- *Cameron Road*
- *Koolyanobbing-Southern Cross Road*

The above approval is granted on the proviso that:-

1. *MRL adheres at all times to the approved Journey Management Plan (JMP), as approved by the EMI and Main Roads WA Heavy Vehicle Operations, in order to mitigate any risks and that failure to adhere to the JMP will render the Restricted Local Access Permit invalid immediately; and*

2. *That the CEO, EMI and EMRS be granted approval to negotiate with MRL a maintenance and service fee for each week of the haulage program, as compensation for any damage/costs incurred to the roads in question.*

Council Decision

158/2021

Moved Cr Shaw/Seconded Cr Cobden

OPTION 1

That Council rejects the application submitted by MRL to operate RAV 7 configurations on the route requested as it considers that the route is suitable only for RAV 5 type vehicles as per Main Roads WA Heavy Vehicle Operations previous assessments, and that Council would be setting an unwanted precedent if it were to grant such approval.

CARRIED (6/0)

12 Officers Report – Chief Executive Officer

12.2 Appointment of Executive Manager Regulatory Services

File Reference	1.1.1.19
Disclosure of Interest	None
Voting Requirements	Simple Majority
Attachments	Nil

Purpose of Report

To advise Council of the appointment of Mr Shane Chambers in the Executive Manager Regulatory Services position in accordance with Section 5.37(2) of the *Local Government Act 1995*.

Background

With the incumbent Executive Manager Regulatory Services being promoted to the Chief Executive Officer position effective Monday, 6 September 2021, it was necessary to commence the recruitment process for Mr Nic Warren's replacement.

Comment

Advertisements were placed in the "*West Australian*" newspaper and circulated on other media platforms during the month of July with applications for the position closing on Wednesday, 4 August 2021.

At the close of the application period, six (6) applications were received, with four (4) being considered for interviews on Monday, 9 August 2021, which were conducted by the CEO and Mr Warren.

At the conclusion of this process, the CEO and Mr Warren unanimously agreed to appoint Mr Shane Chambers to the position. Mr Chambers has held similar roles in rural and regional centres and is currently the Manager Regulatory Services at the Shire of Katanning. Mr Chambers will commence duties on Monday, 6 September 2021.

Statutory Environment

Local Government Act 1995

5.37. Senior employees

- (1) A local government may designate employees or persons belonging to a class of employee to be senior employees.

- (2) **The CEO is to inform the council of each proposal to employ or dismiss a senior employee**, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.
- (3) Unless subsection (4A) applies, if the position of a senior employee 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.
- (4A) Subsection (3) does not require a position to be advertised if it is proposed that the position be filled by a person in a prescribed class.
- (4) For the avoidance of doubt, subsection (3) does not impose a requirement to advertise a position where a contract referred to in section 5.39 is renewed.

Strategic Implications

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

Policy Implications

Nil

Financial Implications

In accordance with Budget allocations.

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	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

159/2021

Moved Cr Cobden/Seconded Cr Shaw

That in accordance with Section 5.37(2) of the Local Government Act 1995, Council acknowledges the CEO and Mr Warren's decision in appointing Mr Shane Chambers to the Executive Manager Regulatory Services position for the Shire of Yilgarn based on an initial 3 year Contract of Employment

CARRIED (6/0)

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 4.44pm

I, Wayne Della Bosca confirm the above Minutes of the Meeting held on Thursday, 19 August 2021, are confirmed on Thursday, 16 September 2021 as a true and correct record of the August 2021 Ordinary Meeting of Council.

Cr Wayne Della Bosca
SHIRE PRESIDENT

WHEATBELT NORTH REGIONAL ROAD GROUP MINUTES

**Meeting of the Wheatbelt North Regional Road Group
held at the Northam Recreation Centre, 44 Peel Terrace, Northam
Monday, 26 July 2021 at 10.00am**

1 - Distribution List:

RRG Chairman, Cr W. Gibson, Shire of Dandaragan
RRG Deputy Chairman, Cr E. O'Connell, Shire of Nungarin

Sub Group Elected RRG Delegates (4)

Cr B. Haywood – Shire of Goomalling, Avon SG (confirmed to 2022)
Cr D. Hudson – Shire of Dowerin, Kellerberrin SG (confirmed to 2022)
Cr J. Davis – Shire of Chittering, Moora SG (confirmed to 2022)
Cr E. O'Connell – Shire of Nungarin, North East SG (confirmed to 2022)

**LG CEOs (24), Secretariat to State Advisory Committee (1) WALGA (2)
MRWA Wheatbelt, Northam (3)**

2 - Welcome address by Chairman, Record of Attendance and Apologies

The Chairman welcomed everyone to the meeting.

Attendance Register (attached)

Apologies:

Craig Manton – Regional Manager, Wheatbelt – Main Roads
Brent Bailey – CEO, Shire of Dandaragan
Brad Pepper – EMI, Shire of Dandaragan
Darren Simmons – CEO, Shire of Koorda
Cr Terry Little – Shire of Northam
Clinton Kleynhans – EMES, Shire of Northam
Cr Patroni – Shire of Merredin
Mark Dacombe – CEO, Shire of Merredin
Cr Julie Flockart – Shire of Merredin
Leonard Long – Shire of Nungarin

3 - Confirmation of minutes

The minutes of the Wheatbelt North Regional Road Group meeting held on 08 March 2021 were provided at **Addendum 1**.

Motion: That the minutes of the Wheatbelt North Regional Road Group meeting held on 08 March 2021 be confirmed as a true and correct record of proceedings.

Moved: Cr Eileen O'Connell Seconded: Cr Barry Haywood Carried: 4/0

4 - Business arising from previous minutes

Nil

5 - Correspondence

Outwards:

- **Addendum 2**

- Email dated 2021.03.29 to all Wheatbelt North Councils - 2022-23 Black Spot Presentation - Flyer and Registration - 27 April 2021
- Email dated 2021.04.01 to all Wheatbelt North Councils – Regional Road Group Report April 2021
- Email dated 2021.04.07 to all Wheatbelt North Councils - RE Draft for further comment and review - Policy and Criteria SIGNIFICANT LOCAL GOVERNMENT ROADS September 2020
- Email dated 2021.04.08 to all Wheatbelt North Councils - FW Austroads Road Safety Audit Policy Template for Local Government
- Email dated 2021.04.08 to all Wheatbelt North Councils - FW Main Roads WA IPWEA-WA New Online Road Safety Engineering - Treatment of Crash Locations Course
- Email dated 2021.04.13 to all Wheatbelt North Councils - RE 2022-23 Black Spot Presentation - Flyer and Registration - 27 April 2021
- Email dated 2021.04.27 to all Wheatbelt North Councils - Black Spot Presentation Tuesday 27 04 Postponed to 10 05
- Email dated 2021.04.29 to all Wheatbelt North Councils - Regional Strategies for Significant Local Government Roads Wheatbelt North for Review by Local Government
- Email dated 2021.06.01 to all Wheatbelt North Councils - Regional Road Group Report - June 2021
- Email dated 2021.07.02 to all Wheatbelt North Councils - Wheatbelt North Regional Road Group Meeting
- Wheatbelt North Funding Recoup Registers were emailed via WeTransfer on:
 - 2021.03.23
 - 2021.04.29
 - 2021.05.15
 - 2021.05.20
 - 2021.06.25
 - 2021.07.15

Inwards:

- Email dated 2021.04.30 from Shire of Tammin - Addition to Roads of Local Significance
- Email dated 2021.06.03 from Shire of Westonia - Re_ Request for Out-Of-Session Endorsement from Shire of Wyalkatchem
- Email dated 2021.06.03 from Shire of Mukinbudin - Re_ Request for Out-Of-Session Endorsement from Shire of Wyalkatchem
- Email dated 2021.06.04 from Shire of Allister Butcher - Request for additional works and Carryover of Funds - Shire of Chittering
- Email dated 2021.06.04 from Shire of Allister Butcher - Request for additional works and Carryover of Funds - Shire of Dandaragan
- Email dated 2021.06.04 from Shire of Chittering - Re OUT OF SESSION APPROVAL - Request for additional works and Carryover of Funds - Shire of Chittering
- Email dated 2021.06.04 from Shire of Wongan-Ballidu - Re OUT OF SESSION APPROVAL - Request for additional works and Carryover of Funds - Shire of Chittering

- Email dated 2021.06.04 from Shire of Chittering - Re OUT OF SESSION APPROVAL - Request for Reallocation - Shire of Dandaragan
- Email dated 2021.06.04 from Shire of Gingin - Re OUT OF SESSION APPROVAL - Request for Reallocation - Shire of Dandaragan
- Email dated 2021.06.07 from Shire of Mt Marshall - RE_ Request for Out-Of-Session Endorsement from Shire of Wyalkatchem
- Email dated 2021.07.09 from Rod Munns - Minutes of WNE SRRG Meeting held Mon 5th July 2021
- Email dated 2021.07.12 from Shire of Kellerberrin - Kellerberrin Sub Group Minutes - 12th July 2021
- Email dated 2021.07.19 from Shire of Allister Butcher - Moora Sub Group Minutes - 19th July 2021
- Regional Strategies for Significant Local Government Roads Wheatbelt North for Review by Local Government Responses were received from all 24 Local Government

Motion: That the correspondence be received as above.

Moved: Cr Rodney Forsythe

Seconded: Cr Barry Haywood

Carried: 4/0

6 - Technical Committee

Committee representatives are:

Mr Clinton Kleynhans, EMES representing Avon Sub Group

Mr Rod Munns, Consultant representing North East Sub Group

Mr Will Taylor, Shire of Dalwallinu representing the Moora Sub Group

Mr Lenan Parvin, Shire of Kellerberrin representing the Kellerberrin Sub Group

Minutes of the Technical Committee meeting held on 07 July 2021 were attached at **Addendum 3.**

7 - WBN RRG Internal Reports

7.1 WBN RRG Chairman's Report

Chairman did not provide an address as this would be covered in the Sub Group Reports.

7.2 2020/2021 WBN RRG Direct Grants, Road Projects, Black Spots, Commodity Route & State Initiatives funding

The WBN RRG carried over 8% of unexpended funds.

There was no improvement on the 8% carried over in 2019/2020.

A summary of the 2020/2021 RRG performance as at 30 June 2021 was provided at **Addendum 4a.**

Avon Sub Group

Road Projects	85% claimed
State black spot	44% claimed
Federal black spot	80% claimed
Commodity route	89% claimed

Kellerberrin Sub Group

Road Projects	100% claimed
State black spot	N/A
Federal black spot	N/A
Commodity route	100% claimed

Moora Sub Group

Road Projects	86% claimed
State black spot	46% claimed
Federal black spot	100% claimed
Commodity route	100% claimed
AgLime	74% claimed – carry over project from 2018/19

North East Sub Group

Road Projects	98% claimed
State black spot	100% claimed
Federal black spot	N/A
Commodity route	100% claimed

Wheatbelt North Regional Road Group

Road Projects	92% claimed
State black spot	54% claimed
Federal black spot	87% claimed
Commodity route	96% claimed

Direct Grants were 100% claimed in 2020/21.

2020/21 Total carry over 8%, excluding AgLime and WSNF.

7.3 2021/2022 WBN RRG Direct Grants, Road Projects, Black Spots, Commodity Route & State Initiatives funding

WBN Indicative RRG Road Project Funding for 2021/2022 of \$10,481,615 was allocated to the Sub Groups based on APV and Population percentages.

A summary of the 2021/2022 RRG performance as at 18 July 2021 was provided at **Addendum 5a**

The following addenda were included:

Addendum 5b – Direct Grant

Addendum 5c – Road Projects, including any Commodity Routes

Addendum 5d – State and Federal Black Spot Projects

Direct Grant and Road Project Funding has been emailed to all Shires in the form of the Funding Recoup Register. Councils are reminded to invoice for the Direct Grants as soon as possible and invoices are to be accompanied by the Certificate of Completion for the preceding year's Direct Grant.

The register is provided to all WBN RRG councils at the end of each month and will show allocated funding and claims made against the above listed funding sources.

The register does not record federal R2R funded projects nor funding for local roads bridge projects.

Commodity Route Supplementary Funding Applications have been called for the 2022/23 financial year. Submissions are to be emailed to the RRG Secretariat prior to the deadline, for review and collation. Deadline for submissions to WALGA is 24 September 2021.

Other funding sources if applicable to the WBN RRG have yet to be advised at the time of going to print.

7.4 State Road Funds to Local Government Agreement

Advice Only – For 2022/23, there has been no indication or advice of any alteration to the existing funding formula of 75:25 for road project funding distribution to all Regional Road Groups.

WBN RRG currently allocates its road project funding to its four Sub Groups based on each sub groups' percentage of APV to that of the RRG.

8 - External Presentations, Reports and State Advisory Committee (SAC) Minutes

8.1 Wheatbelt Secondary Freight Network Presentation by Garrick Yandle attached.

Notes from presentation:

- Explanation of governance regarding Technical and Steering Committees, Terms of Reference and membership.
- There are guidelines set up to manage conflict of interest.
- Thanks to Rod Munns and Alistair Butcher for their contribution. As Consultants they become non-voting.
- Feedback from Federal Government – want to know exactly how funds will be spent each year for 5 years however this is difficult as LG budgets are approved annually.
- Explanation of contingency, CPI and underspends.
- Overspends – no variation requests at the end of projects. Variations must be up front to Steering Committee and increases will be scrutinised.
- Priority 2 – need accurate budgets and 5 year plans from LGs before they can prioritise the works program.
- Consideration must be given if a Shire already has a Priority 1 project – can they deliver a Priority 2 as well? Do they have the capacity? Can all Shires on a route deliver the project?

Motions for Consideration by the Wheatbelt North Regional Road Group:

1. That the RRG receive the WSNF Steering Committee Meeting Minutes held on 12 February 2021 and Friday 16th July 2021. **Addendum 6.1**
2. That the RRG receive the WSNF Technical Committee Meeting Minutes held on 13th May and 2nd July 2021. **Addendum 6.2**
3. That the RRG approve the WSNF Technical Committee Terms of Reference. **Addendum 6.3**
4. That the RRG approve the WSNF Budget Development and Variation Review Document for inclusion in updated WSNF Governance Plan. **Addendum 6.4**
5. That the RRG:
 - a. Note the 20/21 Project Delivery Status within the SC minutes from 2021.07.16.

- b. Commend all associated LGs on their endeavours to complete all projects under new and challenging circumstances.
- 6. That the RRG endorse the proposed 20/21 Projects Budget Amendment Requests, subject to the Project Manager clarifying the Shire of Narembeen's costings for Fricker Road within the SC minutes from 2021.07.16.
- 7. That the RRG endorse the proposed 21/22 Projects Updated Budgets, within the SC minutes from 2021.07.16, with the following specific considerations:
 - a. The Dumbleyung Nyabing Route to be removed from 21/22 budget due to funding constraints and significant increase in costs, route will be reassessed for consideration in 22/23 Priority 2 Route Scheduling.
 - b. The Shire of Gingin is to separate their projects and KW Rd is approved based on their original budget with the addition of a 10% Contingency. The Sappers/KW Road intersection is under review due to the escalation in estimated costs, the Project Manager is to work with Shire of Gingin to ascertain where the costs escalation has come from.
- 8. That the RRG requests further work be conducted with Local Governments identified in Priority 2 to develop detailed budgets to make an informed decision on the final funding allocation on these routes. Local Governments are required to work with the Project Manager to develop their detailed project budgets by 30th November 2021, project budgets that are not submitted cannot be considered for funding under Priority 2.

Moved: Cr Eileen O'Connell

Seconded: Cr Rod Forsyth.

Carried: 4/0

Due to upcoming Local Government elections in October and the process in appointing delegates to the WSFN committee, it is important to keep things working without delays.

Motion: To elect Wayne Gibson as Chair of the WBN RRG for the next two years and appoint Wayne Gibson and Barry Haywood as the WBN representatives on the WSFN Steering Committee.

Moved: Cr Eileen O'Connell

Seconded: Cr Rod Forsyth.

Carried: 4/0

Motion: To nominate Dave Long (CEO, Shire of Goomalling) and Craig Robertson (Works Manager, Shire of Cunderdin) to the WSFN Technical Committee.

Moved: Cr Eileen O'Connell

Seconded: Cr Barry Haywood

Carried: 4/0

8.2 State Advisory Committee (SAC)

The April 2021 SAC Meeting Agenda and Minutes were provided at **Addendum 7**. These documents can also be found on the Main Roads website.

8.3 WALGA Regional Road Group Report

Presentation by Mal Sherville of WALGA is attached.

The Regional Road Group Reports for April 2021 and June 2021 were provided at **Addendum 8**.

8.4 WALGA RoadWise Report

Cliff Simpson was not available for the meeting.

Post meeting note: A copy of the WALGA Roadwise Report presented by Rodney Thornton at the WBS RRG is attached for perusal and information.

9 - WBN RRG Sub Groups – Minutes and Reports

Avon Sub Group (Secretary Clinton Kleynhans - Northam)

Meeting held on 12 July 2021 – Minutes not available at time of going to print

Kellerberrin Sub Group (Secretary Raymond Griffiths - Kellerberrin)

Meeting held on 12 July 2021 – Minutes were available at **Addendum 9a.**

Moora Sub Group (Secretary Allister Butcher)

Meeting held on 19 July 2021 – Minutes were available at **Addendum 9b.**

Northeast Sub Group (Secretary Rod Munns)

Meeting held on 05 July 2021 – Minutes were available at **Addendum 9c.**

10 - Matters for the Wheatbelt North Regional Road Group:

10.1 - Endorsement was sought from the WBN RRG group for following motions, which have been approved by the Moora Sub Group delegates via email:

Shire of Chittering

Muchea East Road (Project No. 21116859)

On 1 June 2021 the Shire of Chittering requested that they be allowed to use the remaining grant funds of \$168,341 on Muchea East Road from SLK 0.0 to SLK 2.80. Due to changing the construction method they intended to use and the lower prices for the supply and lay of bitumen they have been able to come in under budget. The Shire of Chittering requested from the Moora Regional Road Sub Group that they be allowed to use the remaining funds to apply a final seal on Muchea East Road from SLK 0.0 to SLK 2.80. They had intended to put in an MCA application in for the 2022/23 financial year.

- APPROVED by majority (4 votes for) flying minute.

Shire of Chittering

Teatree Road (Black Spot) (Project No. 21116487)

On 1 June 2021 the Shire of Chittering requested that they be allowed to carryover the blackspot funds of \$267,937 for Teatree Road into 2021-2022. The reason being that they have had delays in getting the curve designs completed. With the design a curve has to be change significantly to match the speed zone which in turns requires the Shire to now have to go through the land resumption process.

- APPROVED by majority (4 votes for) flying minute.

Shire of Dandaragan

Cataby Road (Project No. 21116798)

On 22 June 2021 the Shire of Dandaragan requested that the final 20% claim of \$64,017 for reconstruction works on Cataby Road from SLK 6.00-9.00 which is now completed and under budget is proposed to carry forward the funds to 21/22 and use those funds on the next section of Cataby Road SLK 3.00-6.00. That is, use the 20/21 underspend to extend the works on the same road in 21/22 as they were unable to get the sealing works done due to weather and lack of contractor availability.

Initially this project was to have the expenditure transferred to another section of works on Cataby Road in 20/21, which the Sub Group approved, and now that funding has been approved to be carried forward to 21/22.

- APPROVED by a majority vote (6 votes for) flying minute.

Shire of Dalwallinu

Dalwallinu-Kalannie Road; pavement reconstruction and widen seal to 8m, drainage works (Project No. 21116795)

On 14 June 2021 the Shire of Dalwallinu requested that they be allowed to carry over their final 20% claim of \$47,924 to 2021/22 as due to the (fortunate) early start to the winter/rain season and inclement weather they were unable to install some of the drainage and therefore are unable to claim the full project funding as being complete and make the final claim.

- APPROVED by a majority vote (5 votes for) flying minute.

Shire of Victoria Plains

Toodyay- Bindi Bindi Road (North); pavement reconstruction and widen to 8m (Project No. 21116863)

On 19 June 2021 the Shire of Victoria Plains requested that they be allowed to carry over their final 20% claim of \$43,258 to 2021/22 as due to staff turnover (Manager of Works, Jamie Muir leaving the Shire) and the then due to climatic conditions and the inability to secure

contractors for sealing they were unable to apply the final seal (two coat seal; first seal applied) before the end of financial year. Therefore, the Shire is unable to expend all their funds to complete the works and make their final 20% claim. The works are due for completion in 21/22 on the same section of road within the scope of the MCA.

- APPROVED by a majority vote (5 votes for) flying minute.

Shire of Moora

Toodyay-Bindi Bindi North Road (Project No. 21116861)

On 7 July 2021 the Shire of Moora requested that they be allowed to carry over their final 20% claim of \$128,534 to 2021/22 as the Shire was unable to expend all their funds to complete the works and make their final 20% claim. The works are due for completion in 21/22 on the same section of road within the scope of the MCA.

CARRIED UNANIMOUSLY at the meeting.

Motion: That the Wheatbelt North Regional Road Group endorse the approvals made by the Moora Sub Group as above.

Moved: Cr Rodney Forsyth Seconded: Cr Barry Haywood Carried: 4/0

10.2 - Endorsement was sought from the WBN RRG group for following motions, which have been approved by the North East Sub Group:

Shire of Nungarin

The Shire of Nungarin have requested the Group's approval to alter their 2021/22 Yr Road Program.

The current endorsed 21/22 Yr project is to reconstruct a 1.5km section of the Nungarin North Rd from SLK 15.75 – 17.25. However, the Shire have recently been advised that this road is now a Priority 2 road on the WSNF and is in line for WSNF funding in the near future. Subsequently, Council have agreed to not spend RRG funding on this road and to spend on other 2030 roads which are not WSNF Roads.

As a result the Shire has proposed a new 0.8km reconstruction project on Danberrin Rd from SLK 0.8 to 1.60, within the townsite of Nungarin and on the southern approach. The section from SLK 0.0 to 1.60 is in need of reconstruction work. The Shire is in the process

of collecting road counts for this section and the first lot of 10 day road counts have indicated a high VPD count that will easily meet the traffic count warrant. The Shire will provide an MCA for this project, however, it will require to be resubmitted with compliant road counts as they become available over the next few weeks. The section of Danberrin Rd from SLK 1.90 to 17.4 is also a WSNF Priority 2 route.

That the following changes to the Group's 21/22 Yr Program be endorsed:

- 1) The **Shire of Mt Marshall's** scope of works on the Scotsman's Rd Construction Project, be maintained at 3.9km, but the section SLKs to be worked on be altered to SLK 15.79 – 19.69 – with no alterations to the funding allocations.
- 2) The **Shire of Yilgarn's** scope of works on the Moorine Sth Rd Resealing Project, be increased by 0.5km, with the revised section SLKs to be worked on be altered to SLK 25.50 – 39.50 (14.0 km) - with no alterations to the funding allocations.
- 3) The **Shire of Nungarin's** Reconstruction Project on the Nungarin Nth Rd from SLK 15.75 to 17.25 be deleted and the Reconstruction Project on Danberrin Rd from SLK 0.80 to 1.60 be constructed in lieu – with funding being reallocated between projects.
- 4) The \$ 74,634 of under allocated funding, be allocated via Pro-rata based on the value of each Member Councils total Program costs from the current endorsed program. Preferably, those Member Councils with more than one (1) Project, to allocate the additional funding to one (1) Project.
- 5) Due to the small allocations of additional funding to each Member Council, no increases to Scopes of Work are necessarily required, but can be if desired.
- 6) Member Councils are to provide revised signed MCA submissions for any projects with additional funding allocated to them.
- 7) The revised 21/22 Yr Road Program be sent to the WN RRG for further endorsement.

Motion: That the Wheatbelt North Regional Road Group endorse the request by the North East Sub Group as above.

Moved: Cr Rodney Forsyth Seconded: Cr Barry Haywood Carried: 4/0

10.3 - Endorsement was sought from the WBN RRG group for following motions, which have been approved by the Avon Sub Group:

The Shire of Northam

Via email, the Shire requested amendments of the proposed program for 2021/22 to the following two projects:

Southern Brook Road, 19.35 SLK to 20.36 SLK, (value \$382,800) and;
Jennapullin Road, 1.3 SLK to 2.05 SLK (Value \$221,635)

For the following reasons:

Projects have been re-costed using Contractors rather than internal crew;

One of the projects was able to be completed last year as part of the original approved scope (Jennapullin 11.5 to 12.32 SLK) – which has been removed

Motion: That the Wheatbelt North Regional Road Group endorse the request by the Avon Sub Group as above.

Moved: Cr Rodney Forsyth Seconded: Cr Barry Haywood Carried: 4/0

11 - General Business

Black Spot nominations have been received from:

- Shire of Dowerin
- Shire of Nungarin
- Shire of Toodyay

Timeframe for Black Spot Project Nominations vs Announcement of Programme:

Discussion regarding the length of time it take between submission of nominations and announcement of funding – July submissions from 2020 did not receive final approval until July 2021. This makes it hard for Shires to nominate projects and budget if they are not sure the project will be funded.

Motion:

- 1) That the WBN RRG Chair write to the Minister for Transport seeking improvement in the submission deadline, review process and time frame of announcement of the Black Spot Programme.
- 2) That the RRG Chair request the submission deadline for Black Spot nominations be extended from early July to September, in line with the MCA and Commodity Route submissions.
- 3) That the Black Spot programme be approved prior to June, for the works to be included in the LG budgets.

Moved: Cr Eileen O'Connell Seconded: Cr Barry Haywood Carried: 4/0

Regional Strategies for Significant Local Government Roads Wheatbelt North for Review by Local Government

The updated list of roads was forwarded to all Shires, along with the list in Excel format. The final document will be collated and emailed as soon as it is completed. Thank you to those LGs who met the deadline.

Level 1 Bridge Inspections

A summary and detailed list of Level 1 Bridge Inspections was provided at **Addendum 10**.

Reminder: If no inspections or maintenance is undertaken, there will be no funding if the bridge should fail or require major works. The reports are due in April every year. Several Local Governments have not provided these as yet. Tony Humphreys (Main Roads) is happy to give advice on inspections. The WALGA website has information on the inspection framework.

Thank you to Craig Manton:

Motion: WBN RRG Chair to write to Craig Manton, RM Wheatbelt, thanking him for his work on behalf of the WBN Subgroup.

Moved: Cr Rodney Forsyth Seconded: Cr Barry Haywood Carried: 4/0

Zoom – Live streaming:

Cr Eileen O'Connell requested access for observers via Zoom or similar. This is not to replace in person attendance, but to allow new delegates to be involved as observers.

WSFN Technical Committee:

Rod Munns – Some LGs need to do more planning to prevent carry overs.

- Project summary sheet to help planning.
- 22/23 submissions needed by end of August.
- Change of staff impacts.
- Wayne Gibson – LGs need to prioritise WSFN.
- Barry Haywood – WSFN funding included the opportunity to upgrade/upskill staff and resources in Local Governments.
- Garrick Yandle – need to ask Shires if projects are too big and whether we need to extend the delivery period. Steering Committee can look at this and work through.
- Issues with subcontractor availability and Shires helping each other may mean they cannot complete their own works. There are unique challenges for each Shire.
- Wayne Gibson – Barnaby Joyce has indicated Federal Government are impressed with the model.

WA Agricultural Supply Chain Improvement (ASCI) forums

Discussion on recent forums. \$200 million for whole State, State Roads, rail. Potentially more to be announced prior to Federal election.

Wheatbelt are in a good position to vie for any funds.

My Say Transport survey – <https://www.mysaytransport.wa.gov.au>

Technical Committee Members

Will Taylor, Shire of Dalwallinu and Clinton Kleynhans, Shire of Northam are moving on so new Technical Committee members are required to be elected from the Moora and Avon Sub Groups.

NOTE: A reminder to send invoices and correspondence to wheatbelt@mainroads.wa.gov.au

12 - Next Meeting Date

The next meeting of the WBN RRG will to be held on 28 February 2022.

13 - Meeting Closed 11.50am.

WHEATBELT NORTH REGIONAL ROAD GROUP

ATTENDANCE REGISTER

MEETING DATE: 26 JULY 2021

NAME	REPRESENTING	POSITION
WYNDA GIBSON	CHAIR MOORA	CHAIR.
WNE Area	MOORA SUB GROUP	TECHNICAL.
Eileen O'Connell	WNE SBRG.	Delegate.
Jeff Waters	" "	Prop.
Leanne Parola	Shire of Trayning.	Observer
Cameron Large	Shire of Nungah	Observer
David Long	Goemalling	Observer
Barry Haywood	" "	Delegate
Mal Shearnill	WALGA	Observer.
John Nuttall	MA. Marshall	CEO
Allister Butler	Rural Infrastructure Services	Secretariat MSG.
Chris Linnell	Shire of York	CEO
SINEM MCGUIRE	SHIRE OF YORK	Ex. Manager.
Fabian Houbrechts	Shire of Tammin	Manager Works / Observer
ROD FORRETT	Shire KSA	Shire President.
Mick Jones	Shire KSA	Manager Works.
JAN AUGUSTIN	Shire of Toodyay	Manager Works
Peter Hall	WSFN	SLAVE
ROD MUNN	RMECS	DIRECTOR.
Terry Delane	WYALKATCHES	Manager of Works
Kevin Trent	York	Councillor
Mick		
JACQUI KATZ	MRWA	Minute taker.
Ali Hunt	MRWA	LGIM
KEVIN PETHICK	MRWA	MBP
MIKEL HARAMBOURE	Gingin	Works / EMO
GARRICK YANDLE	WSFN	T/Director

MINUTES OF THE CEACA INC MANAGEMENT COMMITTEE MEETING HELD IN AT THE MERREDIN REGIONAL COMMUNITY & LEISURE CENTRE, BATES STREET, MERREDIN ON MONDAY, 23RD AUGUST 2021 COMMENCING AT 1.00PM

1. MEETING OPENING

1.1 Presentation by Helen Morton (Pingelly Somerset Alliance)

The Chairman opened the meeting at 1.05pm, thanked all those present for attending and advised that Helen Morton, representing the Pingelly Somerset Alliance was running late, and would be presenting later in the meeting.

1.2 Apologies

Jamie Criddle - Shire of Westonia, Peter Clarke - Shire of Yilgarn, Tony Sachse - Shire of Mt Marshall, Jannah Stratford - Shire of Koorda

1.3 Declaration of Quorum

The Chairperson advised a quorum was present.

1.4 Record of Attendance

Terry Waldron – Chairperson, Gary Shadbolt - Deputy Chairperson, Richard Marshall - Interim CEO, Jo Trachy - Operations Manager, Darren Mollenoyux - Shire of Bruce Rock, Stephen Strange - Shire of Bruce Rock, Raymond Griffiths - Shire of Kellerberrin, Rod Forsyth - Shire of Kellerberrin, Darren Simmons - Shire of Koorda, Mark Dacombe - Shire of Merredin, Julie Flockart - Shire of Merredin, John Nuttall - Shire of Mt Marshall, Dirk Sellenger - Shire of Mukinbudin, Leonard Long - Shire of Nungarin, Eileen O’Connell - Shire of Nungarin, Louis Geier - Shire of Westonia, Peter Klein - Shire of Wyalkatchem, Quentin Davies - Shire of Wyalkatchem, Wayne Della Bosca - Shire of Yilgarn, Nic Warren - Shire of Yilgarn.

1.5 Conflicts of Interest

There were no declarations of conflicts of interest.

2. MATTERS FOR DECISION

2.1 Approval of CEACA Inc Management Committee Meeting Minutes – 25 May 2021

The Member for Koorda referred to the last paragraph of Item 2.1 *“All Shires except for Koorda and Nungarin agreed”* and advised that whilst they had questions in relation to the Strategy Plan for FY22, they did not disagree with it. The minutes of the 25 May 2021 meeting will be amended accordingly.

It was resolved to accept the Minutes of the CEACA Management Committee Meeting held on the 25 May 2021.

3. MATTERS FOR NOTING

3.1 CEACA Executive Committee Meeting Minutes – 30 July 2021 (via Zoom) were noted.

3.2 Action Items and closed items were noted.

4. MATTERS FOR DISCUSSION

4.1 Interim Chief Executive Officer Update

The Interim CEO spoke to his report and made the following additional comments:

FINANCIAL REPORT

Income & Expenditure

- Some expenses are higher due to items in the Balance Sheet being written off or cleaned up.
- \$70k surplus from ILUs is a pleasing result given a lot of the units were not occupied for the full year.
- Overall net surplus is \$137k and will be subject to external audit in 2 weeks' time. The proposal is that we would allocate \$100k into a refurbishment reserve for future refurbishment of units.
- Financial Statements will be presented for approval at the AGM, date to be arranged for October or November.
- Shire of Yilgarn is in the process of transferring their land to CEACA. Awaiting Transfer of Land document.

Questions/Comments

- o The Treasurer asked why the cost of building the ILU's is not shown as a fixed asset. The Interim CEO advised that the costs of building are currently on the Shire of Merredin's Balance Sheet and would remain so until the project is finalised ie. defects rectified and signed off. The Member for Mt Marshall responded to that by saying it would therefore be up to the Shire of Merredin or a combination of Shires, not CEACA, as to whether they lodged court action against Pindan.
- o The Member for Merredin referred to the \$100k planned for a refurbishment reserve and recommended that a policy be written for its future management, given that CEACA Members may change in future. The Interim CEO responded that there would be no need for a policy if the decision is included in the Minutes.
- o The Member for Yilgarn wanted it noted that Title Deeds were sent to Landgate 2 weeks ago.

NOTE: HELEN MORTON ARRIVED AT 1.25PM AND GAVE A PRESENTATION (SUMMARY BELOW). THE MEETING CONTINUED AT 2.30PM AND THE INTERIM CEO CONTINUED WITH HIS REPORT.

- o In relation to ongoing membership, the Member for Nungarin read out the letter from the Shire to CEACA and advised that they would be happy to remain as a Member on the condition that the item relating to expansion of ILU's in the list of Strategic Priorities is moved to the top.
- o The Chairperson responded by saying the Strategic Priority items currently numbered 1-6 were not an indication of priority and all were of equal importance to CEACA. We have demonstrated this by arranging meetings with the State Government to discuss possible funding for future ILU's and joining Minister Carey today for a tour of the Merredin units. Both are keen to assist CEACA with funding, on the understanding that we conduct research into the requirements for the region and can demonstrate a real need.
- o The Committee discussed the issue of numbering verses dot points and moving the ILU's to the top and were happy with dot points. The Chairman has concerns that if we move expansion of the ILU's to the top, there may be an assumption by Nungarin down the track that we were making it our top priority when they are all equal.
- o The Member for Nungarin wanted it noted that the Shire was considering withdrawing as a Member until the Member for Kellerberrin and Member for Wyalkatchem presented to a full Council meeting, which made all the difference. The Chairman thanked the Members for their input and time to meet with the Shire.
- o The CEO, Shire of Nungarin wanted it noted that strategic plan items were presented in a definite order of 1-6 by the Chairman and Interim CEO at their earlier meeting and were not advised that they were of equal importance.

RESOLVED

It was agreed that CEACA Inc advises the Shire of Nungarin that the agreed strategies are in no particular order; they are of equal importance.

REVIEW OF CEACA OPERATIONS

- The Executive Committee had recently expressed concern in relation to duplication of roles between operations and agency, as well as the future role of the Interim CEO and requested a review. The Deputy Chairperson met with the Chairperson, Interim CEO and Operations Manager in the Perth office on 9 August 2021.
- The report tabled at that meeting indicated that there are some items that Elders had been working on that were now being done by the Operations Manager and that work had been carried out by the Interim CEO and Operations Manager to simplify systems eg. billing and sub-meters swaps that saved time and travel for Elders.
- It is proposed to attempt to negotiate a better deal with Elders now that CEACA does more, the Interim CEO to continue with a two-month notice period, to engage an aged care consultant and for the Operations Manager to remain full-time.

Questions/Comments

- o The Interim CEO advised that he has been meeting with possible consultants who will be able to advise how best to proceed in relation to the development of care services.
- o The Interim CEO explained the rationale for the draft budget for FY22, which includes an allocation for consultants.

It was resolved that the draft FY22 Budget presented to Members and discussed at the meeting be adopted on the basis that it can be amended in future by Members if deemed necessary.

CARE SERVICES UPDATE

The Interim CEO and Chairperson had attended meetings with several aged care providers, and it is apparent there is no shortage of help or ideas. The proposal is to engage a consultant to facilitate a workshop for the Shires to work out exactly what is required and make a recommendation on direction for the future. We need the skill of an Aged Care Consultant to write the proposal to gain funding and launch a pilot program. The engagement of a consultant will happen over the next month or so.

PROPERTY MANAGEMENT

Elders are doing a good job and a licensed Agent is needed to ensure compliance with the *Residential Tenancies Act*. There is an option to reduce inspections from quarterly to 6 monthly to reduce fees. The Interim CEO's initial reaction to the \$32.50 weekly fee per unit was that it was high, however when we consider that Elders conduct 284 inspections p.a. alone, it puts into perspective the expense and time incurred by their agency. We will endeavour to negotiate a lower rate and if they are not willing to, we will approach other agencies. We have taken on other cost control measures such as streamlining processes and sorting out billing. A meeting has been set with Elders Bunbury Finance team to discuss processes and discussions will be held with the Drew Carey, State Manager regarding the fees.

Questions/Comments

- o The Treasurer commented that any agency running a car around the Wheatbelt that often will undoubtedly spend \$80k on travel and therefore understands that their fees are higher, however does believe Elders' fees are too high as in his opinion, the CEACA Operations Manager is doing much of the work.
- o The Deputy Chairman added that we do have the option to conduct less inspections. The Chairman agreed, however feels that 6 monthly is not enough to protect the CEACA assets. The Operations Manager agreed with the Chairman and advised that in her opinion 3 per annum would be sufficient.

BUILDING DEFECTS

- Pindan Construction went into administration in May and CEACA has not received correspondence from them.
- CEACA has lodged a Proof of Debt for the preliminary estimate of cost of fixing the defects. CEACA has been using project funds via the Shire of Merredin to rectify urgent defects and drafted a letter for the Shire of Merredin to send on its letterhead demanding payment of the bond monies.
- The Superintendent and Building Inspector conducted a final check of all units and confirmed approx. 750 items were listed as defects. The Operations Manager is packaging items to obtain quotes for rectification.
- The Chairperson wanted it noted that he had met with the Department and the Minister and both are happy for CEACA to use the project funds and retention bond to rectify the defects.

Questions/Comments:

- The Member for Merredin thanked the Interim CEO for his very thorough report.
- The Treasurer recommended that we use the Expression of Interest (EOI) data from the Summary of Applications as evidence when applying for future ILU funding as this shows a real need for accommodation in the region.
- The Member for Bruce Rock asked for caution when referring to EOI received for planning of further ILU's as we do not want to create a social housing issue in the region and attract those who simply want to escape the City temporarily due to the rental crisis and have no intention of making a positive contribution to the Shire.
- The Chairperson acknowledged these concerns, but also reminded those present that CEACA use their Allocations Matrix for selection and this will ensure that we have the right mix of people entering the units.
- The Operations Manager also acknowledged the Member's concerns, but wanted it noted that the EOI's were also from locals, not just from those wishing to leave the City. There are young people and families in the region with children and pets who are seeking suitable accommodation in their chosen area. It is further acknowledged that care and proper planning would need to take place when considering future ILU's.
- The Chairperson also recommended that CEACA keep an eye on the market prior to building any further units as things can change quickly and we do not want to build more only to have them sit empty.

PRESENTATION BY HELEN MORTON – PINGELLY SOMERSET ALLIANCE

The following key points were made:

- Shire of Pingelly submitted a request for Government funding to help develop a virtual village and were awarded \$377k over 3 years.
- Service providers will not service 'thin' markets and therefore Shires must come up with our own strategy.
- Median age from the last census was 50 and it has been increasing by 5 every year. The virtual village is heavily weighted towards people 50 and over and is therefore a good solution for the region.
- Funding will assist with establishing a virtual village as well as a home-grown, capable workforce. This means building a community capability to support locals until the end of life, building a paid workforce and utilising the skills of people living in the Shire.

Virtual Village Explained

- A virtual village utilises existing community members, infrastructure, services and available technology to support those in need of assistance and offers a supportive retirement community. People want to stay in their own communities and if supported will stay until end of life.
- There are approximately 400 virtual villages worldwide and they all focus on healthy body, mind, friendships and connect people to locally funded services and personal care services.
- People also want security, connections and safety, which are the main reasons why they move into a retirement village. A virtual village environment can provide this and keep them close to family and friends.

Pingelly Virtual Village

- Pingelly virtual village will be open to all ages. Most services will be applicable to those over 50.
- There will be a membership fee (far less than fees charged by retirement villages).
- No need to build additional buildings and the CRC will be utilised for the concierge.
- A digital platform to support the program will be required.
- Services and skills can be swapped eg. Electrician may change a light bulb in return for another service.
- Buddy system emerging so if we have someone on their own and are at risk of isolation, they will be supported to attend activities and if need be, transport will be arranged to get them to the activities.

Funding allocated will be utilised as follows:

- Establish a Concierge – A service made up of multiple people who will welcome people to village, let them know what services are available to them and assist with accommodation.
- Ensure there are place-based solutions e.g. there is an option of re-purposing the existing hostel building for palliative care services. Locals have also offered their homes for respite services.

- Dementia Care – they will investigate solutions locally and worldwide and assist people to remain in town.
- SPARK software –Option from UWA and is being tailored for Pingelly. This app enables a person to log a request for locals to action eg. if they are unwell and unable to leave the home, they log a request for someone to collect something for them, another user sees the request and actions it if they are in town.
- Intelicare – Maps the normal movements of a person and stores it. If that person deviates from their 'normal' routine, a warning would be issued to a family member.
- A virtual village takes time to develop and Shires must build community willingness and culture. Pingelly started the process 2 years ago and conducted a 12-month trial which showed high levels of community support.
- CEACA can support Leading Aged Services Australia (LASA) in their bid to secure funding to develop services in the region (\$8m Federal Government funding offered). If accepted, organisations such as CEACA can go to LASA and ask for funding to trial a virtual village concept in their Shire. There are other communities who have expressed a desire to trial the concept (eg. Lake Grace, Donnybrook and Chittering) however, it most suits the smaller outlying Shires.
- The economic, social and financial return by putting this in place is minimum 2.5%.
- There are options of volunteering and buddy systems, but also to grow the local workforce.
- Social Connector – Technology 'Genie' sponsored by UWA to Pingelly for those people who may be at risk. This technology ensures that people do not lose connections (eg. family overseas or in another town). Genie works that out and gives feedback to the Concierge.

Steps to get working

- ✓ Application for funding
- ✓ Establishment of a committee.
- ✓ Digital platform put in place.
- ✓ Employing the right people for concierge.
- ✓ Marketing/promotion.
- ✓ Starting membership drive
- ✓ Providing those people with the services available.
- ✓ We will support people into services already in place, won't be starting them.

Questions/Comments

- The Treasurer asked if the virtual village will be sustainable when the initial funding runs out. Helen said a membership fee charged, further grants applications will be submitted, expos will be organised and charged for and options for sponsorship and bequeaths will be investigated.
- The Member for Bruce Rock asked who the Members of the Pingelly Somerset Alliance were. Helen advised that David Freeburn (retired farmer) is the Chairperson, Lee Steele is Treasurer and the others are made up of a previous Shire President, Kay Watts (retired farmer), an ex-Teacher, Evan Hodges (local business owner and runs bus service), Shire President Bill Maroney, Lesley Page (activities) and Helen as a volunteer.
- The Deputy Chairman asked how Pingelly will convince older people to use the technology (eg. Spark). Helen responded that it will not be easy, however younger people and others can help with this.
- The Member for Wyalkatchem advised that he could see the benefit of the village as they are currently experiencing the issue of people residing in The Lodge showing signs of dementia or similar and having no other option but to send them directly to a nursing home.
- The Member for Mt Marshall expressed concerns in relation to the reliance on volunteers, given not all Shires have the high numbers to rely on. Helen advised that if communities utilise everyone ie. family, friends, neighbours, businesses etc it will work and reminded the Member that not all work would be done by volunteers.
- The Member for Nungarin said they have volunteers in their Shire who are elderly at present and asked what the plan would be to encourage younger locals to take over their roles. Helen believes it is how it is presented and promoted. Not all young people want to help with care services but may be willing to do some manual labour. It is more about promoting the benefits for everyone and without help they wouldn't be able to keep those members, including family in the area.

CEACA Chairperson's comments:

- It is important to train people locally who can make money by helping. There are undoubtedly a lot of under-utilised skills available locally and prior learning can also be used. A core group is needed in the community to drive it. If they have no drive, it will not work. The Chairperson and Interim CEO will try and access funding with Helen Morton's assistance, however this will only be done if a Shire or community are really interested in it.

The Chairperson thanked Helen Morton for the presentation at 2.25pm and was followed by a short break.

4.2 OPERATIONS REPORT

The Operations Manager provided the following additional comments to her report:

SOLAR

- Installations have begun. 6 units completed in Bruce Rock on 18 and 19 August and the remaining 2 units + 4 in Kellerberrin are scheduled for 25 and 26 August. Feedback from tenants has been very positive.
- More Green Energy were asked to provide photographic evidence for each installation and this has been done.
- Completion of the 71 units expected by end of September, however, depend on supplies and availability of crew.

DEFECTS

- Review of the Inspector's final defect report conducted. All defects categorised into High, Medium or Low priority and the remaining general maintenance items which will become part of a long-term maintenance plan. The high priority items have been sent to a local builder with a request for a quote to rectify and another two builders will be asked to quote. The high priority items related to:

- ✓ Leaks of any kind.
- ✓ Major cracks.
- ✓ Uneven tiling/flooring.
- ✓ Tie-down of roof sections.
- ✓ HWS
- ✓ Gaps in cladding/flashings.
- ✓ Side gate access.
- ✓ Roads not finished properly.
- ✓ Sinks/handrails coming away from the walls.

PROPERTY MANAGEMENT

The existing Elders' Property Manager (PM) will send correspondence out to all tenants 2-3 weeks prior to her departure to introduce the new PM and reinforce the roles of CEACA/Elders to avoid future confusion.

OTHER BUSINESS

None

NEXT MEETING

The next meeting will be held on the 8th or 9th November 2021 in Kellerberrin. Date will be finalised and communicated to all Members soon. It is intended that the AGM will be on the same date as the next meeting.

MEETING CLOSURE

There being no further business the meeting closed at 3.30pm.

MINUTES OF MEETING
YILGARN HISTORY MUSEUM ADVISORY COMMITTEE
WEDNESDAY 1ST SEPTEMBER, 2021

ATTENDANCE:

Lance Stevens (Research Officer and Historian) Robin Stevens, (Curator), Cr.
Linda Rose, Leonie Gethin, Kaye Crafter

APOLOGIES: none

MINUTES OF PREVIOUS MEETING:

The Minutes of the previous meeting dated 7th July, 2021 were circulated after the July meeting and as there were no adjustments were accepted by Leonie Gethin and seconded by Lance Stevens. CARRIED

BUSINESS ARISING FROM PREVIOUS MEETING:

Any business arising will be discussed in General Business

.

FINANCIAL REPORT:

The Financial Report was tabled (see attached page).

Working Account Balance: \$4858,96

Museum Reserve Account Balance 35,440.24

The Financial Statement was accepted by Robin Stevens and
Seconded by Linda Rose. CARRIED

CURATORS REPORT:

See attached Report Thank you, Robin.

HISTORIANS REPORT:

Lance is recovering from surgery and not able to continue on with his Shire records at present, but he has been able to reply to 8 queries. Thank you
Lance.

CORRESPONDENCE:

See attached page

We are receiving more and more Scams through our emails. The only way to keep our PC safe is to delete them. Vigilance is the key.

GENERAL BUSINESS:

MEDAL DISPLAY:

Our dog tag and medals exhibition needs to be evaluated as there are some very rare items in the display. Kaye will talk to Museums Australia to find out how we can get them evaluated.

OLD WHITE CLOCK:

Linda is going to talk to her uncle in Merredin to find out if we can get our white clock repaired. It is very old, and would be a great addition to our Museum, especially if it is working.

OFFICE CLOCK:

We have a new office clock. Thank you Leonie for pointing out that we needed one.

BRICK PAVING:

We have enough bricks to pave paths and some areas, but do not have enough to fully pave the yard. Robin suggested that we look at blue metal to fill in the rest of the space.

TRACTOR SHED:

We are waiting on our Tractor shed being delivered so that it can be built and Rollie can bring it in to the new resting place.

TOURISM PORTAL:

Roz Lipscombe of WA Museums, is coming to Southern Cross in October to discuss a tourism portal promotion. It is designed to attract tourists and other visitors to regional collections and increase visitorship. We look forwards to learning about the portal and having an input into the content on the website.

MAN ON A BIKE:

Ian Blackers and the crew visited our Museum, took many photos, interviewed Robin and spoke very positively about our lovely Museum. The series will be aired on Channel 7 – two in December.

Our next meeting will be on Wednesday November 3rd, 2021.

With no further business to discuss, we closed the meeting at 4.30pm.

MINUTES

SHIRE OF YILGARN TOURISM ADVISORY COMMITTEE WEDNESDAY, 1 SEPTEMBER 2021

Minutes of the Shire of Yilgarn Tourism Advisory Committee held on Wednesday, 1 September 2021 in the Shire of Yilgarn Council Chambers at 6.00pm.

1. ATTENDANCE

Cr L Rose, Chair

K Crafter, R Stevens, L Gethin, C Jenkins,

P Clarke, CEO

N Warren, Executive Manager Regulatory Services

R Bosenberg, Executive Manager Infrastructure

APOLOGIES

J Stephen, G Kenward, A Carnicelli, S Carnicelli, R Goodhill, L Black & R Bosenberg.

2. CONFIRMATION OF PREVIOUS MINUTES

Moved K Crafter Seconded L Gethin that the Minutes of the Tourism Advisory Committee meeting held on Wednesday, 7 July 2021 be confirmed.

CARRIED

3. BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Actions from Previous Meetings

Member	Action Required	Action Taken
CEO	<u><i>Tourism Marketing Strategy – Brand Awareness</i></u> <i>Recommendation presented to Council at its June 2021 Ordinary meeting with the recommendation supported.</i>	<i>With the adoption of the 2021/2022 Budget and allocation for funding for the Shire Branding Refresh, Council PO issued to Marketing Creations to progress this Phase.</i> <i>This matter is listed further discussion.</i>

MINUTES

SHIRE OF YILGARN TOURISM ADVISORY COMMITTEE WEDNESDAY, 1 SEPTEMBER 2021

<i>G Kenward & C Jenkins</i>	<p><u><i>2021 KABC Tidy Towns Competition</i></u></p> <p><i>It was agreed that Gary Kenward and Charlie Jenkins prepare an application on behalf of the Committee and Shire under the General Category of the 2021 Tidy Towns Program.</i></p>	<p><i>Gary and Charlie to report on progress on submission of application.</i></p> <p><i>This matter is listed for further discussion.</i></p>
<i>CEO</i>	<p><u><i>1 Man & A Bike Channel 7 Television Program</i></u></p> <p><i>Council's 2020/2022 Budget incorporated funds to progress the production of this program.</i></p>	<p><i>Staff have been liaising with Visage Productions regarding the production of this series. Last communication that filming would commence on 31 August and 1 September.</i></p> <p><i>The Shires of Kellerberrin and Westonia have also agreed to participate.</i></p> <p><i>This matter is listed for further discussion.</i></p>
<i>CEO</i>	<p><u><i>Shire of Yilgarn – Dedicated Tourism Website</i></u></p> <p><i>Market Creations have been liaising with staff regarding the site going “live”</i></p>	<p><i>Kaye Crafter and Council staff have supplied as much information as possible to be included on the new website.</i></p> <p><i>As time progresses, further information once developed and detailed can be included, e.g., Trails information.</i></p> <p><i>This matter is listed for further discussion.</i></p>

MINUTES

SHIRE OF YILGARN TOURISM ADVISORY COMMITTEE WEDNESDAY, 1 SEPTEMBER 2021

4. GENERAL BUSINESS

4.1 1 Man & A Bike Channel 7 Television Program

On Thursday, 12 August 2021 Visage Productions provided the Draft Running Sheet for the 1 Man & A Bike Channel 7 Television Program which is scheduled to be produced as per above.

The Draft "Running Sheet was forwarded to Crs Cobden and Rose for their information and comment prior to filming which occurred on 31 August and 1 September 2021. It is also attached for members information.

Visage Productions visited Southern Cross on Tuesday, 31 August and Wednesday, 1 September to film the 1 Man & A Bike Channel 7 Television Program and interviewed Robin Stevens at the Museum. Visage Productions also visited a number of tourism spots in the district as part of the series.

The CEO advised that Visage Productions will be forwarding a draft of the final production to the CEO for review prior to it going to air. The CEO advised that this would be circulated to key Tourism Committee members for comment.

4.2 Wheatbelt East Regional Organisation of Councils Inc. (WEROC) Tourism Product Audit

WEROC has been active in the tourism space in promoting tourism for its Member Councils. The first phase of this process was the development of a Tourism Product Audit (see attached).

The Tourism Product Audit was undertaken to identify gaps and opportunities under six product clusters:-

- Art, Culture and Heritage;
- Nature, Parks and Reserves;
- Food and Drink;
- Trails;
- Caravan and Camping;
- Events and Festivals.

An online presence and social media review were also undertaken to gain an insight into the visitor planning and booking experience.

Eleven (11) recommendations (see Executive Summary of the Report) were provided to strengthen the regions tourism offering and provide new reasons for people to visit and to stay.

MINUTES

SHIRE OF YILGARN TOURISM ADVISORY COMMITTEE WEDNESDAY, 1 SEPTEMBER 2021

At WEROC's August meeting, the Board resolved to adopt the Tourism Product Audit and refer back to Member Councils to submit recommendations for the preparation of an implementation plan based on priority actions.

WEROC is working closely with Australia's Golden Outback and the Wheatbelt Development Commission in the development of the Plan.

The Tourism Committee will be kept informed on the progress of the implementation plan as it is developed.

As some Committee members had yet to peruse the document, it was agreed that this would be referred to the October Committee meeting for further consideration with recommendations on the priority actions to be presented to Council at its October 2021 Ordinary Council meeting for ultimate referral to WEROC.

4.3 Market Creations – Brand Refresh

As advised in the Actions from Previous Meetings, staff instructed market Creations to progress the Branding Refresh and the CEO and EMRS met with Mr Darren Lee on 31 August to further discuss the process.

Market Creations have now provided a number of Concepts for consideration by the Committee and Council. The Concept designs were displayed for consideration.

It was agreed that a blend of Concept's 3 and 4 would be a preferred design, with the CEO and EMRS discussing the preference with Market Creations in order that they could have a final Draft for consideration at Council's September 2021 Ordinary meeting.

4.4 Astronomy Night – Perth Observatory

Cr Rose advised that Cr Cobden had requested that this item to be placed on the Agenda for discussion. Cr Cobden had been liaising with the Perth Observatory regarding the conduct of an astronomy evening in Southern Cross in March or May of 2022.

Members discussed preferred dates for an astronomy evening and suggested that Cr Rose liaises with the Perth Observatory on a preferred date, which would 2 viewing sessions to include school children being involved.

MINUTES

SHIRE OF YILGARN TOURISM ADVISORY COMMITTEE WEDNESDAY, 1 SEPTEMBER 2021

Cr Rose indicated that to fund such an evening would cost \$2,070.00 which included travelling costs associated with Observatory staff and use of the Perth Observatory's telescopes.

RECOMMENDATION TO COUNCIL

Moved K Crafter Seconded L Gethin that Council funds the astronomy evening proposed for early 2022.

CARRIED

Cr Rose has since advised that in consultation with the Perth Observatory, the astronomy night will be conducted on Saturday, 30 April 2022.

4.5 2021 KABC Tidy Towns Competition

Robin Stevens advised that the **Tidy Town Judging will take place on Monday, 20 September 2021 from 2.30 to 4.30pm.**

The Lead Judge, Peter Kenyon, is the CEO of Bank of Ideas and has a wide knowledge of community engagement. The Judges will also be staying in Southern Cross overnight.

Gary Kenward and Robin Stevens, together with other interested Committee members are welcome to meet with the Judges at 4.30pm at the Museum prior to judging commencing.

4.6 Refurbishment of Three Pioneer Wells at Karolin Rock

The CEO advised that Mr Kim Epton had contacted him to enquire whether there were any objections to Members of the Cockburn 4WD and Mitsubishi 4WD Club's refurbishing three pioneer wells at Karolin Rock, Bullfinch over the period 19-22 November 2022.

Mr Epton advised that they will provide all the manpower and equipment required. A 'scope of work' is included below. It is our intention to complete this refurbishment to the high standard of the Kodjerner Well and Moorine Rock Well refurbishments we did in June 2022 (<https://www.cockburn4wdclub.org.au/rescuing-wells-in-the-yilgarn/>).

We require the approval of the Shire of Yilgarn to carry out this task and seek your approval of same.

MINUTES

SHIRE OF YILGARN TOURISM ADVISORY COMMITTEE WEDNESDAY, 1 SEPTEMBER 2021

The CEO advised Committee Members that he had responded to Mr Epton granting the necessary approvals for the refurbishment works to proceed.

5. NEXT MEETING

The next meeting of the Committee is scheduled for **Wednesday, 6 October 2021**.

6. MEETING CLOSURE

The meeting was declared closed at 6.50pm.

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nd concepts brand co

Current Brand



Shire of
YILGARN

"good country for hardy people"

Current brand logo



Current brand signage

Concept One



Concept one logo



Concept one signage

Concept Two



Concept two logo

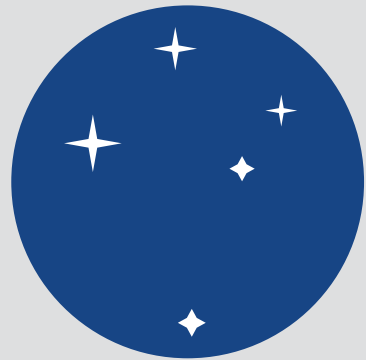


Concept two signage

Concept Three



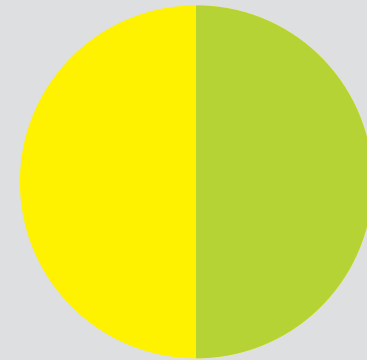
Concept three logo



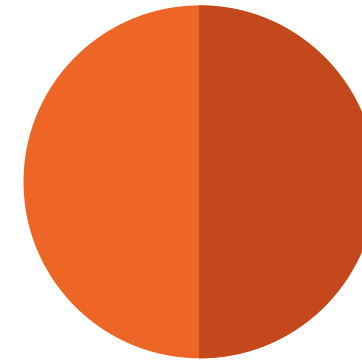
Southern Cross sky represented



People doing stargazing represented



Wheat canola field and greenery unique to the area



Rock formation represented



Lake, body of water represented



Concept three logo rationale



Concept three signage



Concept three signage



Concept three business card

**Cameron
Watson**

*Executive Manager
Corporate Services*

P 08 9049 1001

M 0428 775 325

E emcs@yilgarn.wa.gov.au

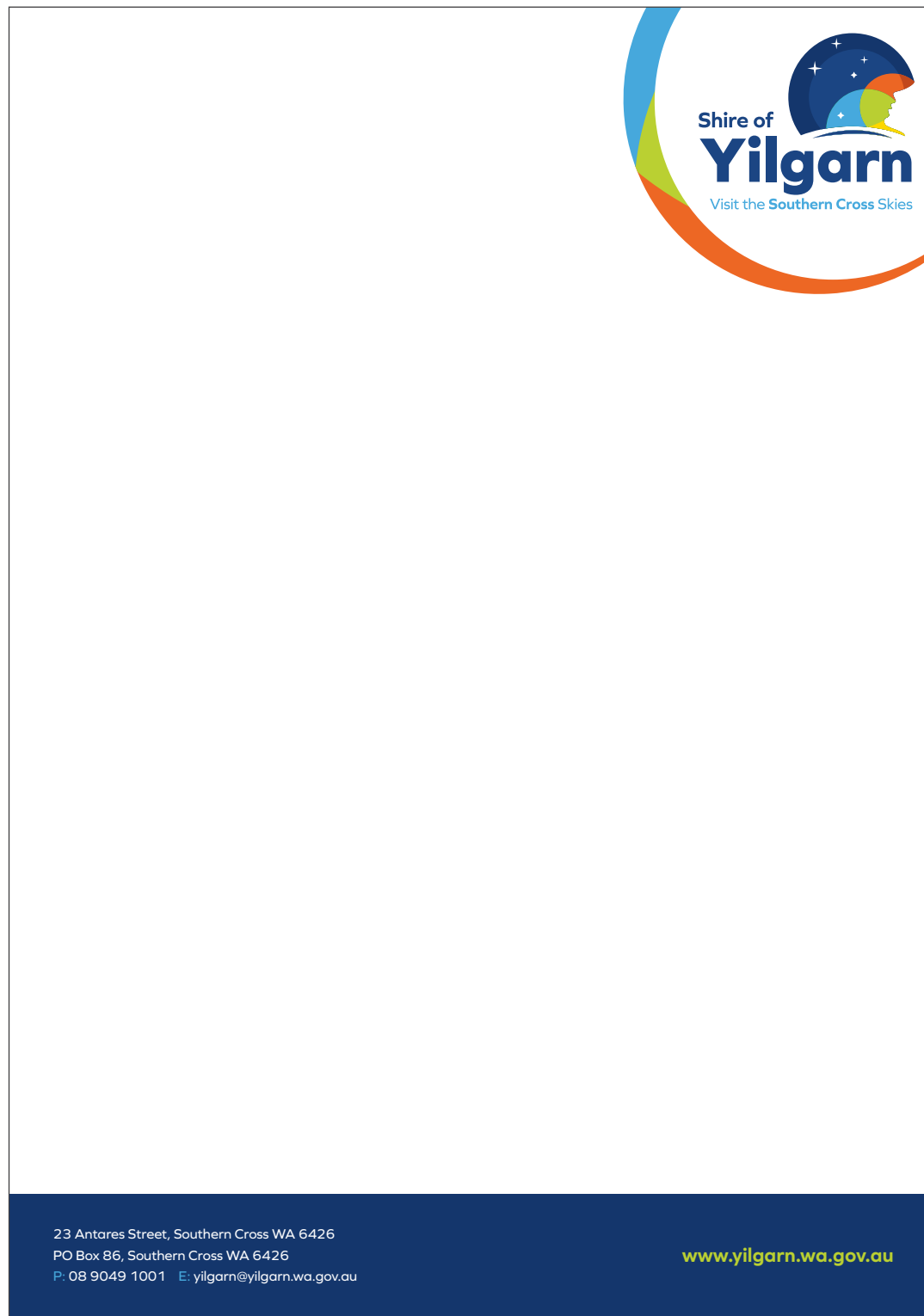
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- ♦ Southern Cross
- ♦ Bullfinch
- ♦ Bodallin
- ♦ Marvel Loch
- ♦ Moorine Rock

www.yilgarn.wa.gov.au

Concept three business card

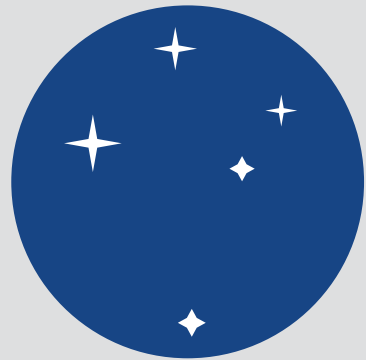


Concept three letterhead

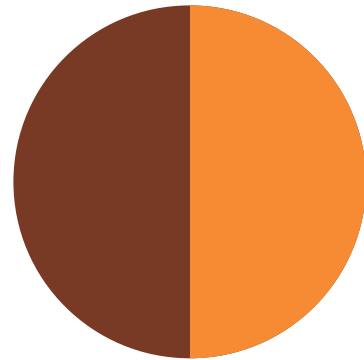
Concept Four



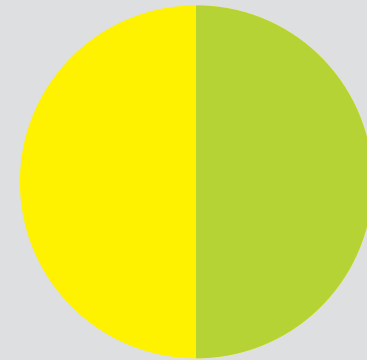
Concept four logo



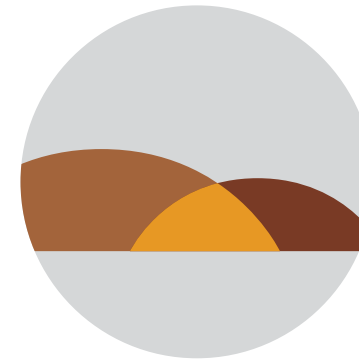
Southern Cross sky represented



Mining and friendly people represented



Wheat canola field and greenery unique to the area



Rock formation, Aurora Range represented



Lake, body of water represented



Concept four logo rationale



Concept four signage



Concept four business card



23 Antares Street, Southern Cross WA 6426
PO Box 86, Southern Cross WA 6426
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www.yilgarn.wa.gov.au
Southern Cross + Bullfinch + Bodallin
Marvel Loch + Moorine Rock

Concept four letterhead

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Current Brand



Shire of
YILGARN

"good country for hardy people"

Current brand logo



Current brand signage

Recommended Concepts



Concept A

With Southern Cross stars only



Shire of
Yilgarn

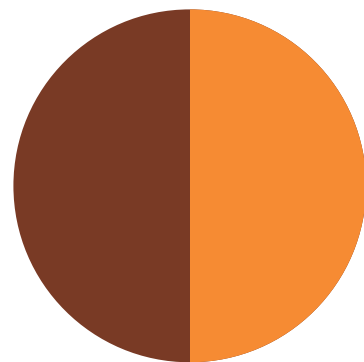
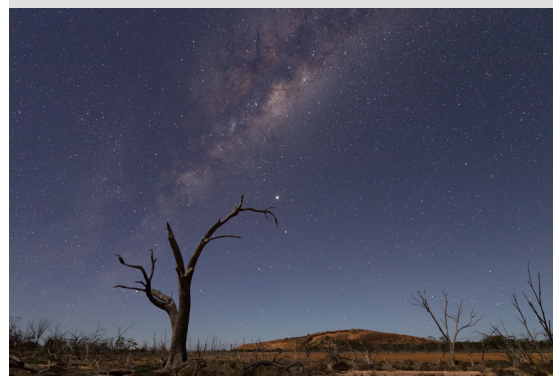
Visit the Southern Cross Skies

Concept B

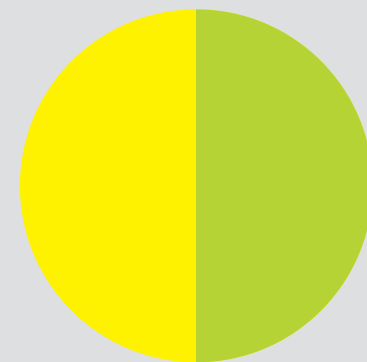
With Southern Cross stars set among night sky of stars



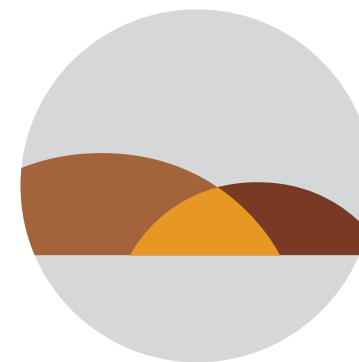
Southern Cross sky
and milky way
represented



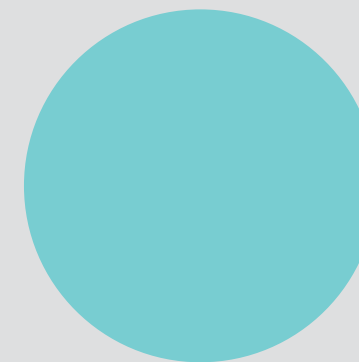
Mining and friendly people
represented



Wheat canola field and
greenery unique to
the area



Rock formation,
Aurora Range
represented



Lake, body of water
represented



Logo rationale

Cameron Watson

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Reverse side

Business card

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Reverse side

Concept B business card



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Southern Cross + Bullfinch + Bodallin + Marvel Loch + Moorine Rock
www.yilgarn.wa.gov.au



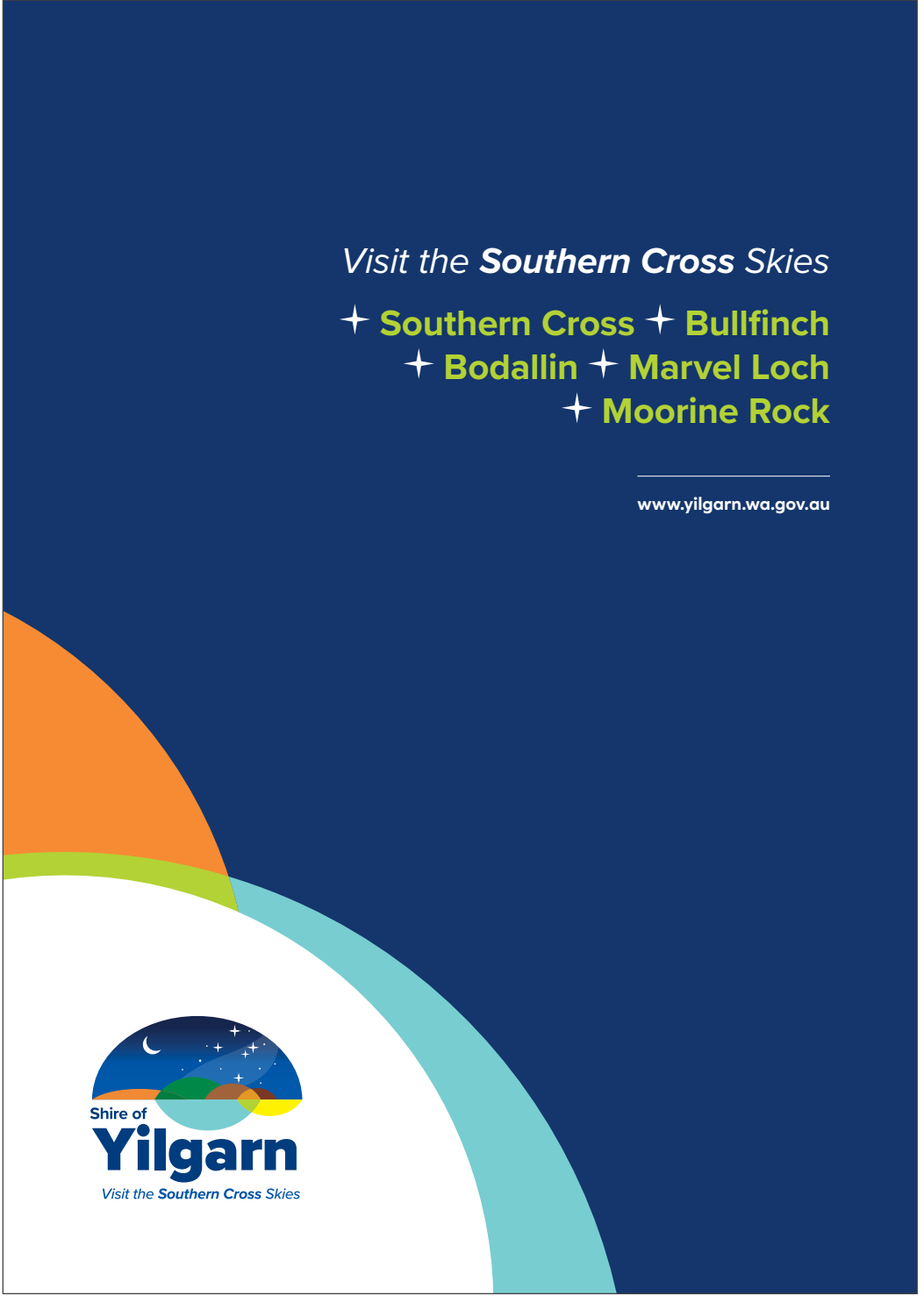
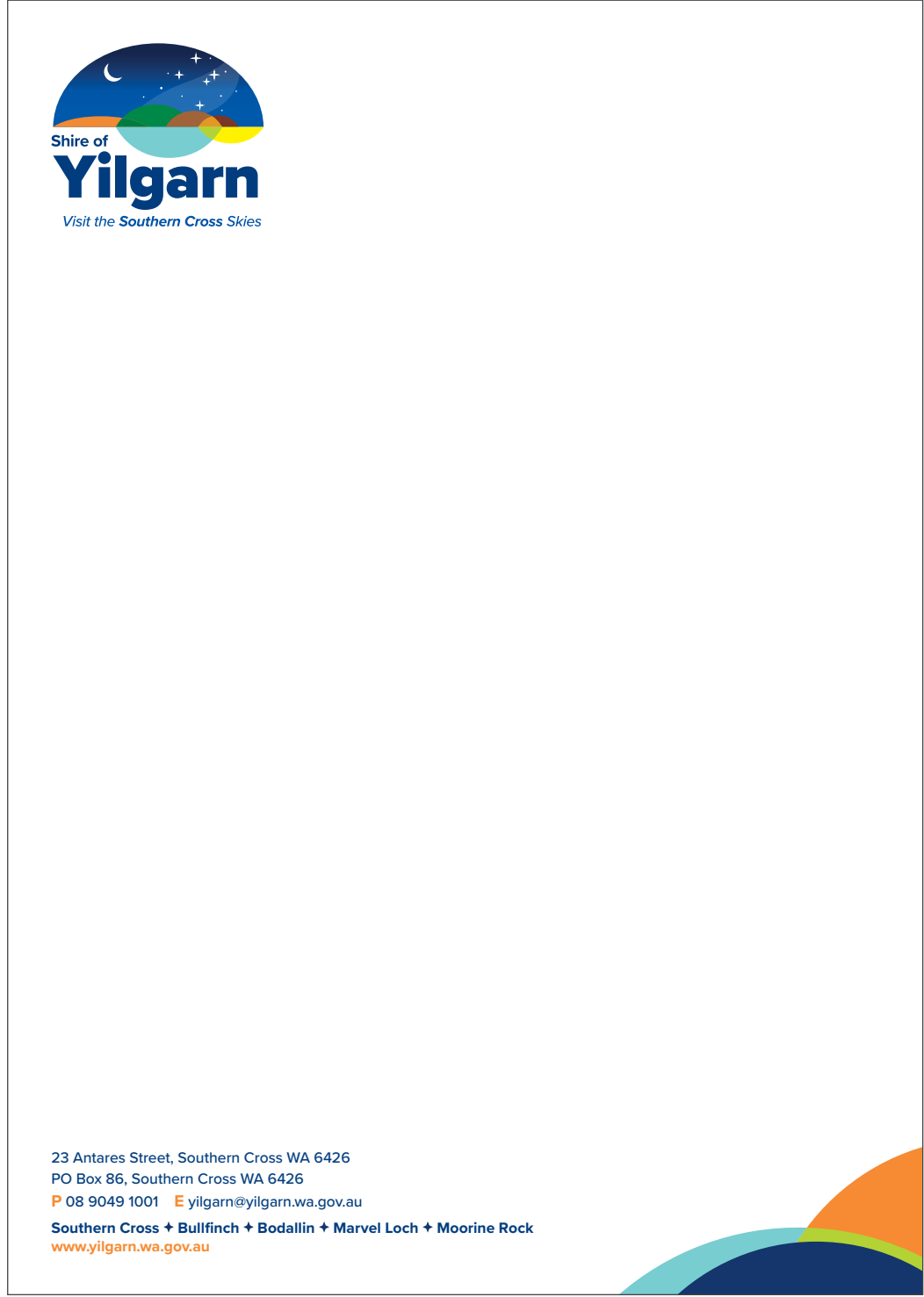
Visit the **Southern Cross Skies**

+ **Southern Cross** + **Bullfinch**
+ **Bodallin** + **Marvel Loch**
+ **Moorine Rock**

www.yilgarn.wa.gov.au

Reverse side

Letterhead



Reverse side

Concept B letterhead



Signage

market creations. agency



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MAKING A DIFFERENCE ■

Attachment 9.1.2

Council Policy Manual

as adopted 17 September ~~2020~~
2021



"good country for hardy people"

Document Owner **CHIEF EXECUTIVE OFFICER**

First Adopted:	SEPT 2011
Last Review Date:	SEPT 2020
Next Review	SEPT 2021

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POLICY: **DEPUTATIONS TO COUNCIL**

POLICY NO: **1.1**

SECTION: **MEMBERS OF COUNCIL**

LAST REVIEW DATE: **SEPTEMBER ~~2020~~**

DUE FOR REVISION: **SEPTEMBER ~~2021~~**

Deputations wishing to meet with Council are firstly to meet with staff to consider deputations request and resolve any problems where possible.

Should staff consider it necessary for the deputation to meet with Council, then this be referred to the Shire President for consideration.

This policy is reinforced by Council's Standing orders.

POLICY:	DELEGATES MOVING MOTIONS AT ASSOCIATION CONFERENCES
POLICY NO:	1.2
SECTION:	MEMBERS OF COUNCIL
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

That delegates representing Council at WALGA Conferences shall vote and move motions as they see fit and as they believe reflect the views of Council.

This authority is granted subject to the delegates reporting back to Council the proceedings of the Conferences at the next Ordinary Meeting.

POLICY:	WALGA – NOMINATIONS TO BOARDS & COMMITTEES
POLICY NO:	1.3
SECTION:	MEMBERS OF COUNCIL
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

Where the Western Australian Local Government Association (WALGA) seeks nominations from Council for various Boards and Committees and the turnaround period for nominations does not coincide with Council meetings, Council supports the nomination of Council members or serving officers without such approval having to advance through the normal Council meeting process.

POLICY: **USE OF COUNCIL'S COMMON SEAL**

POLICY NO: **1.4**

SECTION: **MEMBERS OF COUNCIL**

LAST REVIEW DATE: **SEPTEMBER 2020**

DUE FOR REVISION: **SEPTEMBER 2021**

OBJECTIVE:

The policy sets out the wording to apply to the use of the Common Seal.

POLICY:

The President and CEO have delegated authority to execute and affix the Common Seal to documents (Delegation LGA13)

PROCESS:

1. For official documents which require the common seal of the Shire to be affixed, the seal shall be accompanied by the following wording:-

"The Common Seal of the Shire of Yilgarn was hereto affixed by authority of Council."

Shire President

Chief Executive Officer

(Noting that the Deputy Shire President and Executive Manager Corporate Services can proxy in the absence of the respective principal person)

2. For use on ceremonial occasions (i.e.: Certificates of Appreciation, etc.) or where there is no legal requirement to affix the seal to a document, the Shire President and Chief Executive Officer are authorised to decide how best to affix the seal and (if need be) sign the document on the Shire's behalf.

POLICY: ELECTED MEMBERS ENTITLEMENTS

POLICY NO: 1.5

SECTION: MEMBERS OF COUNCIL

LAST REVIEW DATE: SEPTEMBER 2020

DUE FOR REVISION: SEPTEMBER 2021

INTRODUCTION:

The Shire will provide equipment and other entitlements to elected members to assist them in the performance of their public office. In doing so, the Shire recognises that it may be unreasonable to expect absolute separation of their activities as an elected member from their private, business and public activities. However, any private or business use of equipment is to be incidental to its main purpose of assisting elected members in discharging their public duties.

PURPOSE:

To determine the scope and extent of expenses that may be claimed by, and equipment and facilities provided to Councillors so that these may be reasonable and appropriate within the provisions of the Local Government Act, 1995.

LEGAL REQUIREMENTS:

- Compliance with guidelines issued by the Department of Local Government Number 15 concerning the payment of expenses and the provision of facilities to Elected Members.
- Compliance with Sections 5.98-102 of the Local Government Act.

POLICY PROVISIONS:

1. Business of Council

For the purpose of this policy "business of Council" is defined as:

- a) Council meetings;
- b) Committee meetings where all members are Councillors;
- c) Meetings where attendance is authorised by the Council, Shire President or the Chief Executive Officer;
- d) Inspections where attendance is authorised by the Council, Shire President or the Chief Executive Officer;
- e) Conferences, seminars or workshops where attendance is authorised by the Council, Shire President or Chief Executive Officer.

2. Expenses

Information Technology (IT)

Refer to Council Policy 1.9

Accommodation and Meal Expenses

Where the business of Council requires the need for Councillors to obtain overnight accommodation and purchase meals, those expenses shall be reimbursed on an actual cost basis.

Travelling - Within Council's Area

Where Councillors are required to use their own vehicle to travel to meetings of the Council, Committees or other authorised meetings, then reimbursement for travel expenses shall be based on the kilometre rate as prescribed in the Public Service Award.

Travelling - Outside Council's Area

- a) The Shire President and the Chief Executive Officer are authorised to determine the best mode of travel for authorised travel outside of the Council area having regard to economy, time and safety factors.
- b) Where there is a Council delegation requiring members to travel to any part of the State, Shire vehicles may be provided and no mileage paid to members who travel in other vehicles, unless:
 - i. A Council vehicle is not available; or
 - ii. There is insufficient room to convey all members of the deputation; or
 - iii. Council has agreed by resolution to pay travel allowance; or
 - iv. Unless there are special circumstances which have been authorised by the Chief Executive Officer or Shire President.

3. Payment of Expenses for Spouses, Partners or Accompanying Persons

- a) There are limited instances where certain costs incurred by the councillor on behalf of their spouse, partner, or accompanying person are properly those of the councillor in the performance of his or her functions (hence they are properly incurred by, and reimbursable to the councillor).
- b) Accordingly, Council will meet the reasonable costs of spouses and partners or an accompanying person for attendance at official Council functions that are of a formal and ceremonial nature. Examples include, but are not limited to, Australia Day ceremonies, Civic receptions, and charitable functions for charities formally supported by Council.
- c) Council will also reimburse registration fees and the cost of attendance at official dinners and partners programs whilst accompanying the Councillor at conferences and functions such as the Local Government Week, Conference etc.

4. Provision of Facilities

- a) Council also provides meals and refreshments associated with Council and committee meetings, official dinners and working party meetings.
- b) Council provides an office for use by the Shire President. Council may, subject to the regulations, decide to provide other facilities.

5. Provision of Insurance

- a) Council shall take out public liability and professional indemnity insurance cover which shall extend to actions taken against councillors in relation to the exercise of their duties as Councillors.
- b) Council shall take out liability insurance cover on behalf of councillors to provide indemnity in claims arising from acts whilst performing their Council duties in circumstances where the claims are not covered under Council's public liability and professional indemnity policies and as far as insurance can be legally obtained.
- c) Council shall provide insurance to cover personal injury whilst on Council business and travel insurance for approved interstate or overseas travel on Council business.

6. Care and Related Expenses

In accordance with the principles of participation, access and equity Council will reimburse the reasonable cost of carer arrangements, including childcare expenses and the care of the elderly, disabled or sick immediate family members of councillors, to allow councillors to undertake their council business obligations.

7 Attendance at Conferences and Training Courses

7.1 Objective

To enable Elected Members to develop and maintain skills and knowledge relevant to their role as a representative of the Shire of Yilgarn.

7.2 Statement

Elected Members are encouraged to attend appropriate conferences and training to enable them to be more informed and better able to fulfil their duties of office.

7.3 Annual Conference and Training Expense Allocation

An annual conference and training expense allocation shall be made available to Elected Members in the Budget

7.4 Definition

In this part, "Conferences and Training" means conferences, seminars, forums, workshops, courses, meetings, deputations, information and training sessions and events related to the industry of local government and held within Australia.

7.5 Approval

- a) approval by the Council through a resolution passed at a Council Meeting; or
- b) approval by the CEO and Shire President in advance of attendance

7.6 Conferences and Training that may be attended

The conferences and training to which this policy applies shall generally be limited to:

- a) West Australian Local Government Association (WALGA) conferences
- b) Special "one off" conferences called or sponsored by or for the WALGA on important issues
- c) Councillor Induction Program
- d) WALGA Elected Member Training and Development;
- e) Other local government specific training courses, workshops and forums, relating to such things as understanding roles/responsibilities of Elected Members, meeting procedures, etc.

7.7 Payment of Conference and Training Costs

- a) *Payment from Conference and Training Allocation;*

The Shire will pay Conference or Training costs where the Elected Member has been authorised to attend and there is sufficient funds remaining within the Elected Member's Annual Conference and Training Expense Allocation.

- b) *Booking Arrangements;*

Registration, travel and accommodation for Elected Members will be arranged through the Chief Executive Officer. In general, all costs including registration fees and accommodation will be paid direct by the Shire.

- c) *Registration;*

The Shire will pay all normal registration costs for Elected Members/delegates that are charged by organisers, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the interests of the Council.

- d) *Accommodation;*

The Shire will pay reasonable accommodation costs for Elected Members including the night before and/or after the conference and training event where this is necessary because of travel and/or the conference and training event timetables which make it impossible to arrive at or return home in normal working hours.

- e) *Conference and Training Travel;*

Where travel is involved, the travel is to be undertaken with all due expedition, by the shortest most practical route, to and from the Conference and Training venue. All reasonable travel costs for Elected Members/ delegates to and from the venue/accommodation will be met by the Shire.

If accommodation is at the Conference or Training venue or in close proximity, taxis should be used for reasonable travel requirements. Costs of taxi fares and

parking when own vehicle or Council vehicle is used which are incurred in attending Conferences and Training, will be reimbursed by the Shire.

f) *Reimbursement of out of pocket expenses;*

An Elected Member attending a Conference and Training event is entitled to be reimbursed for 'normally accepted' out of pocket expenses or incidental expenses while travelling.

- Council will reimburse the reasonable out of pocket or incidental expenses associated with attending conferences, seminars or training courses that councillors incur upon the presentation of official receipts and the completion of any necessary claim forms.
- Incidental expenses could reasonably include, refreshments, internet charges, taxi fares, and parking fees. Also the reasonable cost of meals not included in the conference/seminar/meeting fees may also be reimbursed on production of tax receipts.
- The administrative arrangements for managing reimbursement of out of pocket expenses will be the responsibility of the Chief Executive Officer.

POLICY:	MEDIA POLICY
POLICY NO:	1.6
SECTION:	MEMBERS OF COUNCIL
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

PURPOSE:

To provide a framework for Councillors, staff, delegates and advisers to:

- Ensure all communication with the media is consistent, balanced, well-informed, timely, professional and appropriate.
- Clearly indicate Council's authorised spokespersons.
- Improve communication with customers and enhance Council's public image.
- Limit the possibility of miscommunication and to maximise the effectiveness of staff by ensuring comments to the media relating to Council are made only through authorised people.

INTRODUCTION:

Council recognises that a well-run, competent, ethical and reputable organisation is the best way to promote a favourable image and that any public relations program is only as good as the organisation behind it.

Council will take advantage of interest from the media to further its reputation and inform the public about Council's activities. Council will also distribute information to the media to communicate information about Council's activities and decisions. In dealing with the media, Councillors and Council officers must be careful to communicate accurate information.

Council welcomes enquiries from the media. All media representatives are to be treated in the same manner as any other customer of Council. That is, Council will attend to media requests promptly and with courtesy, honesty and respect. Council believes that a good relationship based on trust, familiarity and confidence is important between Council and the media.

DEALING WITH MEDIA ENQUIRIES:

The Shire President and Chief Executive Officer are Council's official spokespersons on all matters. The Chief Executive or Shire President may nominate other staff or Councillors to act as spokespeople for the Council in relation to particular issues.

Journalists may on occasions contact a senior officer or staff member directly. No staff member, other than those authorised above are to handle an enquiry from the media without prior approval from one of the above.

Information given to the media of a controversial, legal or ethical nature requires the approval of the Shire President and/or the Chief Executive Officer.

All staff are required to pass on important information to the Chief Executive Officer which could be used as the basis for a press release or internal communication. The Chief Executive Officer will decide if the information warrants a media release and/or photo or other treatment.

Information that Council officers wish to communicate to the media is to be sent to the Chief Executive Officer for editing, photographic support and policy proofing before it is publicly issued.

SPEAKING TO THE MEDIA:

Councillors and Council staff are encouraged to co-operate at all times with media outlets subject to the guidelines provided in this policy and to be proactive, as opposed to reactive, in their use of the media.

Every Councillor has a right to express a private opinion on any issue, whether or not that opinion reflects Council's official position but Councillors must carefully identify the role in which they speak.

All media enquiries to staff should be directed to the Chief Executive Officer.

Council staff must not speak to the media about matters related to Council unless authorised to do so by the Chief Executive Officer or Shire President.

Council employees and Councillors may not provide any comment or information to the media with the intention of contesting or undermining Council policy or casting Council, Councillors or Council staff in a negative light.

Council employees may speak to the media or write Letters to the Editor as private individuals with the following restrictions:

- They do not comment on Council business or policy;
- They are not identified as Council employees;
- Their comments are not perceived as representing official Council position or policy.

From time to time it may be necessary for a Letter to the Editor to be written as an official Council communication to inform the community about a particular matter. Such letters must be issued through the Shire President or Chief executive Officer.

When appropriate a Councillor or a member of Council staff should become the sole spokesperson on a specific issue, event or initiative within their operational portfolio to ensure consistency of message.

Councillors and Council staff should treat all media outlets equally and should avoid giving one outlet preferential treatment. Media releases should be distributed to all media outlets at the same time.

When a media organisation or representative requests information on a specific topic, the response must be provided exclusively to that organisation or representative. When there are requests from multiple organisations, the Chief Executive Officer will determine the method of response.

Councillors and Council staff should avoid providing information "off the record" during media interviews. It is best to assume that everything said to any media representative may appear in a news story.

Contractors or service providers employed by Council must refer all media enquiries relating to Council to the Chief Executive Officer.

All new employees are to be given Council's Media Policy as a part of the induction process.

INTERNET AND WEB PAGE COMMUNICATIONS:

The internet is a powerful tool for communicating to a broad audience in number of electronic forms. Council has a web page which provides a modern face for the organisation and the role of the Chief Executive Officer is to ensure that the information is current and relevant.

The web page is both a business communication tool as well as a community information source and therefore the method and manner of communication should be appropriate to the audience and the context.

The web is used to provide public notices, Council minutes, job advertisements, services directory, tourism information and travel guides. Council may also make available pages for community events where the source of the information is not a Council minute or document.

The Chief Executive Officer must ensure that information on the web page is not likely to bring the Council, Councillors or the Officers into disrepute or lead to potential litigation.

COMMUNITY NEWSLETTER:

Council through the Community Resource Centre supports the production and sale of a community newsletter the purpose of which is to provide the community with a forum for communications and stories about local people and events.

Whilst Council, through management of the Community Resource Centre has indirect editorial control over the production of the newsletter it is important that the publication maintains a level of independence appropriate for a community newsletter.

The Community Resource Centre Coordinator is responsible for layout and content of the newsletter and must ensure that the information contained within the newsletter is not likely to bring the Council, Councillors or the Officers into disrepute or lead to potential litigation.

The newsletter should carry a disclaimer in the following terms:

"Disclaimer: The Shire supports the production of this community newsletter the content of which will include articles or comments from advertisers and contributors. The Shire does not accept responsibility for the content or accuracy of any of the information supplied by advertisers or contributors."

EMERGENCY COMMUNICATION:

Council recognises that ill-considered and uninformed comments can cause dire consequences and have legal implications in the event of an emergency, disaster, crisis or other sensitive issue.

In the event of an emergency in the Council area involving serious injury to and/or death of residents, the Shire President/Councillors or Council staff, or involving significant damage to Council assets or private property, or involving significant law enforcement activity on Council property, the following procedures will apply to all:

- The Chief Executive Officer and/or Shire President must be notified immediately of details of the incident.
- Details of the incident must not be discussed with any media representatives by any staff unless approved in advance by the Chief Executive Officer and/or Shire President.
- Requests by the media to film, photograph or interview Council staff or council assets involved in the emergency situation must be referred to the Chief Executive Officer and/or Shire President.

POLICY:	DISRUPTIVE BEHAVIOUR AT COUNCIL MEETINGS
POLICY NO:	1.8
SECTION:	MEMBERS OF COUNCIL
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

INTRODUCTION:

The Local Government Act 1995 seeks to promote participation of the community in Council meetings through public question time and observation of the decision making process which should be conducted in an open and transparent way.

It is important that Council meetings be conducted in an atmosphere of inclusiveness and openness to foster productive relationships with the community. The general conduct of a Council meeting, particularly during public question time depends upon mutual respect and good faith between elected members and the public.

Disruptive behaviour makes the conduct of Council meetings more difficult and stressful, reducing the efficiency and effectiveness of the meeting. Disruptive behaviour also denies other members of the public the opportunity to participate in and observe Council proceedings.

OBJECTIVE:

The objective of this policy is to establish examples of behaviour which is considered disruptive or unacceptable, and to provide guidance for how such situations shall be handled by the presiding person and Council staff.

POLICY STATEMENT:

The following are examples of disruptive behaviour:

- Constant interjection, particularly when the presiding member or Councillors present at the meeting are speaking
- Members of the public calling for points of order
- Booming individual members or the Council
- Contemptuous laughter or derisive comments at decisions or during debate
- Refusal to give up the floor to allow other members of the public to ask questions or demanding to ask questions before others in contradiction of an order from the presiding person
- Refusal to accede to a presiding members instruction, particularly when asked to desist from disruptive behavior.
- Use of abusive and/or inflammatory language when addressing Council with a question or making a statement

- Unnecessarily repetitive questioning
- Aggressive/threatening behaviour towards Councillors, Council employees or members of the public.

The following procedure shall be implemented when dealing with behaviour considered by the presiding member to be disruptive:

- The presiding member will attempt to ignore the interjection and move on with the business of the day.
- If the disruptive behaviour continues the presiding member shall ask the offending party(s) to cease.
- If the disruptive behaviour does not cease, the presiding member shall adjourn the meeting for a specific time. (During this adjournment the Chief Executive Officer (CEO) should discuss the situation with the offending party(s) and ask them to behave appropriately in a place of government).
- Upon resumption of the meeting, the presiding member shall issue a warning that further continuation of the disruptive behaviour will lead to stronger action.
- If after the resumption of the meeting the disruptive behaviour continues, the presiding member shall again adjourn the meeting and instruct the CEO to ask the offending person or persons to leave the premises. The CEO would advise the person(s) that they are requested to leave the premises and that if they remain, they will be committing the offence of trespass under Section 70A of the Criminal Code and could be prosecuted.
- Should the person refuse to leave, the CEO shall advise the offending party(s) that the Police will be called to apprehend them and the Council will instigate legal proceedings.
- At all stages of adjournment, the presiding member and elected members should retain the dignity of their office by not interacting with the offending party(s).
- Nothing in this policy removes the right of the presiding member, having regard to the nature and intensity of the disruptive behaviour to issue additional warnings before asking the CEO to request the person(s) to leave or the Police being called.

POLICY:	COUNCILLOR IPAD/TABLET POLICY
POLICY NO:	1.9
SECTION:	MEMBERS OF COUNCIL
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

OBJECTIVE:

To provide guidelines for access to and usage of tablet electronic devices (iPads/Tablets). iPads/Tablets are the preferred mechanism for delivery of the Council's Minutes and Agenda and other Council related documents.

1. Privately owned iPads/Tablets

- 1.1 Councillors who own and operate their own personal iPad/Tablet will be provided with the appropriate applications required to view the Council's Minutes and Agendas and other Council related documents.
- 1.2 Councillors will be provided with an annual ICT allowance which includes an amount for the upgrade/replacement of the device and a component which is intended to provide internet access for a period of 12 months. Where the Councillor exceeds the capacity provided via the annual ICT Allowance, the Councillor shall be liable for full cost of any additional download amount.
- 1.3 Councillors who use their own Private iPad/Tablet for Council and private use are encouraged to have this item included under their own private property insurance.

2. Council Issued iPads/Tablets

- 2.1 First term Councillors will be, where required, issued with an iPad/Tablet suitable for undertaking their duties as Councillor.
- 2.2 *Acceptable Usage*
 - The iPad/tablet is provided primarily for use with respect to Councillors, in performing their civic duties as a Councillor.
 - Upon issue, the iPad/tablet will be loaded with applicable business-related applications.
 - Councillors will be provided with an annual ICT Allowance, which is intended to provide for the future replacement/upgrade of the device and to provide internet access for a period of 12 months. Where the Councillor exceeds the capacity provided via the annual ICT Allowance, the Councillor shall be liable for full cost of any additional download amount.

2.3 Conditions of Use

- Councillors and staff are required to ensure iPads/tablets are maintained in an operative condition.
- Councillors issued with an iPad/tablet are expected to exercise the same care in respect of the security and upkeep of the iPad/tablet as if it were the councillor's own property. In particular, it is the councillor's responsibility to ensure their allocated iPad/tablet is securely locked away at night, whether at work or at home. Similar care must be taken when leaving the iPad in a meeting room or any off-site venue and whilst travelling. iPads must not be left unattended in motor vehicles at any time.
- Lending of the iPad/tablet is strictly prohibited.
- The iPad/tablet is to remain with the designated person and not swapped with other employees/councillors.
- Passwords to access the iPad/tablet and various applications are provided by the Administration team on issue of each iPad/tablet and are to remain as set by the Administration team.
- "Find My iPad" Location Services are to remain on at all times.
- All lost or stolen iPads/tablets should be reported as soon as practicable.
- An iPad/tablet must never be checked-in as baggage on an aircraft and must always be taken on board as hand luggage.

2.4 User requirements

- If a user suspects that unauthorised access to Council data has taken place via an iPad/tablet device, the user must report the incident as soon as practicable.
- Devices must not be "jailbroken", that is, the removing of limitations imposed by the manufacturer, or have any software/firmware installed which is designed to gain access to functionality not intended to be exposed to the user.
- Users must not load pirated software or illegal content onto their devices.
- Devices must be kept up to date with manufacturer or network provider patches. As a minimum, users should check for patches weekly and apply at least once a month.
- Council reserves the right to monitor the data usage on the devices.

- The Council reserves the right to cap or change the data plan to comply with Council's data requirements.

2.5 *Training and Reporting of Issues/Faults*

- Councillors are to seek training, report any issues or faults with the iPads/tablets or make any enquiries directly to the Administration Staff.

2.6 *Term Completion*

- On completion of a term of office as a Councillor or at the cessation of civic duties and where requested, Councillors are required to return the iPad/tablet and all accessories to the Administration Office as soon as practicable, but within 28 days.

2.7 *Purchase of IPAD/TABLET*

- Councillors who complete their four-year term with Council can keep their allocated iPad/tablet free of charge; Councillors that have not served a full four-year term have the opportunity to purchase their iPads/tablets at a nominal fee.

2.8 *Agreement*

- Upon commencement with Council, Councillors are required to read the iPad/Tablet Policy and declare that they will observe and abide by the terms and condition outlined in this Policy.

POLICY: RELATED PARTIES DISCLOSURES

POLICY NO: 1.10

SECTION: MEMBERS OF COUNCIL

LAST REVIEW DATE: SEPTEMBER 2020

DUE FOR REVISION: SEPTEMBER 2021

INTRODUCTION:

The Related Party Disclosure Policy aims to assist Council in complying with disclosure requirements concerning key management personnel, their close family members and entities controlled or jointly controlled by any of them stipulated under the *Australian Accounting Standard AASB 124 Related Party Disclosures*

PURPOSE:

The scope of *AASB 124 Related Party Disclosures* was extended in July 2015 to include application by not-for-profit entities, including local governments. The operative date for Local Government is 1 July 2016, with the first disclosures to be made in the Financial Statements for year ended 30 June 2017. This policy outlines required mechanisms to meet the disclosure requirements of AASB 124.

BACKGROUND:

The objective of the standard is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire must make an informed judgement as to who is considered to be a related party and what transactions need to be considered, when determining if disclosure is required.

The purpose of this procedure is to stipulate the information to be requested from related parties to enable an informed judgement to be made.

IDENTIFICATION OF RELATED PARTIES:

AASB 124 provides that the Shire will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances. Related parties includes a person who has significant influence over the reporting entity, a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.

KMP are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly. For the purposes of

determining the application of the standard, the Shire has identified the following persons as meeting the definition of *Related Party*:

- An elected Council member.
- Key management personnel being a person employed under section 5.36 of the Local Government Act 1995 in the capacity of:
 - Chief Executive Officer
 - Executive Manager Corporate Services
 - Executive Manager Infrastructure
 - Executive Manager Regulatory Services
- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.
- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

The Shire will therefore be required to assess all transactions made with these persons or entities.

IDENTIFICATION OF RELATED PARTY TRANSACTIONS:

A related party transaction is a transfer of resources, services or obligations between the Shire (reporting entity) and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting these criteria:

- Paying rates.
- Fines.
- Use of Shire owned facilities such as Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not).
- Attending council functions that are open to the public.
- Employee compensation whether it is for KMP or close family members of KMP.
- Application fees paid to the Shire for licences, approvals or permits.
- Lease agreements for housing rental (whether for a Shire owned property or property sub-leased by the Shire through a Real Estate Agent).
- Lease agreements for commercial properties.
- Monetary and non-monetary transactions between the Shire and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire (trading arrangement).
- Sale or purchase of any property owned by the Shire, to a person or party identified above.
- Sale or purchase of any property owned by a person or party identified above, to the Shire.
- Loan Arrangements.
- Contracts and agreements for construction, consultancy or services.

Some of the transactions listed above, occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would

undertake with council and are referred to as an Ordinary Citizen Transaction (OCT). Where the Shire can determine that an OCT was provided at arm's length, and

in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

DISCLOSURE REQUIREMENTS:

For the purposes of determining relevant transactions, elected Council members and key management personnel as identified above, will be required to complete a *Related Party Disclosures - Declaration* form.

1. Ordinary Citizen Transactions (OCTs)

Management will put forward a draft resolution to Council annually, declaring that in its opinion, based on the facts and circumstances, the following OCT that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council's financial statements make. As such no disclosure in the *Related Party Disclosures - Declaration* form will be required.

- Paying rates.
- Transactions relating to the registration and control of domesticated animals as defined in the Dog Act 1976 and Cat Act 2011.
- Transactions whereby a Fee or Charge is incurred and that are included as part of Councils endorsed Schedule of Fees and Charges.
- Fines.
- Use of Shire owned facilities such as Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not).
- Attending council functions that are open to the public.

Where these services were not provided at arm's length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the *Related Party Disclosures - Declaration* form about the nature of any discount or special terms received.

2. All other transactions

For all other transactions identified as Related Party transactions above, elected Council members and KMP will be required to make a declaration in the *Related Party Disclosures - Declaration* form.

3. Frequency of disclosures

- Elected Council members and KMP will be required to complete a *Related Party Disclosures - Declaration* form annually.
- Disclosures must be made by all Councillors immediately prior to any ordinary or extraordinary election.
- Disclosures must be made immediately prior to the termination of employment of/by a KMP.

4. Confidentiality

All information contained in a disclosure return, will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding,

management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

5. Materiality

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.

In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

POLICY:	COUNCIL FORUM /BRIEFING SESSION
POLICY NO:	1.11
SECTION:	MEMBERS OF COUNCIL
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

That a Council Forum/Briefing Session be held every month, except January, prior to the Ordinary Meeting of Council commencing at 3.00pm.

The following Forum Procedure Applies

Forum Procedure

- Forum to be held each month prior to the Ordinary Meeting.
- Forums to be attended by Councillors, Chief Executive Officer and Executive Managers. Consultants may participate by invitation from the Chief Executive Officer in consultation with the Shire President.
- Forums shall include discussion on items included on the next Ordinary Council Meeting Agenda, issues that may result in Agenda items for future Ordinary Council Meetings concept items and questions/discussions on the Councillors Information Bulletin/Status Report.
- The CEO will ensure timely written notice and the Agenda for each forum is provided at all members.
- Forum papers should be distributed to members at least three days prior to the meeting.
- The President is to be the presiding member at all forums.
- Elected members, employees, consultants and other participants shall disclose their financial and conflicts of Interest in matters to be discussed.
- Interests are to be disclosed in accordance with the provisions of the Act as they apply to Ordinary Council Meetings. Persons disclosing an interest will not participate in that part of the Forum relating to their interest and leave the meeting room.
- There is to be no opportunity for a person with an interest to request that they continue in the forum.

- A record should be kept of all forums. As no decisions will be made, the record need only be a general record of items covered but should record disclosures of interest with appropriate departures/returns.

POLICY: **INDUCTION FOR COUNCILLORS**

POLICY NO: **1.12**

SECTION: **COUNCIL**

LAST REVIEW DATE: **SEPTEMBER 2020**

DUE FOR REVISION: **SEPTEMBER 2021**

OBJECTIVES:

To set out guidelines for the induction of newly Elected Members of the Shire of Yilgarn.

POLICY STATEMENT:

Introduction

It is essential to the effective operation of Council decision-making and Council business that Elected Members are provided with a clear understanding of their roles and responsibilities when first elected to Council. It is also important that they understand key processes and deliverables required by statute, especially as with each new Council there will be a requirement to review strategic direction and key long term planning documents.

It is also important that returning Members have their understanding refreshed and they are aware of any changes to statutory requirements, organisational direction and issues arising. It is equally important that new and returning Members are provided with the same information.

Key to this is the induction process which should be provided for each new Council and/or Councillors, elected or appointed to fill extraordinary vacancies when they arise.

PRINCIPLES:

- (a) An accessible, informative induction program is essential to Councillors being able to understand their roles and being able to move quickly and easily into their governance responsibilities after being elected to Council.
- (b) Sitting Councillors will support newly elected Councillors by participating in the induction process.

PROVISIONS:

- 1.1 The Chief Executive Officer (CEO) will prepare an induction program for Councillors which will commence immediately after an election and will be completed no later than 3 months after the election date.
- 1.2 The CEO will consult with the Shire President in the preparation of the program.

POLICY:	CONTINUING PROFESSIONAL DEVELOPMENT OF COUNCIL MEMBERS
POLICY NO:	1.13
SECTION:	MEMBERS OF COUNCIL
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

1 General Purpose and Principles

- A. The Shire of Yilgarn is committed to the ongoing professional development of its Councillors through the process of ongoing professional development, education and improvement, with a view to enhancing Council performance and effectiveness for the benefit of the Shire of Yilgarn and its constituents.
- B. The aspirations of this policy is to support Councillors to be equipped with the knowledge, skills and understanding they need to discharge their responsibilities effectively having regard to sound local authority governance standards and regulatory requirements.
- C. In particular this policy, and its adoption is intended to respond to requirements of s.5.128 of the Local Government Act 1995 as amended ("Act").

2 Induction and Regulatory Prescribed Training

- A. The Shire of Yilgarn will implement induction procedures designed to allow new Council appointees to gain knowledge about the Shire of Yilgarn and the principles of Local Government so they may participate fully and actively in Council Meetings and decision making at the earliest opportunity following their appointment.
- B. Such induction procedures may relate to and assist Councillors to gain a better understanding of:
 - The Shire of Yilgarn's financial, strategic, operational, and risk management position;
 - Their rights, duties and responsibilities as Councillors;
 - The role of Councils committees;
 - The Shire of Yilgarn's culture and values;
 - Council and Committee meeting arrangements; and
 - Good practice protocols and constraints concerning interactions with other Councillors, the CEO, officers, staff, constituents and stakeholders.

- C. Without limiting the generality of 2(a) and (b) of this Policy, each Council member must also complete training in accordance with regulations prescribed under s.5.126 of the Act.
- D. In compliance with s.5.127 of the Act:
 - i. The Shire of Yilgarn must prepare a report for each financial year on the training completed by Council members in compliance with s.5.126 of the Act in the financial year; and
 - ii. The CEO must publish the report on the Shire of Yilgarn's official website within 1 month after the end of the financial year to which the report relates.

3 Evaluation/Review

The overall skills, knowledge and attributes of the Council as a whole (in the context of each member's Councillor responsibilities) should be periodically evaluated and reviewed to determine the curriculum, nature and form of ongoing professional development opportunities for Council members which are most likely to enhance Council performance and effectiveness and deliver value for money for the Shire of Yilgarn.

4 Professional Development

- A. Councillors should ~~commit~~ be committed to undertaking continuing professional development to update and enhance their knowledge, skills and understandings to assist them in more effectively discharging their responsibilities as Councillors for the benefit of the Shire of Yilgarn as a whole.
- B. The professional development to be undertake by Councillors should be such that is most relevant to each Councillor individually have regard for their own existing level of knowledge, skills, experience, understanding and qualifications. However, due regard should be had by Councillors in the outcome of the periodic evaluation and review mentioned in paragraph 3 of this Policy, in deciding the professional development opportunities, which are most relevant to their needs, that they should undertake.
- C. The nature of the professional development to be undertake might relate to the matters referred to in paragraph 2(b) of this Policy including key developments and issues impacting the Shire of Yilgarn, local governments generally and the environment within which the local government operates, as well as developments in the regulatory environment and in governance practices.

- D. The Shire of Yilgarn commits to developing a regime by which Shire of Yilgarn funded opportunities for the professional development of its Councillors can be identified and made available to its Councillors. The Shire of Yilgarn should provide reasonable allowance in its budget for this purpose.
- E. Nothing in paragraph (d) implies that Councillors should not undertake relevant professional training at their own expense, or by way of co-contribution with the Shire of Yilgarn, as appropriate.

5 Oversight Committee

The Council may establish a Councillor Professional Development Committee with such terms of reference, member composition (which should include the President and at least 2 other Councillors) and procedures as may be determined by Council at the time of establishment, for the purposes of making recommendations to Council concerning:

- This Policy;
- Its review and amendments from time to time;
- The process and outcome of the evaluation and review mentioned in paragraph 3 of this Policy;
- Appropriate professional development, education and training opportunities for consideration by Councillors;
- Professional development, education and training opportunities to be funded by and/or made available to Councillors by the Shire of Yilgarn;
- Reporting in the terms of this Policy.

6 Councillor Disclosure of Professional Development undertaken

- A. The Shire of Yilgarn will keep a progressive record of all professional development, education and training undertaken by Councillors as may be reported to the CEO by Councillors.
- B. Councillors should promptly report in writing to the CEO any relevant professional development, education and training in terms of this Policy undertaken by them including:
 - The substance, nature and learning outcomes from the same;
 - When, or the period over which, the same was undertaken;
 - In the case of any such professional development, education and training not fully funded by the Shire of Yilgarn, a statement to that effect,

And should ensure that all such reports for professional development, education and training undertaken by a Councillor during the financial year are provided to the CEO by the end of the relevant financial year.

7 Reporting by the Shire of Yilgarn

- A. In compliance with s.5.128 (4) the CEO must from time to time publish on the Shire of Yilgarn's official website the most recent version of this policy.
- B. Subject to prudential discretions vested in the Council on account of commercially or personally sensitive information, the Shire of Yilgarn should disclose on its website:
- When an evaluation and review under paragraph 3 of this Policy was last undertaken;
 - A high-level description of the outcome of the most recent such evaluation and review;
 - The amount allowed in the Shire of Yilgarn's annual budget for the purpose of this Policy and the amount actual expended therefor in the relevant financial year to which the budget relates;
 - A summary of the regime developed by the Shire of Yilgarn in terms of paragraph 4(d) of this Policy;
 - A summary of the professional development, education and training undertaken by each Councillor as reported to the CEO in the terms of paragraph 6(b) section of this Policy;
 - The composition and terms of reference of any committee established under paragraph 5 of this Policy.

8 Policy Review/Amendment

- A. This policy is to be reviewed and amended from time to time by the Council, including on recommendations of any committee established under paragraph 5 of this Policy (as applicable), including:
- to ensure compliance with any regulations made under s.5.128(3) of the Act;
 - after each ordinary election so as to comply with s.5.128(5) of the Act.
- B. To the extent to which this Policy may not strictly comply with any regulations made under s.5.128(3) of the Act, this Policy is deemed to be amended and read and constructed to the extent necessary so as to be in compliance with any such regulations.

POLICY:	ATTENDANCE AT EVENTS AND FUNCTIONS
POLICY NO:	1.14
SECTION:	COUNCIL
LAST REVIEW DATE:	ADOPTED SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

Introduction

Section 5.90A of the *Local Government Act 1995* provides that a Local Government must prepare and adopt an Attendance at Events Policy.

This Policy addresses attendance at any events, including concerts, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the Local Government.

The purpose of the Policy is to provide transparency about the attendance at events by Councillors, the Chief Executive Officer (CEO) and other employees.

Nothing in this Policy shall be construed as diminishing the role of the CEO in approving attendance at activities or events by other employees that in the opinion of the CEO are appropriate, relevant and beneficial to the Shire of Yilgarn.

Legislation

Section 5.90A of the Local Government Act 1995 for attendance at events:-

- (1) In this section —
event includes the following —
 - (a) a concert;
 - (b) a conference;
 - (c) a function;
 - (d) a sporting event;
 - (e) an occasion of a kind prescribed for the purposes of this definition.
- (2) A local government must prepare and adopt* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —
 - (a) the provision of tickets to events; and
 - (b) payments in respect of attendance; and

- (c) approval of attendance by the local government and criteria for approval;
and
- (d) any prescribed matter.

** Absolute majority required.*

- (3) A local government may amend* the policy.

** Absolute majority required.*

- (4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (5) The CEO must publish an up-to-date version of the policy on the local government's official website.

Gift Disclosure Requirements

Attendance at an event in accordance with this Policy will exclude the gift holder from the requirement to disclose a potential conflict of interest if the ticket is above \$300 (inclusive of GST) and the donor has a matter before Council. Any gift received that is \$300 or less (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest.

Guidance is provided below:-

1. If a Councillor receives a ticket in their name, in their role as Councillor, of \$300 or greater value, they are still required to comply with normal gift disclosure requirements.
2. Whilst the law permits greater than \$300 to be accepted by the CEO (but not other employees), in their role with the Shire, the CEO and all other employees are prohibited from accepting any gift greater than \$300, unless from the Shire as the organizer of the event or as a gift pursuant to Section 5.50 of the *Local Government Act 1995* (gratuity on termination)
3. If the CEO or an employee receives a ticket in their name, in their role as an employee, of between \$50 and \$300, they are required to comply with normal gift disclosure requirements and the Code of Conduct as per notifiable and prohibited gifts.
4. Note this Policy does not apply to prizes won by 'games of chance' such as lottery, raffle, business card draws or contest.

Pre-approved Events

In order to meet the Policy requirements, tickets and invitations must be received by the Shire (as opposed to in the individual person's name).

Under this Policy, Council approves attendance at the following events by Councillors, the CEO and employees of the Shire:-

- Advocacy, lobbying and Ministerial briefings;
- Meetings of clubs or organisations with the Shire of Yilgarn;
- Any free event within the Shire of Yilgarn;
- Australian or Western Australian local government events;
- Events hosted by local clubs and Not for Profit organisations within the Shire of Yilgarn to which the Shire President, Councillor(s), CEO or employee(s) have received an official invite related to their position;
- Shire hosted ceremonies and functions;
- Shire run events;
- Shire sponsored functions or events;
- Cultural events/festivals within the Shire of Yilgarn or Wheatbelt Region;
- Events run by a Local, State or Federal Government;
- Events run by schools with the Shire of Yilgarn;
- Major professional bodies associated with local government at a local, State or Federal level;
- Opening or launch of an event or facility within the Shire of Yilgarn or Wheatbelt Region;
- Recognition of service events;
- An event run by an organization of which the Shire of Yilgarn is a member e.g., Wheatbelt Agcare, WA Tourism Association;
- Where the Shire President, Councillor(s), the CEO or employee(s) have been formally requested to attend;
- If the event is free to attend.

If there are more tickets than prospective attendees, the Shire President and CEO will liaise to determine allocations.

Approval process for Events not Pre-approved

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval prior to the event for approval as follows:-

- Events for the Shire President may be approved by the Deputy Shire President;
- Events for the deputy Shire President may be approved by the Shire President;
- Events for Councillors may be approved by the Shire President;
- Events for the CEO may be approved by the Shire President;
- Events for employees may be approved by the CEO.

Consideration upon granting approval include:-

- The benefit to the Shire of the person attending;

- Alignment to the Shire Strategic Objectives;
- The number of Shire representatives already approved to attend;
- Any justification provided by the applicant when the event is submitted for approval.

Where a Councillor has an event approved through this process and there is a fee associated with the event, then the cost of the event, is to be paid by the local government.

Where the CEO or employee has an event approved through this process and there is a fee associated with the event, then the cost of the event is to be paid for by the local government.

Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the Shire, must be reimbursed by the representative unless expressly authorised by the Council.

Approval Process for Events Not Pre-approved

Any event that is pre-approved or approval is not submitted through an approval process, or is received personally is considered a non-approved event:

- If the event is free then no approval is required;
- If the event is ticketed and the attendee pays the full ticketed price and is not seeking reimbursement from the Shire, then no approval is required;
- If the event is ticketed and the Councillor, CEO or employee pays a discounted rate, or is provided with a free ticket(s), then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days.

Organisations that desire attendance at an event by a particular person(s), such as the Shire President, Deputy Shire President, CEO or particular employee of the Shire, should clearly indicate that on the offer, together what is expected of that individual, should they be available, and whether the invite/ticket is transferrable to another Shire representative.

Tickets that are provided to the Shire without denotation as to who they are for, will be provided to the CEO and attendance determined by the CEO in liaison with the Shire President, based on relative benefit to the organization in attending the event, the overall cost in attending the event inclusive of travel or accommodation, availability of representatives, and the expected role of the relevant Councillor or employee.

Disputes

Any disputes regarding the approval of attendance at events are to be resolved by the Shire President in relation to Councillors and by the CEO in relation to employees.

POLICY: **RISK MANAGEMENT POLICY**

POLICY NO: **1.15**

SECTION: **MEMBERS OF COUNCIL**

LAST REVIEW DATE: ~~ADOPTED DECEMBER 2020~~

DUE FOR REVISION: ~~SEPTEMBER 2021~~

POLICY OBJECTIVES

The objective of this Policy is to state the Shire of Yilgarn's ('Shire's') intention to identify potential risks before they occur so that impacts can be minimised or opportunities realised; ensuring that the Shire achieves its Strategic and Corporate objectives efficiently, effectively and within good corporate governance principles.

POLICY STATEMENT

It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2018 Risk management – Guidelines), in the management of all risks that may affect the Shire meeting its objectives.

Risk management functions will be resourced appropriately to match the size and scale of the Shire's operations, and will form part of the Strategic, Operational, and Project responsibilities and be incorporated within the Shire's Integrated Planning Framework.

This policy applies to Council Members, Executive Management and all employees and contractors involved in any Shire operations.

POLICY STATEMENT

The following points provide detail on the objective specifics:

1. Optimises the achievement of the Shire's values, strategies, goals and objectives.
2. Aligns with and assists the implementation of Shire Policies.
3. Provides transparent and formal oversight of the risk and control environment enabling effective decision-making.
4. Reflects risk versus return considerations within the Shire's risk appetite.
5. Embeds appropriate and effective controls to mitigate risk.
6. Achieves effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
7. Enhances organisational resilience.
8. Identifies and provides for the continuity of critical operations.

KEY POLICY DEFINITIONS

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

ROLES & RESPONSIBILITIES

The CEO is responsible for the:

- Implementation of this Policy.
- Measurement and reporting on the performance of risk management.
- Review and improvement of this Policy and the Shire's Risk Management Framework at least triennially, or in response to a material event or change in circumstances.

The Shire's Risk Management Framework outlines in detail all roles and responsibilities under CEO delegation associated with managing risks within the Shire.

RISK ASSESSMENT AND ACCEPTANCE CRITERIA

The Shire has quantified its broad risk appetite through the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Framework and as a component of this policy.

All organisational risks are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision-making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisation's appetite and are to be noted within the individual risk assessment.

MONITOR & REVIEW

The Shire will implement and integrate a monitor and review process to report on the achievement of the risk management objectives, the management of individual risks and the ongoing identification of issues and trends.

This Policy will be kept under review by the Shire's Management Team. It will be formally reviewed triennially.

RISK ASSESSMENT AND ACCEPTANCE CRITERIA

Shire of Yilgarn Measures of Consequence									
Rating (Level)	Health / People	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment	Project TIME	Project COST
Insignificant (1)	Near miss. Minor first aid injuries	Less than \$25,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential damage.	Contained, reversible impact managed by on site response	Exceeds deadline by 10% of project timeline	Exceeds project budget by 10%
Minor (2)	Medical type injuries	\$25,001 - \$250,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	Exceeds deadline by 15% of project timeline	Exceeds project budget by 15%
Moderate (3)	Lost time injury <30 days	\$250,001 - \$750,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non- compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies	Exceeds deadline by 20% of project timeline	Exceeds project budget by 20%
Major (4)	Lost time injury >30 days	\$750, 000 - \$1Mil	Prolonged interruption of services –	Non- compliance results in	Substantiated, public embarrassment,	Significant damage requiring	Uncontained, reversible impact	Exceeds deadline by 25% of	Exceeds project budget

Shire of Yilgarn Measures of Consequence

Rating (Level)	Health / People	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment	Project TIME	Project COST
			additional resources; performance affected < 1 month	termination of services or imposed penalties	high impact, high news profile, third party actions	internal & external resources to rectify	managed by a coordinated response from external agencies	project timeline	by 25%
Catastrophic (5)	Fatality, permanent disability	More than \$1Mil	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact	Exceeds deadline by 30% of project timeline	Exceeds project budget by 30%

Measures of Likelihood

Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances (>90% chance)	More than once per year
4	Likely	The event will probably occur in most circumstances(>50% chance)	At least once per year
3	Possible	The event should occur at some time(20% chance)	At least once in 3 years

Measures of Likelihood			
Level	Rating	Description	Frequency
2	Unlikely	The event could occur at some time(<10% chance)	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances(<5% chance)	Less than once in 15 years

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)

Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Supervisor / Team Leader
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Service Manager
HIGH	Urgent Attention Required	Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring	Executive Leadership Team
EXTREME	Unacceptable	Risk only acceptable with effective controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO & Council

Existing Control Ratings		
Rating	Foreseeable	Description
Effective	There is <u>little</u> scope for improvement.	Processes (Controls) operating as intended and aligned to Policies / Procedures. Subject to ongoing monitoring. Reviewed and tested regularly.
Adequate	There is <u>some</u> scope for improvement.	Processes (Controls) generally operating as intended, however inadequacies exist. Limited monitoring. Reviewed and tested, but not regularly.
Inadequate	There is a <u>need</u> for improvement or action.	Processes (Controls) not operating as intended. Processes (Controls) do not exist, or are not being complied with. Have not been reviewed or tested for some time.

POLICY:	USE OF COUNCIL EQUIPMENT
POLICY NO:	2.1
SECTION:	BUSHFIRE
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

That Council plant and equipment which can be used for firefighting purposes be made available for firefighting and protective burning as required, subject to consultation with Council's senior management staff and the Chief Bush Fire Control Officer or a person acting in this position.

The operation of this equipment is to be conducted either by a Council employee, or in the case where a Council employee is not available, an operator who has been approved at the time of an incident by Council's Chief Executive Officer, Executive Manager Infrastructure, Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer

POLICY:	HARVEST AND VEHICLE MOVEMENT BANS
POLICY NO:	2.2
SECTION:	BUSHFIRE
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

That the Chief Bushfire Control Officer and Deputy Chief Bushfire Control Officer, be authorised to impose a Total Movement Ban including the movement of vehicles in paddocks, except vehicles carrying water to stock or inspecting water supplies to stock, within the Shire.

The decision to initiate a Harvest and Vehicle Movement Ban is to be determined by not less than three (3) individual Fire Weather Readings from within the Shire.

In the event that the Fire Danger Index reaches 32 or more, based on an average of three or more weather readings representative of three distinct areas of the Shire, a Harvest and Vehicle Movement Ban will be automatically issued over the whole of the Shire.

Harvesting is not permitted on Christmas Day or New Year's Day. Harvesting is permitted on all Sundays and Public Holidays except where a Harvest and Vehicle Movement Ban has been imposed.

Once issued, a Harvest and Vehicle Movement Ban will remain in force until such time as is originally indicated.

In the event of inclement weather conditions prevailing, a Harvest and Vehicle Movement Ban may be extended beyond the original time indicated.

For the purpose of 'Press Releases' relating to the issue of Harvest and Vehicle Movement Bans, the following wording will be utilised at all times:

"A Harvest and Vehicle Movement Ban is in effect over the whole of the Shire until the designated hour, and may be extended if necessary"

Under no circumstances will the words 'to be reviewed at' be utilised when issuing notice of these Bans.

Community members can contact the Emergency Information Hotline by phoning 9487 8777 for up to date information on Harvest Bans and Road closures.

POLICY:	BRIGADE MEMBERSHIP FORMS
POLICY NO:	2.3
SECTION:	BUSHFIRE
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

Each brigade is to be encouraged to maintain an up-to-date list of brigade members and urge all eligible persons in the brigade area to complete a membership form, which is to be kept at the Shire Office.

POLICY:	BUSH FIRE ADVISORY COMMITTEE POLICY
POLICY NO:	2.4
SECTION:	BUSHFIRE
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

OBJECTIVE:

To set guidelines for the operation of the Shire of Yilgarn Bush Fire Advisory Committee.

OPERATIONAL GUIDELINES

Name

Shire of Yilgarn Bush Fire Advisory Committee.

Governing Legislation

The committee is established under Section 67 of the Bush Fires Act 1954.

Membership

Membership consist of:

VOTING MEMBERS:

Chief Bush Fire Control Officer;
Deputy Chief Bush Fire Control Officer (x2);
Fire Control Officers; and
Councillor Representatives.

If dual positions, only one vote per individual.

NON-VOTING MEMBERS:

General Brigade Members;
Shire Administration attendees; and
DFES District Officer.

Vision

To ensure the Shire of Yilgarn is a safe community by managing the fire risks within the district.

Terms of Reference

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

Meetings

ANNUAL GENERAL MEETING

The Annual general Meeting is to be held in April.

Elections for nomination to Council of Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officers and Fire Control Officer are to be held at the AGM.

Note: The chairperson shall be the CBFCO

COMMITTEE MEETINGS

The committee shall meet as often as its chairperson and/or the Council decides, but no less than two times per year, once in September and once in April.

QUORUM

There must be a minimum of three (3) voting committee members in attendance to reach a quorum where a vote is required.

VOTING

Shall be in accordance with the Local Government Act, Section 5.21 with all voting members of the Committee entitled and required to vote (subject to interest provisions of the LGA).

MINUTES

Shall be in accordance with the Local Government Act, Section 5.22.

MEETINGS

Meetings shall be generally open to the public.

MEMBERS INTEREST TO BE DISCLOSED

Members of the Committee are bound by the provisions of the Local Government Act, Section 5.65 with respect to disclosure of financial, impartiality or proximity interests.

SECRETARIAT

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

CHAIRPERSON

The Chairperson and Deputy Chairperson are to be the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer.

MEETING ATTENDANCE FEES

Nil

DELEGATED AUTHORITY

Nil

POLICY: ASSET CAPITALISATION AND DEPRECIATION

POLICY NO: 3.1

SECTION: FINANCE

LAST REVIEW DATE: ~~ADOPTED~~ SEPTEMBER 2020

DUE FOR REVISION: SEPTEMBER ~~2021~~

OBJECTIVE:

To provide a framework to ensure the Shire's financial information is reported to Council with consistent application of Australian Accounting Standards and in compliance with statutory requirements under the Local Government Act 1995 (the "Act") and Local Government (Financial Management) Regulations 1996 (the "Regulations").

POLICY STATEMENT:

This policy will provide guidance in the development and presentation of the following:

- Management Reports
- Annual Financial Report
- Annual Budget
- Long Term Financial Plan (LTFP)

The correct recognition of capital expenditure and the subsequent capitalisation, depreciation and revaluation of assets has a direct impact on the operating financial position of the Shire.

AASB 116 provides the criteria as to the correct recognition of non-current assets. Expenditure for non-current assets must meet the following criteria:

- It must have a physical substance other than for an intangible asset;
- The Shire has control over the asset;
- It is probable that future economic benefits or service potential associated with the item will flow to the Shire;
- The item is not held for sale and it is expected to be used by the Shire for greater than 12 months;
- The cost of the item can be measured reliably; and
- Its value exceeds the Shire's capitalisation threshold.

Capitalisation Threshold

The capitalisation threshold value is greater than or equal to that imposed under regulation 17A (5) of the Local Government (Financial Management) Regulations

1996. This is applicable to all asset classes.

Subsequent Measurement

Expenditure on a capitalised asset subsequent to initial acquisition (i.e. expenditure on an existing asset) is to be either expensed as operating expenditure (maintenance) or capitalised to the asset as capital expenditure.

If the following criteria (1) is met and one of either criteria (2) or (3) applies then it will be considered capital expenditure;

- 1) The value of the works exceeds the capitalisation threshold (unless the works were assumed maintenance in determining the remaining life at initial acquisition);
- 2) The work extends the life of the asset, by a period of greater than 12 months beyond the current useful life;
- 3) The works provide material additional economic benefit or service potential for the asset.

If either the above criteria (1) is not met, or where the above criteria (1) is met but not criteria (2) or (3), then it will be maintenance and considered operating expenditure.

Portable and Attractive Assets

Assets under the statutory limit do not meet the criteria to be capitalised but are defined as portable and attractive and are to be properly recorded and monitored. This will include the following:

- Appropriate records for assets should include information to enable identification, management and maintenance of assets;
- Annual process to prevent theft or loss of non-consumable assets that are susceptible to theft or loss due to their portable nature and attractiveness for personal use or resale; and
- Reporting on any discrepancies from the annual process.

Asset Classification - Renewal, Upgrade or New

Expenditure on assets requires a classification of renewal, upgrade or new. These categories impact the financial ratios, LTFP and sustainability measures.

Capital expenditure is classified as renewal when the expenditure is over the capitalisation threshold and is expected to increase the remaining useful life of the original asset.

Capital expenditure is classified as an upgrade when it is expected to increase the economic benefit or service potential of the asset.

A new asset is an asset that has not previously been recognised.

Note: If expenditure relates to replacing a part of an existing asset and the useful life does not increase or there is not an increase in economic benefit or service potential, then the expenditure is classified as maintenance in nature.

Measurement Basis

All assets that qualify for recognition are to be initially measured at cost. However, where an asset is acquired at below or no cost (such as contributed assets), the cost is its fair value at the date of acquisition. If there is no readily available market for the asset then the cost is its current replacement cost.

Where an asset was acquired in a prior financial year and has yet to be recorded in the accounts, the asset is to be brought to account at current replacement cost at the date of recognition. This can be:

- By market value, if there is a readily available market; or
- Using depreciated replacement cost, if there is no readily available market.

Infrastructure Assets:

All expenditure relating to Construction and Improvement Works relating to Infrastructure Assets will be capitalised, and detailed in the following categories:

- Roads, Footpaths & Laneways
- Aerodromes
- Urban Stormwater Drainage including Dams
- Parks and Ovals
- Refuse Disposal Sites
- Sewerage Systems
- Townscape
- Digital Equipment
- Other

All Other Assets (Greater than Statutory value)

Any material item purchased that is not deemed consumable or disposable, over the statutory value per item will be capitalised, and detailed in the following categories:

- Land and Buildings
- Plant and Equipment
- Furniture and Equipment

Depreciation:

Depreciation will commence from the date of acquisition or in respect of internally constructed assets, when the asset is first brought into use or held ready for use. Depreciation is recognised on a straight-line basis, using rates which are reviewed each year.

An addition or extension, which becomes an integral part of an existing asset, should be depreciated over the remaining useful life of that asset. An addition or extension, which remains a separate identity and will be capable of being used after the existing asset is disposed of, should be capitalised and depreciated independently.

Assets will be depreciated in accordance with the following schedule of useful lives:

ASSET CLASS	COMPONENTS	USEFUL LIFE
Land		Not Depreciated
Infrastructure	Roads	15 – 120 Years
	Footpaths	10 – 80 Years
	Laneways	20 – 80 Years
	Aerodromes	10 – 30 Years
	Urban Stormwater Drainage inc Dams	5 – 80 years
	Parks & Ovals	10 – 40 Years
	Refuse Sites	Not Depreciated

ASSET CLASS	COMPONENTS	USEFUL LIFE
Infrastructure – Cont.	Sewerage	60 – 100 Years
	Townscape	20 – 35 Years
	Digital Equipment	3 – 8 Years
	Other	10 – 80 Years
Buildings	Specialised	30 – 75 Years
	Non Specialised	30 – 75 Years
Furniture & Equipment		4 – 20 Years
Plant & Equipment	Major Plant	15 – 30 Years
	Minor Plant	5 – 20 Years

Asset Revaluation at Fair Value:

Fair value is considered to be the best estimate of the price reasonably obtainable in the market at the date of the valuation. It is the most advantageous price reasonably obtainable by the seller and the most advantageous price reasonably

obtainable by the buyer.

The use of fair value in local government general purpose financial statements is considered essential to provide a more accurate measure of the value of community assets and liabilities than "historical cost" (the original monetary value of an economic item).

It is also essential to good asset management practices and robust long-term financial planning for a local government to report the value of assets and their associated maintenance, renewal or replacement costs at fair value so that the long-term sustainability of that local government can be addressed.

In September 2011, the Australian Accounting Standards Board issued accounting standard AASB 13 Fair Value Measurement, which sets out a framework for measuring fair value. The standard applies to annual reporting periods beginning on or after 1 January 2013 but may be applied to earlier reporting periods.

AASB 116 provides significant commentary and guidance on how to deal with an increase or decrease in an asset's carrying amount and depreciation of an asset on revaluation as well as how these should be treated in accounting records and financial reports.

POLICY: DISPOSAL OF ASSETS

POLICY NO: 3.1A

SECTION: FINANCE

LAST REVIEW DATE: ~~ADOPTED~~ SEPTEMBER 2020

DUE FOR REVISION: SEPTEMBER ~~2021~~

OBJECTIVE:

The objective of the policy is to provide a consistent methodology and outline the principles applied for the disposal of surplus assets.

POLICY STATEMENT:

The Shire is committed to the responsible management of its assets and to deliver services that meets community expectations of time, quality, and value for money.

The Shire of Yilgarn's infrastructure and assets are utilised to deliver a variety of services in line with the Strategic Community Plan and within agreed levels of service desired by the community. Continued optimisation of Shire assets will contribute to the long-term financial sustainability of the organisation and ensure that community expectation and demand is achieved in the most cost-effective manner.

The Council will make these decisions through the annual planning and budget process.

The Shire's assets include land and buildings, furniture and equipment, plant and equipment, roads, footpaths, drainage, aerodrome and other such infrastructure which represents a substantial investment in supporting the local economy, community well-being and environmental management.

Methods of disposal of assets

The principal methods of disposal of assets are:

- (a) public auction (for items of significant value a reserve price will be agreed to between the relevant officer and the auctioneer prior to the auction) or by public tender.
- (b) dumping – assets of no or little value only
- (c) donation to a registered charity or community organisation.

Sale to staff/Councillors

As a general principle, sale of assets to staff is NOT to occur outside of a public process.

The Independent Commission against Corruption (ICAC) recommends that invitations to bid for the purchase of any surplus Council assets should not be limited to staff or to elected officials. Members of the public must also be allowed to compete for the purchase.

However, it is recognised that there will be individual instances where sale to a staff member may be the most practical or fair and reasonable manner of disposal. In these instances, authority for disposal will rest with the Chief Executive Officer. All decisions and the reasons for the decisions must be documented.

Donations to Community Groups/Charities

(Note: this method of disposal may not be used for asset with an estimated value of more than \$5,000).

Scrap materials salvaged from works e.g. pavers etc. which are unsuitable for new Council projects may be "donated" to charities/sporting bodies with the authority of the Chief Executive Officer.

Donations of other old assets may only be made with the authority of the Chief Executive Officer and only after exploring all avenues for recouping a fair value for the Council.

Council staff should only consider donations in response to a formal written request.

In considering any request, staff should keep in mind the following:

- Community groups should receive equitable treatment to avoid possible claims of bias.
- A check should be made to ensure the group is not a disguised business operation providing funds or remuneration to the principals.
- A check should be made to ensure the group is non-profit and that the intended use of the asset is non-commercial (i.e. non-profit).
- Where the donation is seen as appropriate but there is a potential claim of bias, the matter should be referred to the Chief Executive Officer.
- The charity/community group must remove the asset themselves and at no cost to the Council.

Destruction of assets classified as beyond economical repair

Where an asset is classified as beyond economical repair the asset must be destroyed, with the destruction being witnessed by another responsible officer nominated by the Chief Executive Officer.

Sale of Information Technology (IT)/computer equipment

All internal hardware with any information relating to the Shire of Yilgarn will be reformatted utilizing a method whereby all information is overwritten and is no longer recoverable.

All external asset tags and labels connecting a machine to Shire of Yilgarn are to be removed.

Sale of motor vehicles

Motor vehicles are to be sold either via auction, tender or electronic tender or traded when purchasing a new vehicle.

Sale of office furniture

The Executive Manager Regulatory Services is responsible for the disposal of all office furniture. The furniture is to be either sold by public auction or tender.

Sale of major assets

Where assets of significant value (being more than \$150,000) are to be sold, the sale is to be by either public auction or tender.

POLICY: SURPLUS FUNDS INVESTMENT

POLICY NO: 3.2

SECTION: FINANCE

LAST REVIEW DATE: SEPTEMBER 2019

DUE FOR REVISION: SEPTEMBER 2020

POLICY:

In accordance with the Local Government Act s6.14 (2) the Chief Executive Officer and/or Executive Manager Corporate Services is authorised to invest surplus Council funds to the best advantage of Council, within a recognised Financial Institution, provided that local banking institutions are also given the opportunity to negotiate with a view to achieving the best possible interest rates.

Council will invest in only authorised institutions in accordance with FM Reg 19 (1) (2)

Council recognises the following Financial Institutions as being authorised for the investment of Council's Funds:

- Westpac Banking Corporation
- ANZ Banking Corporation
- Commonwealth Bank
- National Australia Bank
- Bankwest
- Bendigo Bank

When investing money Council may not do any of the following —

- (a) Deposit with an institution except an authorised institution;
- (b) Deposit for a fixed term of more than 3 years;
- (c) Invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- (d) Invest in bonds with a term to maturity of more than 3 years;
- (e) Invest in a foreign currency.

PROCESS:

A monthly statement be presented to Council giving details of all current investments showing;

- a) place of investment
- b) term of investment
- c) interest rate
- d) name of funds invested

POLICY:	RESOURCING EMPLOYEE ENTITLEMENTS
POLICY NO:	3.3
SECTION:	FINANCE
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

Council maintains a Long Service Leave Reserve to provide a mechanism to fully cash-back employee entitlements at the 30th June each year.

The value of this Reserve must mirror the value of:

- Current Long Service Leave recognised at year end, anticipated to be taken by the employee during the next reporting period, and;
- Non-Current Long Service Leave

Council acknowledges that funds will be withdrawn from time to time as employees utilise their Long Service entitlements identified within annual budgets. In the event that additional funds are required to meet obligations beyond the budgeted allocation, approval from Council will be sought to fund the shortfall from the Reserve Fund.

POLICY:	RESERVE PORTFOLIO RATIONALE
POLICY NO:	3.4
SECTION:	FINANCE
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

Council maintains several Reserves for a myriad of purposes. This policy serves to explain the rationale behind Reserve purposes, and the basis of their existence. Essentially, Reserves are categorised by at least one of the following categories:

- **Growth**
A Growth Reserve has been set aside for a specific circumstance or event, which has or is reaching it's floor level, continuing to grow primarily as a result of interest re-investment.
- **Special Purpose**
A Special Purpose Reserve is created via the Community Strategic Plan and Corporate Business Plan, where a project or facility requires financial resources to be accumulated over an appropriate period of time. This type of Reserve endeavours to fully cash-back a project prior to it commencing.
- **Transactional**
A Transactional Reserve is developed to act as a financial conduit for a specific operation of Council. A Transactional Reserve can either operate as a 'Income Only' Reserve, whereby income from a facility is exclusively transferred to the Reserve or it can be 'Fully Operational', where the income is transferred to the Reserve and Expenditure obligations (both operating and non-operating) are sourced from this Reserve.
- **Unforeseen Circumstance Levels**
Some Reserves will maintain a floor level which is earmarked to provide Council with flexibility to meet unforeseen obligations within its operations.

POLICY:	PURCHASING AND TENDERING
POLICY NO:	3.5
SECTION:	FINANCE
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

1. PURCHASING

The Shire of Yilgarn (the "**Shire**") is committed to delivering the objectives, principles and practices outlined in this Policy, when purchasing goods, services or works to achieve the Shire strategic and operational objectives.

This policy complies with the Local Government (Functions and General) Regulations 1996 (The Regulations).

1.1 OBJECTIVES

The Shire's purchasing activities will achieve:

- The attainment of best value for money;
- Sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment;
- Consistent, efficient and accountable processes and decision-making;
- Fair and equitable competitive processes that engage potential suppliers impartially, honestly and consistently;
- Probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- Compliance with the Local Government Act 1995, Local Government (Functions and General) Regulations 1996, as well as any relevant legislation, Codes of Practice, Standards and the Shire's Policies and procedures;
- Risks identified and managed within the Shire's Risk Management framework;
- Records created and maintained to evidence purchasing activities in accordance with the State Records Act and the Shire's Record Keeping Plan;
- Confidentiality protocols that protect commercial-in-confidence information and only release information where appropriately approved.

1.2 ETHICS & INTEGRITY

The Shire's Code of Conduct applies when undertaking purchasing activities and decision making. Elected Members and employees must observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

1.3 VALUE FOR MONEY

Value for money is achieved through the critical assessment of price, risk, timeliness, environmental, social, economic and qualitative factors to determine the most advantageous supply outcome that contributes to the Shire achieving its strategic and operational objectives.

The Shire will apply value for money principles when assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantage.

1.3.1 Assessing Value for Money

Assessment of value for money will consider:

- All relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, training, maintenance and disposal;
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, tenderers resources available, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- Financial viability and capacity to supply without the risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- A strong element of competition by obtaining a sufficient number of competitive quotations wherever practicable and consistent with this Policy;
- The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
- The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy; and
- Providing opportunities for businesses within the Shire's boundaries to quote wherever possible.

1.4 PURCHASING THRESHOLDS AND PRACTICES

The Shire must comply with all requirements, including purchasing thresholds and processes, as prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

1.4.1. Policy Purchasing Value Definition

Purchasing value for a specified category of goods, services or works is to be determined upon the following considerations:

- Exclusive of Goods and Services Tax (GST); and
- Where a contract is in place, the actual or expected value of expenditure over the full contract period, including all options to extend specific to a particular category of goods, services or works. OR
- Where there is no existing contract arrangement, the Purchasing Value will be the estimated total expenditure for a category of goods, services or works over a minimum three-year period. This period may be extended to a maximum of 5 years only where the supply category has a high risk of change i.e. to technology, specification, availability or the Shire's requirements (Regulation 12).

The calculated estimated Purchasing Value will be used to determine the applicable threshold and purchasing practice to be undertaken.

1.4.2. Purchasing from Existing Contracts

The Shire will ensure that any goods, services or works required that are within the scope of an existing contract will be purchased under that contract.

1.4.3. Table of Purchasing Thresholds and Practices

This table prescribes Purchasing Value Thresholds and the applicable purchasing practices which apply to the Shire's purchasing activities:

Purchase Value Threshold (exc GST)	Purchasing Practice Required
Up to \$10,000 (exc GST)	Direct purchase, evidence of pricing to be recorded as an attachment to the Purchase Order
From \$10,001 up to \$50,000 (exc GST)	<p>Seek at least one (1) written quotation from a suitable supplier.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, seek quotations in accordance with the contract requirements.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then a quote must be sought from either:</p> <ul style="list-style-type: none"> • a supplier included in the relevant WALGA Preferred Supplier Arrangement; or • other suppliers that are accessible under another tender exempt arrangement; or • the open market.

Purchase Value Threshold (exc GST)	Purchasing Practice Required
	<p>The purchasing decision is to be based upon assessment of the supplier's response to:</p> <ul style="list-style-type: none"> • a brief outline of the specified requirement for the goods; services or works required; and • value for money criteria, not necessarily the lowest price. <p>The procurement decision is to be represented using the Brief Evaluation Report Template.</p>
<p>From \$50,001 up to \$100,000 (exc GST)</p>	<p>Seek at least two (2) written quotations, if practical, from suitable suppliers.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, seek quotations in accordance with the contract requirements.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then a quote must be sought from either:</p> <ul style="list-style-type: none"> • a supplier included in the relevant WALGA Preferred Supplier Arrangement; or • other suppliers that are accessible under another tender exempt arrangement; or • the open market. <p>If quotes are not being sought from a WALGA Preferred Supplier Arrangement, at least one (1) quotation is to be sought, where a suitable supplier is available, from:</p> <ul style="list-style-type: none"> • a WA Disability Enterprise; and / or • an Aboriginal Owned Business; and / or • a Local Supplier. <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • a brief outline of the specified requirement for the goods; services or works required; and • value for money criteria, not necessarily the lowest price. <p>The procurement decision is to be represented using the Brief Evaluation Report Template.</p>

Purchase Value Threshold (exc GST)	Purchasing Practice Required
<p>From \$100,001 up to \$249,999 (exc GST)</p>	<p>Seek at least three (3) written quotations from suppliers by invitation under a formal Request for Quotation.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, seek quotations in accordance with the contract requirements.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then a quote must be sought from either:</p> <ul style="list-style-type: none"> • a supplier included in the relevant WALGA Preferred Supplier Arrangement; or • other suppliers that are accessible under another tender exempt arrangement; or • the open market. <p>If quotes are not being sought from a WALGA Preferred Supplier Arrangement, at least one (1) quotation of the three (3) quotations is to be sought, where a suitable supplier is available, from either:</p> <ul style="list-style-type: none"> • a WA Disability Enterprise; and / or • an Aboriginal Owned Business; and / or • a Local Supplier. <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • a detailed written specification for the goods, services or works required and • pre-determined evaluation criteria that assesses all best and sustainable value considerations. <p>The procurement decision is to be represented using the Evaluation Report template.</p>
<p>Over \$250,000 (exc GST)</p>	<p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, seek quotations in accordance with the contract requirements.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then either:</p> <ul style="list-style-type: none"> • Seek at least three (3) written quotations from a supplier included in the relevant WALGA Preferred Supplier Arrangement and / or another tender exempt arrangement; OR

Purchase Value Threshold (exc GST)	Purchasing Practice Required
	<ul style="list-style-type: none"> • Conduct a Public Request for Tender process in accordance with the Local Government Act 1995 and relevant Shire Policy requirements. <p>The purchasing decision is to be based upon the suppliers response to:</p> <ul style="list-style-type: none"> • a specification of the goods, services or works (for a tender exempt process including the WALGA Preferred Supplier Arrangement); or a detailed specification for the open tender process; and • pre-determined evaluation criteria that assesses all best and sustainable value considerations. <p>The procurement decision is to be represented using the Evaluation Report template.</p>
Emergency Purchases (Within Budget)	Must be approved by the President or by the Chief Executive Officer under delegation and reported to the next available Council Meeting.
Emergency Purchases (Not Included in Budget)	<p>Only applicable where, authorised in advance by the President in accordance with s.6.8 of the <i>Local Government Act 1995</i> and reported to the next available Council Meeting.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, the emergency supply must be obtained from the Panel suppliers.</p> <p>If however, no member of the Panel of Pre-qualified Suppliers or a suitable supplier from WALGA Preferred Supplier Arrangement is available, then the supply may be obtained from any supplier capable of providing the emergency purchasing requirement, and to the extent that it is reasonable in context of the emergency requirements, with due consideration of best and sustainable consideration.</p>

1.4.4 Exemptions

An exemption from the requirement to publically invite tenders may apply when the purchase is:

- obtained from a pre-qualified supplier under the WALGA Preferred Supplier Arrangement or other suppliers that are accessible under another tender exempt arrangement.
- from a pre-qualified supplier under a Panel established by the Shire;
- from a Regional Local Government or another Local Government;
- acquired from a person/organisation registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less (exc GST) and represents value for money;
- acquired from an Australian Disability Enterprise and represents value for money;
- the purchase is authorised under auction by Council under delegated authority;
- within 6 months of no tender being accepted;
- where the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- the purchase is covered by any of the other exclusions under Regulation 11 of the Regulations.

1.4.5 Inviting Tenders Under the Tender Threshold

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 threshold.

This decision will be made after considering:

- Whether the purchasing requirement can be met through the WALGA Preferred Supplier Program or any other tender exemption arrangement; and
- Any value for money benefits, timeliness, risks; and
- Compliance requirements.

A decision to invite Tenders, though not required to do so, may occur where an assessment has been undertaken and it is considered that there is benefit from conducting a publicly accountable and more rigorous process. In such cases, the Shire's tendering procedures must be followed in full.

1.4.6 Other Procurement Processes

1.4.6.1 Expressions of Interest

Expressions of Interest (EOI) are typically considered in situations where the project is of a significant value, or contains significant complexity of project delivery that may solicit responses from a considerable range of industry providers.

In these cases, the Shire may consider conducting an EOI process, preliminary to any Request for Tender process, where the purchasing requirement is:

- Unable to be sufficiently scoped or specified;
- Open to multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- Subject to a creative element; or
- To establish a procurement methodology that allows for an assessment of a significant number of tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes are conducted as a public process and similar rules to a Request for Tender apply. However, the EOI should not seek price information from respondents, seeking qualitative and other non-price information only. All EOI processes should be subsequently followed by a Request for Tender through an invited process of those shortlisted under the EOI.

1.4.6.2 Request for Proposal

As an alternative to a Request for Tender, the Shire may consider conducting a Request for Proposal where the requirements are less known, or less prescriptive and detailed. In this situation, the Request For Proposal would still be conducted under the same rules as for a Request For Tender but would seek responses from the market that are outcomes based or that outline solutions to meet the requirements of the Shire.

1.4.7 Emergency Purchases

An emergency purchase is defined as an unanticipated purchase which is required in response to an emergency situation as provided for in the Act and including natural disasters such as fire and flood. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

Time constraints are not a justification for an emergency purchase. Every effort must be made to anticipate purchases in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

1.4.8 Sole Source of Supply

A sole source of supply arrangement may only be approved where the:

- Purchasing value is estimated to be over \$10,000; and
- purchasing requirement has been documented in a detailed specification; and
- specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- market testing process and outcomes of supplier assessments have been documented, inclusive of a rationale for why the supply is determined as unique and cannot be sourced through more than one supplier.

A sole source of supply arrangement will only be approved for a period not exceeding three (3) years. For any continuing purchasing requirement, the approval must be re-assessed before expiry to evidence that a Sole Source of Supply still genuinely exists.

1.4.9 Anti-Avoidance

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, avoiding a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

Utilising rolling contract extensions at the end of a contract term without properly testing the market or using a Tender exempt arrangement, will not be adopted as this would place this Local Government in breach of the Regulations (Regulation 12).

The Shire administration will conduct regular periodic analysis of purchasing activities within supply categories and aggregating expenditure values in order to identify purchasing activities which can be more appropriately undertaken within the Purchasing Threshold practices detailed in clause 1.4.3 above.

2 SUSTAINABLE PROCUREMENT

2.1. LOCAL ECONOMIC BENEFIT

The Shire encourages the development of competitive local businesses within its boundary first, and second within its broader region. As much as practicable, the Shire will:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to local suppliers.

To this extent, a qualitative weighting will be included in the evaluation criteria for quotes and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy. This criteria will relate to local economic benefits that result from Tender processes.

2.2. PURCHASING FROM DISABILITY ENTERPRISES

An Australian Disability Enterprise may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, where a value for money assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and Tenders to provide advantages to Australian Disability Enterprises, in instances where not directly contracted.

2.3. PURCHASING FROM ABORIGINAL BUSINESSES

A business registered in the current Aboriginal Business Directory WA (produced by the Small Business Development Corporation) may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, only where:

- the contract value is or is worth \$250,000 or less, and
- a best and sustainable value assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and tenders to provide advantages to businesses registered in the current Aboriginal Business Directory WA, in instances where not directly contracted.

2.4. PURCHASING FROM ENVIRONMENTALLY SUSTAINABLE BUSINESSES

The Shire will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and tenders to provide advantages to suppliers which:

- demonstrate policies and practices that have been implemented by the business as part of its operations;
- generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and
- encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

3 PANELS OF PRE-QUALIFIED SUPPLIERS

3.1. OBJECTIVES

The Shire will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

- there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the Shire has the capability to establish a Panel, and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

3.2. ESTABLISHING AND MANAGING A PANEL

If the Shire decides that a Panel is to be created, it will establish the panel in accordance with the Regulations.

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a maximum of three (3) years. The length of time of a Local Panel is decided with the approval of the CEO

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the panel.

If a Panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets/exceeds the requirements in the value for money assessment – subject to that supplier agreeing. The Shire will disclose this approach in the detailed information when establishing the Panel.

A Panel contract arrangement needs to be managed to ensure that the performance of the Panel Contract and the Panel members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved. A Contract Management Plan should be established that outlines the requirements for the Panel Contract and how it will be managed.

3.3. DISTRIBUTING WORK AMONGST PANEL MEMBERS

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

- obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among Panel members, the detailed information will also prescribe whether:

- each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or

- work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Shire will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 1.4.3 of this Policy. When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

3.4. PURCHASING FROM THE PANEL

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every Panel member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications can be made through eQuotes (or other nominated electronic quotation facility).

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire's electronic records system. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

4. PURCHASING POLICY NON-COMPLIANCE

Purchasing Activities are subject to financial and performance audits, which review compliance with legislative requirements and also compliance with the Shire's policies and procedures.

A failure to comply with the requirements of this policy will be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

- an opportunity for additional training to be provided;
- a disciplinary matter, which may or may not be subject to reporting requirements under the Public Sector Management Act 1994;
- misconduct in accordance with the Corruption, Crime and Misconduct Act 2003.

5. RECORD KEEPING

All purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the State Records Act 2000 and the Shire of Yilgarn's Record Keeping Plan. This includes those with organisations involved in a tender or quotation process, including suppliers.

POLICY: **REGIONAL PRICE PREFERENCE**

POLICY NO: **3.5 (A)**

SECTION: **FINANCE**

LAST REVIEW DATE: **SEPTEMBER 2020**

DUE FOR REVISION: **SEPTEMBER 2021**

OBJECTIVES

- To support local and regional businesses as much as possible
- To achieve value for money when purchasing goods and services

POLICY

The following price preference will be applied to regional tenders and is the percentage by which the regional price bid will be reduced for purpose of assessing the tender.

Goods and Services - up to a maximum price reduction of \$50,000 unless a lesser amount is stipulated in the tender document.

Stipulated Area

10% to all suppliers located within the Shire of Yilgarn

5% to all suppliers located within the Wheatbelt region

2.5% to all suppliers located within the Goldfield region

Construction (building) Services - up to a maximum price reduction of \$ 50,000 unless a lesser amount is stipulated in the tender document.

Stipulated Area

10% to all suppliers located within the Shire of Yilgarn

5% to all suppliers located within the Wheatbelt region

2.5% to all suppliers located within the Goldfields region

Goods and services, including Construction (Building) Services tendered for the first time where Council previously supplies the Good or Services - Up to a maximum price reduction of \$50,000 unless a lesser amount is stipulated in the tender document.

Stipulated Area

- 10% to all suppliers located within the Shire of Yilgarn
- 5% to all suppliers located within the Wheatbelt region
- 2.5% to all suppliers located within the Goldfields region

Regional Price Preference will only be given to suppliers located within the stipulated areas for more than 6 months prior to the advertising date of the tender.

Located within the area stipulated -is defined as having a supplier having a physical presence in the way of a shop, depot, outlet, headquarters or other premises where the goods and services specifically being provided are supplied from. This does not exclude suppliers whose registered business is located outside the stipulated area but undertake the business from premises within the stipulated area.

Only those goods and services identified in the tender, as being from a source located within the stipulated area will have the price preference applied when assessing the tender.

It should be noted that price is only one factor that council considers when evaluating a tender. Council does not have to accept the lowest tender based on price.

POLICY: SIGNING OF CHEQUES

POLICY NO: 3.6

SECTION: FINANCE

LAST REVIEW DATE: SEPTEMBER 2020

DUE FOR REVISION: SEPTEMBER 2021

Further to Council Delegation LGA20, in accordance with Sections 5.42 and 5.44 of the Local Government Act 1995 and Local Government (Financial Management) Regulations 12 and 13, Council delegates authority to the Chief Executive Officer to make payments from the Shire Municipal, Trust or other Fund.

These payments, made either by cheque or Direct Debit, are to be signed or electronically authorised by any two of the following authorised persons:

- Chief Executive Officer
- Executive Manager Corporate Services
- Executive Manager Infrastructure
- Executive Manager Regulatory Services
- Manager Finance

provided that at least one of the authorised persons is either the Chief Executive Officer, Executive Manager Corporate Services, Executive Manager Infrastructure and Executive Manager Regulatory Services.

List Pay Document (Payroll Deposits)

Council utilises a 'List Pay' document to authorise the deposit of fortnightly net-pay amounts for Council's staff into individual employees' personal bank accounts.

This 'List Pay' document can be signed by any one of the above authorised persons listed above.

In support of this 'List Pay' document, a Manual Cheque Voucher is to be prepared, and that voucher must be signed by any two of the authorised signatories.

POLICY:	RECOVERY OF FINES AND COSTS FROM SUNDRY DEBTORS
POLICY NO:	3.7
SECTION:	FINANCE
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

Where fines and costs have been awarded by the Courts, or via Council's designated Recovery Agents from time to time, Solicitors shall continue to act on behalf of Council until satisfaction has been obtained.

All costs associated with the debt recovery effort shall be a charge against the defaulting debtor account.

Recovery Actions include:

- Referral of Fines to the Fines Enforcement Registry if unpaid after the due date,
- Summons for any account with an outstanding balance greater than \$200.00,
- In the event that a Summons remains unsatisfied, a Judgement Summons or Warrant of Execution will be applied to the Debtor,
- In the event that legal action is exhausted, with the debtor being unable to satisfy the Warrant of Execution (i.e. the Bailiff cannot seize goods to dispose of, to meet the value of the debt), then the account will be referred back to Council for consideration.

POLICY: USE OF COUNCIL CREDIT CARD

POLICY NO: 3.8

SECTION: FINANCE

LAST REVIEW DATE: SEPTEMBER 2020

DUE FOR REVISION: SEPTEMBER 2021

PURPOSE:

Corporate credit cards can deliver significant administrative benefits to the organisation and are regarded as a normal business operation and preferable to using cash for purchasing where Council orders are not accepted or for one off supplies.

The role of the CEO is to ensure that Council has in place proper accounting and reporting mechanisms for the use of Council issued credit cards.

POLICY PROVISIONS:

A credit card shall only be issued by the Shire where there is a clear business case to support the use of the credit card in specified circumstances.

A business case to support the issue of a Council credit card shall be made in writing to the Chief Executive Officer who may approve or not approve this at his or her discretion.

The limit to be assigned shall be determined by the Chief Executive Officer at the time of the approval being given and will vary dependent upon business needs in each case.

Upon approval by the Chief Executive Officer an application form issued by the relevant financial institution shall be completed and forwarded for advice to the Bank.

Council issued credit cards shall not be used to obtain cash advances.

Council issued credit cards may only be used for Council purposes. These purposes relate to business related transactions only. Council issued credit cards shall not be used for personal purchases. A tax invoice must be obtained for all business related transactions.

The Finance Section shall undertake monthly reconciliations and reviews of credit card purchases.

RESPONSIBILITIES:

These responsibilities should be read in conjunction with the policy provisions detailed above.

1. Holders of Council issued credit cards shall ensure a tax invoice is obtained for all transactions. This tax invoice must clearly state the goods and services obtained.

2. Council's Manager of Finance shall provide a copy of credit card statements to the relevant cardholder on a monthly basis.
3. Holders of Council issued credit cards shall retain relevant tax invoices to be matched and reconciled against the monthly statement and returned to the Creditor Officer, for authorisation within five working days of being issued with the credit card statement.
4. Council's Creditor Officer shall undertake a monthly review and reconciliation of all credit card accounts. Any anomaly in these shall be notified to the Chief Executive Officer in writing immediately upon he or she becoming aware of such anomaly.
5. In the event of a Council issued credit card being lost or stolen the cardholder shall immediately notify the bank and the Chief Executive Officer.
6. The Chief Executive Officer shall maintain a list of credit card holders and credit card limits, which shall be reviewed on an annual basis.
7. Credit card holders shall return the Council issued credit card and relevant tax invoices to the Chief Executive Officer immediately upon cessation of employment or relevant position with Council.
8. Credit Card Holders shall not use for personal gain the benefits of any reward scheme (i.e Fly Buys) that is attached to the Council issued credit card.
9. If a credit card holder fails to comply with the requirements of this policy then the credit card may be withdrawn and further disciplinary action may follow.
10. Employees issued with a Council credit card shall sign a copy of this policy as acknowledgement of their agreement with this policy.

PROCEDURE FOR AUTHORISATION OF PURCHASES:

The holder of a Council credit card shall reconcile the charges raised to the tax invoices held, provide a brief explanation as to the nature of the charges incurred and the appropriate cost allocation for such charge and then sign a statement to confirm that the charges raised were for business purposes. The completed and reconciled statement and tax invoices are to be returned to the Creditor Officer within five working days.

The Creditor Officer shall, in the case of staff other than the CEO, submit the completed and reconciled statement to the CEO for review and authorisation.

In the case of the credit card retained by the CEO, the completed and reconciled statement is to be submitted to the Shire President for review and authorisation.

The amount charged to credit cards is to be listed on the monthly list of accounts for submission to the Council and the original statement together with the tax invoices and signed copy of statements is to be filed and available for inspection by any Councillor and retained in Council's accounting records for audit purposes.

FORM FOR ACCEPTANCE OF CREDIT CARD CONDITIONS OF USE

I declare that I have read and have accepted the Council policy and procedures concerning the use of a Council credit card.

.....
Credit Card Holders Name

.....
Credit Card Holders Signature

Date

POLICY:	RATES AND CHARGES RECOVERY POLICY (INCLUDING SEWERAGE RATES FINANCIAL HARDSHIP POLICY)
POLICY NO:	3.9
SECTION:	FINANCE
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

OBJECTIVE:

To collect all rates, charges, fees and debts due to Council in an efficient and effective manner.

STATEMENT:

Rates and Charges should be levied on or before 1st August in each year and are payable either in full within 35 days or by four equal instalments on the due dates as determined by Council in accordance with the regulation.

Any instalment not paid by the due date falls into arrears and is subject to interest charges. Council can take recovery action against all ratepayers with overdue rates and charges.

There will be no general distinction made for pensioners or any class of ratepayer, with each case being individually dealt with according to the circumstances. Council is aware that at different times ratepayers may experience genuine hardship in meeting rate payments and upon application suitable arrangements for the payment of rates will be considered.

PROCEDURE:

- All owners are issued with a Rates and Charges Notice under section 6.41 of the Local Government Act 1995 and where required with a Rate Instalment Notice section 6.45.
- Where rates remain outstanding 14 days after the due date shown on the Rate Notice, and the ratepayer has NOT elected to pay by the 4-Instalment option, a Final Notice shall be issued requesting full payment within 7 days.
- Rates remaining unpaid after the expiry date shown on the Final Notice will be examined for the purpose of issuing a Notice of Intention to Summons.
- Where payment still remains outstanding despite the issue of a Notice of Summons, and the ratepayer has not entered into a payment arrangement a claim will be issued for recovery.
- Where a claim has been issued and remains unsatisfied, action will be taken to pursue that Claim by whatever means, through Council's solicitors or collection agency as the case may be, to secure payment of the debt.

- Following the issue of a Claim and addition of legal costs, a reasonable offer to discharge a rate account will not be refused.
- Where the owner is resident at the property in a domestic situation, that instalment arrangement will be calculated so that the minimum repaid over a full year will equal 150% of annual levies.
- Where the owner is non-resident or a company (i.e. the property is an investment) the maximum period over which repayment will be permitted will be three months.
- Legal proceeding will continue until payment of rates imposed is secured. This includes the issue of a Property Seizure and Sale Order against goods AND land if necessary.
- If a Property Seizure and Sale Order against land is proposed to collect outstanding rates due on a property where the owner resides, approval of Council shall be obtained before the PSSO is lodged.
- PSSO's against land will be used to collect outstanding amounts in respect to investment properties without a requirement that these be referred to Council.
- In cases where the owner of a leased or rented property on which rates are outstanding cannot be located, or refuses to settle rates owed, notice will be served on the lessee under the provisions of section 6.60 of the Local Government Act 1995, requiring the lessee to pay to Council the rent due under the lease/tenancy agreement as it becomes due, until the amount in arrears has been fully paid.

At all stages in this process from the issue of the Final Notice the opportunity to make a satisfactory payment arrangement with Council is offered prior to the commencement of legal action.

Sewerage Rates & Hardship Policy

Rate payers have the right to request a review of their rates bill to ensure that they are not being undercharged or overcharged for their sewage rates. If the customer is dissatisfied with the review, he/she can request to speak to the CEO about the matter. The customer is to be informed of the outcome of a review within 15 days of the request. If the customer is still not satisfied with the review then staff should direct them to contact the Energy & Water Ombudsman.

If a ratepayer advises the Shire that they are unable to pay or has difficulties in paying the sewer rates on their property, staff are to refer to the Shire of Yilgarn Financial Hardship Policy for Water Services March 2014 to assist the ratepayer. If a satisfactory result cannot be agreed on then the ratepayer is to be advised they can refer the matter to the Water Ombudsman.

POLICY:	USE OF SHIRE FACILITIES BY SERVICE PROVIDERS
POLICY NO:	3.10
SECTION:	FINANCE
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

To encourage service providers such as Chiropractors, Podiatrists, Physiotherapists and Veterinarians to provide a service in the Shire of Yilgarn, Shire buildings required for the delivery of such services will be made available free of charge.

POLICY: **TIMELY PAYMENT OF SUPPLIERS**

POLICY NO: **3.11**

SECTION: **FINANCE**

LAST REVIEW DATE: **SEPTEMBER 2020**

DUE FOR REVISION: **SEPTEMBER 2021**

OBJECTIVES

The primary objective is to ensure the timely payment of suppliers to assist with the continued viability of businesses in Western Australia and to help small businesses in particular to manage cash flow and administrative costs.

DEFINITIONS

The following are definitions that may be used as part of this policy:

"Local Supplier" means a supplier located within the Shire of Yilgarn.

"Shire" means the Shire of Yilgarn.

POLICY

The Shire will ensure that all duly authorised supplier invoices will be paid on the following basis:

1. Supplier payments will be made on a fortnightly basis primarily on the Friday of the week prior to the Shire's Payroll payments.
2. All duly authorised and processed supplier invoices will be paid in the next supplier payment run, irrespective of the terms of trade of the supplier.
3. Special and/or ad-hoc supplier payment run's may be carried out to ensure the payment of supplier invoices within supplier terms of trade.
4. In the event of periods of restricted cash flows or low availability of cash, the payment of local suppliers will take precedent over suppliers not based within the Shire, however all efforts are to be made to pay all suppliers within their individual terms of trade.
5. Supplier invoice authorising procedures are to inform this policy.

POLICY: COVID-19 FINANCIAL HARDSHIP

POLICY NO: 3.12

SECTION: FINANCE

LAST REVIEW DATE: SEPTEMBER 2020

DUE FOR REVISION: SEPTEMBER 2021

POLICY OBJECTIVE

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the Shire of Yilgarn recognises that these challenges will result in financial hardship for our ratepayers.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

POLICY SCOPE

This policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this policy; and
2. Rates and service charges levied for the 2020/21 financial year.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

POLICY STATEMENT

1 Payment difficulties, hardship and vulnerability¹

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of Yilgarn recognises the likelihood that COVID19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

¹ Adapted from the Ombudsman Western Australia publication, **Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance:** <http://www.ombudsman.wa.gov.au/>

2. Anticipated Financial Hardship due to COVID19

We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

3. Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

4. Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the Shire of Yilgarn of any change in circumstance that jeopardises the agreed payment schedule.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

5. Interest Charges

A ratepayer that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.

6. Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

7. Debt recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

8. Review

We will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

9. Communication and Confidentiality

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

POLICY: **Discretionary Capital Expenditure – Business Case Requirement**

POLICY NO: **3.13**

SECTION: **FINANCE**

LAST REVIEW DATE: **SEPTEMBER 2020**

DUE FOR REVISION: **SEPTEMBER 2021**

That any Discretionary Capital Expenditure items exceeding \$100,000 listed in annual Budgets (excluding road construction and maintenance expenditure) must be accompanied by an adequate Business Case to assist Council in determining the relevance of the expenditure.

The requirement of a documented Business Case will ensure that Councillors are making sound judgements on expenditure in excess of the \$100K amount.

POLICY:	DEVELOPMENT OF HERITAGE PRECINCTS
POLICY NO:	4.1
SECTION:	TOWN PLANNING & BUILDING
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

That development proposals on Heritage Buildings as specified in the Shire Municipal Inventory List (places of Heritage value) shall ensure that the heritage qualities are given due consideration prior to planning approval.

POLICY:	BUILDING ON RESIDENTIAL TOWNSITE LOTS
POLICY NO:	4.2
SECTION:	TOWN PLANNING & BUILDING
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

Planning consent will not be granted by the Council to applicants wishing to construct more than one (1) residential building on a residential lot within the townsite of the Shire unless;

- a) setbacks and uses of the proposed buildings meet the requirements of the Shire of Yilgarn Town Planning Scheme (as amended from time to time), the National Building Code of Australia, and any other relevant Town Planning, Building or Health regulations;
- b) the residential buildings are constructed in a similar manner in terms of style, finish, appearance and method of construction as determined by the Council. Applicants are required to present such details including plans and photographs of proposed and existing buildings for Council assessment.

POLICY:	ADVERTISING & DIRECTIONAL SIGNS
POLICY NO:	4.3
SECTION:	TOWN PLANNING & BUILDING
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

The erection of any signs, whether on public or private land, requires the approval of Council, under clause 5.2 Control of Advertisements of Yilgarn's Town Planning Scheme No. 2 (or as amended) and Main Roads WA Advertising Sign Guidelines.

Applicants are to submit an application for development approval to the Council detailing the reason for the sign, where it is proposed to be located, what it is made of and the design/wording/colour scheme on the sign. Signs are to be professionally made and painted. They are to be erected in accordance with best practice, the Building Code of Australia, or as directed by the Shire.

Sponsor's Signs:

When an organisation or business wishes to erect sponsor signs, the following conditions apply in addition to general requirements above:

- The organisation is responsible for the placing and removal of the signs;
- The organisation is responsible for maintaining the signs in good order at all times;
- Signs at the Oval may be placed on the boundary fence, the fence around the netball/basketball courts/skate park, and the tubular fencing around the oval – care needs to be taken to ensure that the signs are adequately supported and that the signs do not damage the fencing material;
- The signs are only to be erected for the duration of the event being sponsored, or at the discretion of the Executive Manager Regulatory Services; and
- The Shire takes no responsibility for the ongoing maintenance of the signs, even though they are on Council property.
- The Shire may force the removal of signs that are unmaintained or deemed dangerous at the relevant organisations expense.

Roadside Advertising Signs:

Advertising signs located on the state road reserves and beyond the boundaries of, but visible from, state road reserves, require Main Roads WA approval.

State road reserves include the Great Eastern Highway, Bullfinch Road from Bullfinch townsite to Southern Cross townsite and Southern Cross Marvel Loch Road from Southern Cross townsite to Marvel Loch townsite.

Advertising Signs outside of Main Roads WA jurisdiction must be less than 4.5 square meters in area and advertise a business or service in the local community or town, unless approved otherwise by council.

The advertising of certain premises such as places of worship or public utilities should be done at the place site, not through this type of advertising sign.

The following criteria apply to advertising signs within the Shire

For **Southern Cross townsite**, roadside advertising signs are to be restricted to the following criteria, unless otherwise approved by Council;

- to be located on the Great Eastern Highway (both east and west), Bullfinch Road, Koolyanobbing Road, and Marvel Loch Road approaches to town;
- within 3km of the townsite boundary on the relevant roadway.
- the location of the advertising sign is dependent on the ground terrain, the nature of the road (straight, curved, road intersection, etc.), required cautionary or regulatory road signs, roadside installation such as verge guide posts, culvert ends, roadside stormwater drainage, etc., and the applicant's preferred location;
- each business or service provider is entitled to erect one advertising sign on each of the abovementioned approaches to town;
- "Main Roads-Roadside Advertising Guidelines-2015"; and
- are not to be offensive, degrading, immoral, sexist, or racist through the use of depictions, language or the use of swear words. As English is the national language of Australia all words are to be in English only.

For **all other townsites**, roadside advertising signs are to be restricted to the following criteria, unless otherwise approved by Council;

- to be located on the two main approach roads into the particular town;
- to be located from the town boundary line to a maximum distance of 2000 metres;
- the location of the advertising sign is dependent on the ground terrain, the nature of the road (straight, curved, road intersection, etc.), required cautionary or regulatory road signs, roadside installation such as verge guide posts, culvert ends, roadside stormwater drainage, etc., and the applicant's preferred location;
- each local business or service provider located within the town or general area is entitled to erect one advertising sign on each of the abovementioned approach roads to town;
- "Main Roads-Roadside advertising Guidelines-2015"; and
- are not to be offensive, degrading, immoral, sexist or racist through the use of depictions, language or the use of swear words. As English is the national language of Australia all words are to be in English only.

Roadside advertising signs **along rural roads**, for businesses or services, located outside a townsite are to be restricted to the following criteria, unless otherwise approved by Council;

- are to advertise a business or service that visitors/clients need to visit on a regular basis but do not include visitors such as fuel or other transport vehicles, business advisers or agents, etc. An exception to this may be a sign to advertise a field day or a farm clearing sale;
- to be located on the two main approach roads into the nearest town;
- to be located on the business property, ideally at or near the access road onto the property; and
- in all other respects are to comply with the criteria for these signs in Southern Cross town-site or for all other town-sites as stated above.

Construction and Installation

Applicants upon receiving approval for the advertising sign are;

- to arrange and pay for the production of the sign by a professional sign writer or sign manufacturer,
- will give the sign to the Shire for installation with the cost of installation to be paid by the applicant,
- will ensure that the sign is covered by the applicant's public liability insurance cover, and
- will be responsible for the ongoing maintenance of the sign.

Owners of advertising signs that are not maintained will be required to either remove the sign, replace or repair it.

If advertising signs are not adequately maintained by the owner, they may be removed by Main Roads or the Shire, with associated costs charged to the owner.

Directional Signs:

A directional sign is defined as a sign erected in a street or public place to indicate the direction to another place. They are commonly known as "finger" signs as they normally have one side shaped in the form of an arrow head to point the direction to travel to get to the particular place.

Directional signs are to be restricted to the following criteria, unless otherwise approved by Council;

- may be located at intersections on main approach roads/streets in the townsite to indicate the most direct route to the place;
- may be located at intersections on lesser roads/streets within the townsite to indicate the most direct route to the place;
- may be located at intersections on rural roads outside a townsite to indicate the most direct route to the place;

- a directional sign must not impede any other signs, especially any cautionary or regulatory road sign, and must not impede the line of sight for drivers at or approaching the intersection;
- within reason, each business within a townsite that is a distance off the main approach roads/streets may have multiple number of directional signs, however, there is not to be a directional sign on each intersection between the main approach road turn-off and the place. The specific number of directional signs is to be at the discretion of the Chief Executive Officer, but shall be no more than 6 signs within a townsite;
- Within reason, each business outside a town-site that is a distance off the main approach roads may have a multiple number of directional signs, with the specific number to be at the discretion of the Chief Executive Officer, but shall be no more than 10 signs;
- directional signs are to state the name of the place, and may also state the distance to the place;
- The applicant is to nominate the wording to be on the sign, and will be responsible for the costs of purchasing the sign and erecting it; however, the Shire will order and erect the sign to ensure compliance with the Australian Standards for road signs, uniformity of size, colour, and word font.

Where several businesses wish to have a directional sign for the one area, Council may require that a "stacked" slat sign is used on the one street corner or intersection. This will ensure that each sign will state the same information, be uniform in design/colour/letter/heights etc., and there may be room for other businesses to have a sign included on this sign in the future. Who pays for the sign slats and the installation will be determined at the time of the application.

POLICY:	MAINTENANCE OF BUILDINGS UNDER COUNCIL CONTROL
POLICY NO:	4.4
SECTION:	TOWN PLANNING & BUILDING
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

That structural and major works to any building under direct Council control be the responsibility of Council, whilst minor maintenance to the internal fittings and fixtures be the direct responsibility of the occupier or principal user of the building *except* where the occupier or principal user has entered into a lease or other arrangement with Council which defines such responsibility otherwise.

Maintenance of Council Buildings will be in accordance with Council's Asset Management Policy and Asset Management Plan.

POLICY:	SWIMMING POOL USAGE
POLICY NO:	4.5
SECTION:	TOWN PLANNING & BUILDING
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

OBJECTIVE:

To ensure that Council, staff and patrons of the Southern Cross Swimming Pool are familiar with the pool opening hours and general operational usage.

SWIMMING POOL SEASON:

The Swimming Pool Season will commence in the first week of October and close in the last week of April of each year. These dates can be adjusted by the Executive Manager Regulatory Services, in consultation with the CEO, to suit seasonal conditions.

The Swimming Pool Manager will commence work four weeks prior to the official opening of the pool to have the pool and grounds ready for use.

Normal Hours of Operation:

Normal hours of operation are from 11.00am to 6.00pm throughout the season.

The Swimming Pool Manager may keep the premises open until 8.00pm if the weather is warm and the pool is well patronised.

In the event of inclement weather, the Swimming Pool Manager has the discretion to close the pool for safety reasons.

If the weather is not favourable for swimming, being cold and/or raining, and there have been few or no patrons during the day, then in consultation with the Executive Manager Regulatory Services, the Swimming Pool Manager may close the facility earlier than 6.00pm. A sign is to be placed at the gate advising patrons that the facility is closed and the reason for the closure.

Other users:

Paid service providers or volunteers:

The Shire of Yilgarn allows private facilitators and volunteers to provide services such as swimming lessons, water gymnastic and similar to be held at the pool.

The following conditions apply:

- All activities need to be approved by the Executive Manager Regulatory Services, in consultation with the Swimming Pool Manager.
- All activities are held during normal pool hours.

- Activities outside normal pool hours will require the private hire of the pool and approval from the Swimming Pool Manager and Executive Manager Regulatory Services
- Attendees to these activities need to either hold a valid season pass or pay a daily admission fee.
- The registration fee paid by each attendee is the property of the facilitator.
- Should the pool be booked for other functions the activity will have to be postponed.
- The activity does not interfere with other patrons of the pool and does not give sole use of the pool, unless a lane / lane have been hired.

Early Morning Swimming:

In the event that there is sufficient interest (minimum of 4 regular swimmers), the Swimming Pool Manager can open the pool between 6.00am and 7.00am on nominated days, for early morning swimming.

VAC Swim Lessons:

For two weeks (not including weekends) after school has finished for the year, VAC Swim Lessons will be held at the pool. The exact dates are determined each year by VAC Swim in Perth and the Shire and Swimming Pool Manager are advised of these dates. Lessons commence generally at 9.00am and conclude generally at 1.00pm. During this period the pool is not open to the public, and this is advertised in Crosswords to advise patrons. People attending VAC Swim Lessons must make registration payments directly to VAC Swim WA, however, attendees (including parents watching their children) will still need to purchase a day ticket to enter the Pool facility or hold a valid season ticket.

School Swimming Lessons:

In November and February each year, for two weeks each month, there are swimming lessons held at the pool conducted through the local Schools and the Department of Education WA. Lessons commence generally at 9.00am and conclude at 2.30 pm. During this period the pool is open to the public although patrons need to be mindful of the lessons in progress, and this is advertised in Crosswords to advise patrons.

ADMISSION TICKETS:

The fees and charges for admission to the swimming pool are reviewed annually as part of the Council's Fees and Charges Schedule. These charges are to be advertised separately in Crosswords prior to the commencement of the new swimming season each year.

The following outlines the difference between the daily admission ticket and the season admission ticket.

Daily Admission Tickets:

Entry to the pool during operating hours without limitation for one day.

Season Admission Tickets:

A season ticket will admit unlimited entries into the facility during the whole season.

A Family season ticket is valid for 2 adults and up to 3 children or dependents under the age of 16 years, who are all members of the immediate family, residing at the same address.

Season tickets are non-transferrable (can only be used by the original owner)

GENERAL USE:

General Rules and Warnings of the Swimming Pool Facility

- Pool patrons are required to conduct themselves in an appropriate manner and to comply with the general rules and warning signs that are placed around the facility and obey directions of the Swimming Pool Manager.

Children Under 10 Years of Age

- All children under 10 years of age attending the Pool for any activity must be accompanied by a responsible adult otherwise they will not be allowed entry. A responsible adult is considered a person 16 years old or older who is either related to the child or has been designated by the child's parents or guardian for this purpose. The pool manager may request some form of age identification.

This requirement is a statutory requirement introduced by the WA State Government in 2008 with the adoption of the *Code of Practice for the Design, Construction, Operation, Management & Maintenance of Aquatic Facilities*, which is administered by the Shire.

Child Supervision

- While the Swimming Pool Manager is responsible for looking out for all swimmers at the facility, they are not responsible for watching young children in and around the water as this takes their attention off other swimmers.
- Parents who bring very young children to the pool must attend to and be in arms reach of their child/children at all times. Parents must take notice of any directions given to them by the Swimming Pool Manager to watch or control their child/children when in or near the water.
- If these directions are ignored then the Swimming Pool Manager can prohibit parents and children from entry to the Pool Facility.

Resolution of Disputes:

The Swimming Pool Manager will run and manage the Swimming Pool Facility in accordance with the Health (Aquatic Facilities) Regulations 2007, the Code of Practice for the Design, Construction, Operation, Management & Maintenance of Aquatic Facilities December 2015 and this Council Policy.

In the case of a pool patron or a group that uses the Pool facility having a dispute with the Swimming Pool Manager, the following procedures should be taken:

- 1) The patron or executive representative of the group should speak to the Swimming Pool Manager regarding their dispute and try to resolve the matter to the agreement of both parties.
- 2) If a resolution cannot be achieved following the actions as stated in item 1) above, then the patron or executive representative of the group should discuss the matter with the Executive Manager Regulatory Services.
- 3) If the patron or group are not satisfied with the decision from the Executive Manager Regulatory Services, then they are to put their grievance in writing addressed to the Chief Executive Officer who will respond to the author accordingly stating his/her decision on the matter.

POLICY:	OUTBUILDINGS IN RESIDENTIAL AND TOWNSITE ZONED AREAS
POLICY NO:	4.6
SECTION:	TOWN PLANNING & BUILDING
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

OBJECTIVES

The primary objectives are to:

- (a) To provide guidelines for the size, placement, use, and construction of outbuildings in "Residential" and "Townsite" zoned areas or on land used for or developed for Residential purposes.
- (b) Council has experienced demand for outbuildings greater in proportions to that listed in the R Codes 'Deeded to Comply' provisions. Council considers it reasonable to put in place a policy in order to properly consider the development of larger outbuildings.

DEFINITIONS

The following are definitions that may be used as part of this policy in addition to the definitions in the Shire of Yilgarn Town Planning Scheme No 2.

"Council" means the elected members of the Shire.

"Dwelling" means a building or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, or no more than six persons who do not comprise a single family.

"Open Space" generally means that area of a lot not occupied by any building.

"Outbuilding" means an enclosed non-habitable structure that is detached from any dwelling, and is NOT one of the below if attached and part of the main roofed area of the dwelling –

- 1) "Garage" – is any roofed structure, other than a carport, designed to accommodate one or more vehicles and attached to the dwelling.
- 2) "Gazebo" – is an unenclosed open-framed structure covered in a water permeable material or unroofed or may have an impermeable roof, which may or may not be attached to a dwelling.

- 3) "Patio" – is generally an unenclosed structure with an impermeable roof, but may have light weight walls that can be rolled up or down to provide more weather protection, and may or may not be attached to a dwelling.
- 4) "Pergola" – is an unenclosed open-framed structure covered in a water permeable material or unroofed, which may or may not be attached to a dwelling.
- 5) "Porch" – is a roofed open platform attached to the front or rear of a dwelling – generally a small covered area at the entrance to the dwelling.
- 6) "Verandah" – is a roofed open platform attached to a dwelling – generally covering at least half the length of the dwelling.

"Residential Design Codes" or "R Codes" means State Planning Policy 3.1 issued by the Department of Planning, which are subject to amendment from time to time.

"Setback" means the distance from boundaries as defined in the Shire of Yilgarn Town Planning Scheme No 2 or the Residential Design Codes.

"Shire" means the Shire of Yilgarn.

BACKGROUND

Residential and Townsite zoned lots within the townsite of Southern Cross, Bullfinch, Bodallin, Moorine Rock, Marvel Loch, Koolyanobbing, and Yellowdine in the main are 1012m² in area but some of the newer developed areas within Southern Cross have lots of around 730m² in area. Land owners often have development potential and desire to build outbuildings greater in size than those land owners in metropolitan areas. Currently the State Planning Policy 3.1 Residential Design Codes commonly referred to as the "R Codes" permits in "Residential" zoned areas to have an aggregate of outbuilding size not to exceed 60m² in area or 10 per cent in aggregate of the site area, whichever is the lesser, and which have a wall height not exceeding 2.4m and a ridge height not exceeding 4.2m, and are to comply with the other requirements of part 5 of the R Codes.

This Policy will enable the development of outbuildings larger than the R Codes 'deemed to comply' dimensions.

POLICY

Outbuildings that satisfy the following development criteria are regarded as satisfying the Design Principles of the Residential Design Codes 2013 (as amended) and may be approved by the Building Surveyor without referral to Council.

Applications not meeting the policy development criteria and/or are of a contentious nature will be referred to Council in the form of a written development application (available at the Shire Office) for determination. Where an application is to be referred to Council for consideration, comments from adjoining and/or affected owners are to be obtained and confirmed in writing.

Outbuildings applications that comply with this Policy are:-

- 1) Those that comply with the R Codes (as amended) Deemed-to-Comply requirements, as outlined in the Background information above;
- 2) Comply with the Building Code of Australia (as amended);
- 3) Are constructed or new materials. Where second-hand materials are proposed, the Building Surveyor may require a certification from a practicing
- 4) Structural Engineer as to the structural adequacy of the design and/or materials. The Building Surveyor may also require the cladding of the proposed second-hand outbuilding to be painted in an approved colour or renewed;
- 5) Are not attached to a dwelling;
- 6) Are not for human habitation;
- 7) Are not situated within the primary street or secondary street setback area;
- 8) Do not reduce the amount of open space required by the R Codes to less than the prescribed amount;
- 9) Are setback in accordance with the R Code requirements;
- 10) Do not adversely impact on neighbouring properties and buildings. Generally this require that the outbuilding is either set in away from the lot boundaries or near the rear boundary;
- 11) Are of size, or comprise an aggregate size of outbuildings on one lot, that does not exceed the specifications contained in Table 1 below.

Table 1

LOT AREA (m2)	LOT DENSITY RATING	MAXIMUM SINGLE OUTBUILDING (m2)	TOTAL OUTBUILDINGS (m2)	MAXIMUM WALL HEIGHT (metres)	MAXIMUM RIDGE HEIGHT (metres)
260 - 450	R30	25	43 - 55	2.4	3.0
451 - 699	R17.5/R15	40	55 - 70	2.4	3.0
700 - 874	R12.5	60	85	3.0	3.6
901 - 1500	R10	90	125	3.0	3.6
1501 - 2000	R10	115	160	3.5	4.0
2001 - 3500	R5	145	265	3.5	4.2
3501 - 5000	R2.5	160	375	3.5	4.5

Note: The sizes specified in Table 1 above are a guide only. Until all factors are considered, a final maximum outbuilding size cannot be provided.

In order for a full assessment of the application to be made to determine the maximum size of the outbuilding or the total aggregate area of outbuildings on the lot, the applicant must provide the necessary information to the Building Surveyor so that this assessment can be made. This means in addition to the standard information to be provided, the applicant or owner will also need to provide information on existing outbuildings and state what the total area of open space on the lot or developed area on the lot is (not including the proposed building). Failure to provide this information will mean that the application may be rejected.

MEASURES TO ENSURE COMPLIANCE WITH PLANNING CONSENT

When an application for planning consent for an outbuilding is considered by Council or the Building Surveyor, that Consent may be granted subject to conditions requiring the applicant or owner to:-

- a) Specify matters which require attention and the manner in which work is required to be completed in order to satisfy standards acceptable to the Council; and
- b) Apply and have granted a building permit for the proposed outbuilding.

POLICY:	SEA CONTAINERS & OTHER SIMILAR STORAGE STRUCTURES
POLICY NO:	4.7
SECTION:	COUNCIL
LAST REVIEW DATE:	SEPTEMBER 2020
DATE TO BE REVIEWED:	SEPTEMBER 2021

OBJECTIVES

The primary objectives are to:

- (c) To provide guidelines for the placement, use, size, and construction of sea containers or other similar storage structures.
- (d) To maintain a high level of visual amenity in the areas in which the sea containers will be located.

DEFINITIONS

The following are definitions that may be used as part of this policy in addition to the definitions in the Shire of Yilgarn Town Planning Scheme No 2.

"Council" means the elected members of the Shire.

"Dwelling" means a building or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, or no more than six persons who do not comprise a single family.

"Donga" means a transportable building typically utilised as workers' accommodation throughout the mining industry and/or utilised as site offices and/or has the general appearance of mine site accommodation.

"Other similar storage structure" means a prefabricated structure with a flat roof, regular in shape and is capable of being readily transported (including a donga and a railway carriage).

"Residential Design Codes" or "R Codes" means State Planning Policy 3.1 issued by the Department of Planning.

"Sea Container" means a large metal container originally manufactured to carry goods on a sea vessel, and now used to transport or carry goods by rail and roads as well.

"Setback" means the distance from boundaries as defined in the Shire of Yilgarn Town Planning Scheme No 2 or the Residential Design Codes.

"Shire" means the Shire of Yilgarn.

POLICY STATEMENTS

The location of sea containers and other similar structures within the Shire is regarded as development and will require planning approval.

All applicants will also be required to obtain both Planning Approval and a Building Permit for the sea container or structure.

For the purpose of assessment and approval, the local government will classify a sea container or other similar relocatable storage units as an outbuilding ancillary to the approved use of the land.

No sea container or other similar structure is permitted to be used for human habitation.

EXISTING SEA CONTAINER OR OTHER SIMILAR STRUCTURES

At the time of endorsing this Policy in December 2014 Council is aware of several existing sea containers situated on "Residential" zoned land within the Shire District as well as on "Commercial" and "Industrial" zoned land.

Council has agreed to allow these pre-existing sea containers to remain on-site on these blocks on the following conditions:-

1. That the owner of an existing sea container must apply for Planning Approval for each sea container, if not previously obtained.
2. That the owner of an existing sea container must apply for a Building Permit for the structure to remain on the property as a storage shed or outbuilding, if not previously obtained.
3. The sea containers are able to be used for the current purpose until they are no longer required for this purpose.
4. If a current owner wishes to keep the sea container on the property and use it for another quite different purpose, then the owner will need to apply to Council for permission to keep the sea container for the new purpose(s).
5. Plus all existing sea containers must also comply with the conditions set-out below for proposed sea containers or other similar structures.

PROPOSED SEA CONTAINER OR OTHER SIMILAR STRUCTURES

On "Residential" Zoned Land:-

Council will consider the approval of such a structure on "Residential" zoned land based on the following conditions:-

- a) That the owner wishing to install a sea container on his/her property must apply for and obtain Planning Approval for each sea container prior to it being installed on the property.
- b) That the owner wishing to install a sea container on his/her property must apply for and obtain a Building Permit for the sea container or structure prior to it being installed on the property.
- c) The structure is only to be used for the secure storage of household items including vehicles, collectables and the like, but is not to be for the carrying out of a commercial activity on the property, unless approved by Council.
- d) The sea container or other similar structure is to be located in the rear yard of the property (that is behind the dwelling on the property) so that it will not readily be seen from the main access road or thoroughfare. If the property is a corner block then the sea container or other similar structure needs to be setback from the secondary street frontage to meet this same condition for the secondary street, or may need to be screened to the satisfaction of Council.
- e) The sea container is to be setback from the rear and side boundaries at least 1.0 metre or greater, with the doors opening into the residential yard.
- f) The sea container or similar structure shall not be located over or within 3.0 metres of any wastewater drains, deep sewer connection points, septic tanks or leach drains.
- g) The structure is to be in good condition and well maintained, painted one uniform colour to match the dwelling or nearby buildings on the property, professionally painted, and is to be treated to control rust.
- h) That if the sea container or other similar structure falls into disrepair and/or becomes unsightly, the Shire will require its removal by the owner.

The only exception to the above is a structure for temporary storage during the conduct of building works which will be exempt from this requirement, provided that the following criteria are achieved:-

- 1. The structure is only being used for the secure storage of materials, plant, machinery, or building equipment on a building site.
- 2. The building site has a current building permit, and when necessary, planning approval.
- 3. Construction works are actively being undertaken on the site and do not lapse for any period greater than 30 days.

4. The structure does not impact on pedestrian or vehicle movements in any way or obstruct vehicle sight lines.
5. The structure may not be permitted on the building site for a period longer than 6 months, unless specific approval from the Shire is obtained.
6. The structure is removed from the building site at the completion of the building works.

On Other Zoned Land:-

Such structures may be permitted on land zoned "Commercial" on the following conditions:-

- i) That the structure is only being used for the secure storage of items or materials used or sold as part of the commercial activity carried out on the property.
- ii) The structure is located at the rear of the property, generally out of sight of the main access road or thoroughfare.
- iii) The sea container or similar structure shall not be located over or within 3.0 metres of any wastewater drains, deep sewer connection points, septic tanks or leach drains.
- iv) The structure is in good condition and is well maintained so that is one uniform colour to match the main building or adjoining buildings on the property, and is treated to control rust.
- v) That if the sea container or other similar structure falls into disrepair and/or becomes unsightly, the Shire will require its removal by the owner.

Sea containers or other similar structures are permitted on "Industrial" zoned land within or outside a gazetted townsite but the owner will still need to seek planning approval from Council and a building permit needs to be obtained from the Shire prior to the structure being placed on-site.

This Policy does not pertain to structures situated on "Rural/Mining" zoned land outside of a gazetted townsite.

No sea container or other similar structure is permitted on Council roads /footpaths or Reserve land unless approved by Council.

POLICY: **MINING TENEMENTS**

POLICY NO: **4.8**

SECTION: **TOWN PLANNING**

ORIGINALLY ADOPTED: **SEPTEMBER 2020**

DUE FOR REVISION: **SEPTEMBER 2021**

The Shire receives advice from the Department of Mines, Industry Regulation and Safety regarding Mining Tenements within the Shire and requests any objections the Shire may hold. Historically these have been put to Council for consideration.

The Department of Water and Environment Regulation and Department of Mines, Industry Regulation and Safety have very strict conditions placed on the licences of all tenements and so the majority hold negligible risk to the Shire and its residents.

The exception to this can be when tenements approach or include town-sites or private land. In these instances, the matter will be put to Council for their consideration.

Those tenements falling outside of the above scope will still be assessed by the Manager of Regulatory Services, and if deemed contentious can be referred to Council.

POLICY:	TRANSPORTABLE DWELLINGS AND ADDITIONAL RURAL/MINING DWELLINGS POLICY
POLICY NO:	4.9
SECTION:	TOWN PLANNING & BUILDING
LAST REVIEW DATE:	ADOPTED APRIL 2021
DUE FOR REVISION:	SEPTEMBER 2021

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.

POLICY:	CROSSOVERS
POLICY NO:	5.1
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

Council will subsidise one standard crossover per lot to the landowner who applies in writing and will pay the subsidy as listed or 50% of the cost of the standard crossover, whichever is the lower. This subsidy shall be applied only if the crossover is constructed in accordance with these specifications and is based on being 50% of the cost of a crossover to the minimum dimensions. Additional work (width, length, material) shall be at the sole expense of the landowner.

Payment of the subsidy shall be as per the following table and be reviewed annually.

<u>Crossover type</u>	<u>Subsidy</u> (GST exc)
Urban Residential - sealed surface to sealed road – no culvert	\$900
Urban Residential - sealed surface to sealed road – culvert	\$1,400
Urban Commercial/Industrial – no culvert	\$1,000
Urban Commercial/Industrial – culvert	\$2,000
Rural - Gravel surface to gravel road – no culvert 50 % of actual cost, estimated by the Executive Manager Infrastructure	
Rural - Gravel surface to gravel road – culvert 50 % of actual cost, estimated by the Executive Manager Infrastructure	

Note: A sealed surface may consist of sprayed bitumen, asphalt, concrete or brick paving.

Payments

Payments shall be made after completion of all works and inspection by a Council officer, confirming compliance with Council's requirements.

MAJOR UPGRADES:

When major footpath upgrades are carried out, one standard crossover of that same material shall be installed at no cost to the residential landowner.

POLICY:	HEAVY HAULAGE ON LOCAL ROADS
POLICY NO:	5.2
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

The CEO may approve the operation of Extra Mass Vehicles and Road Trains on the following conditions:

Minimum Road Requirements

Road Pavement (running surface) width :	10.00 metres (includes roadside shoulders)
Road Pavement Thickness :	150 mm (imported/in-situ)
Crossfall :	4.0 %
Radii at junctions/intersections :	20 m

Administration

The approval from Main Roads WA shall be carried within the vehicle at all times and is to be made available to any authorised Council officer on request.

Council may withdraw its approval/support if excessive wear or damage occurs on the approved route.

Heavy Vehicle Cost Recovery

If any party plans to run a defined vehicle freight task that is deemed an extraordinary load that is likely to cause damage resulting in extraordinary expenses to the Shire, the Shire may negotiate a relevant charge in accordance with the Heavy Vehicle Cost Recovery Policy Guideline for Sealed Roads or enter into an Agreement (if unsealed) in accordance with the Road Traffic (Administration) Act.

Vehicle Specifications

The vehicle shall comply with all laws, regulations and limits imposed by relevant authorities.

POLICY:	PRIVATE WORKS
POLICY NO:	5.3
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

The Shire will carry out private works on the proviso that:

- The person requesting such works has demonstrated that they have been unsuccessful in endeavoring to source a private contractor to undertake such works

POLICY:	ROAD BUILDING MATERIAL – GRAVEL
POLICY NO:	5.4
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

LEGISLATION:

Section 3.27 of the Local Government Act 1995 states (in part):-

Particular things Local Governments can do on land that is not Local Government property-

1. *A Local Government may, in performing its general function, do any of the things prescribed in Schedule 3.2 even though the land on which it is done is not Local Government property and the Local Government does not have consent to do it.*
2. *Schedule 3.2 may be amended by regulations.*
3. *If Schedule 3.2 expressly states that this subsection applies, subsection (1) does not authorise anything to be done on land that is being used as the site or curtilage of a building or has been developed in any other way, or is cultivated.*

Schedule 3.2:-

Take from land any native growing or dead timber, earth, stone, sand, or gravel that, in its opinion, the Local Government requires for making or repairing a thoroughfare, bridge, culvert, fence, or gate.

Section 3.36 applies.

Deposit and leave on land adjoining a thoroughfare any timber, earth, stone, sand, gravel, and other material that persons engaged in making or repairing a thoroughfare, bridge, culvert, fence, or gate do not, in the local government's opinion, require.

COMPENSATION:

Section 3.22 of the Local Government Act 1995 states (in part):-

(1) If a person who is –

- a) *the owner or occupier of land granted in fee simple; or*
- b) *the occupier of land held under lease or on conditional terms of purchase from the Crown, except for pastoral or timber purposes, sustains damage through the performance by a Local Government of its functions under this Act, the Local Government is to compensate the person if the person requests compensation unless it is otherwise expressly stated in subsection (5) or in Schedule 3.1 or Schedule 3.2.*

POLICY STATEMENT:

This policy is for use in obtaining Road Building Materials from freehold land. It does not apply to other land tenures such as crown land, CALM land or Pastoral Leases.

Initial Approach to Landholders

Where Road Building Materials are required the CEO or his Representative is to approach the landowner concerned at least one (1) month prior to the commencement of work with a request for the material.

A plan showing the block location of the material to be sourced is to be provided to the landholder.

No other forms of compensation are available.

A notice of intended entry is not required under the Act, however some form of written acknowledgement should be provided as per the example at the Appendix to this Policy.

Damages

The Shire will reinstate any fencing and access tracks damaged during the course of works.

Excavation

Existing access tracks where possible are to be utilised and will be maintained by the Shire for the duration of works and on completion.

Topsoil to a depth of approximately 80-100mm is to be removed and stockpiled.

Borrow pit to be a minimum distance of 15metres from any boundary fence. (This will provide access to fences and where applicable will provide a bush buffer zone from road reserves)

Gravel may be extracted to a maximum depth of one (1) metre, unless otherwise negotiated.

Rehabilitation

Council will allocate sufficient funds in its Annual Budget for the rehabilitation of gravel pits in keeping with recognised Natural Resource Management best practice standards.

Rehabilitation will commence within one (1) month of the end of the financial year on exhausted pits. Suitable spoil from Roadworks may be used to backfill the borrow pit. Borrow pit floor is to be ripped.

Top Soil and other overburden is to be pushed back over the borrow pit. Inclines on sides of borrow pit are to be reduced to a suitable back slope. Other requirements are to be negotiated with the landholder in writing before commencement of works.

Compensation

Compensation will be made to the landowner at the following rate:-

- One dollar (\$1) per bank cubic metre of Gravel
- Calculation of gravel requirements will be based upon the physical dimensions of the excavation required (ie. 100m x 100m x 1m = 10,000 bank m³).

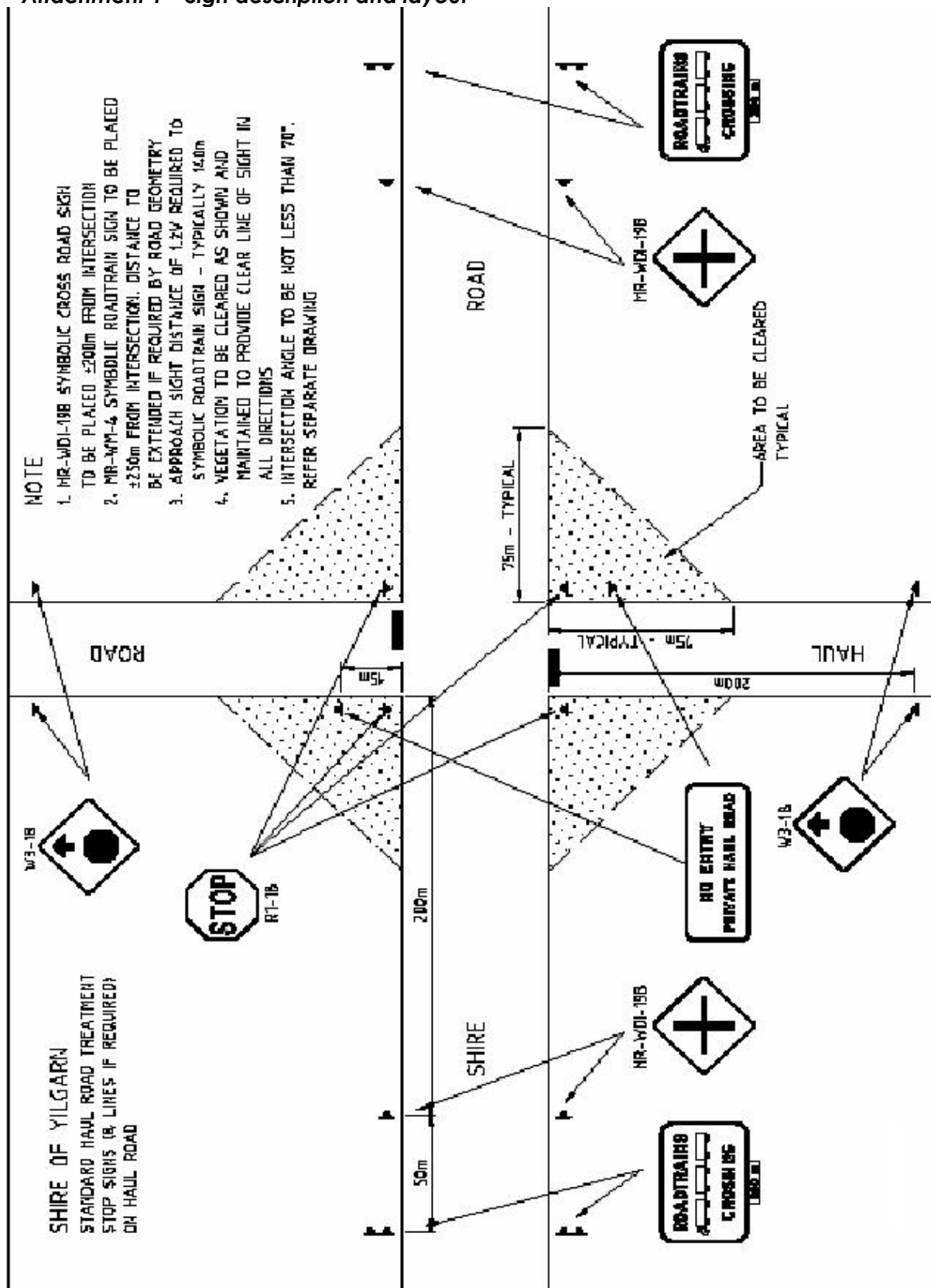
POLICY:	TRAFFIC INTERSECTION MANAGEMENT PLAN (Private Haul Roads intersecting with roads under Council Control)
POLICY NO:	5.5
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

The following provisions may apply in respect to applications, however all applications are to be treated on their merits –

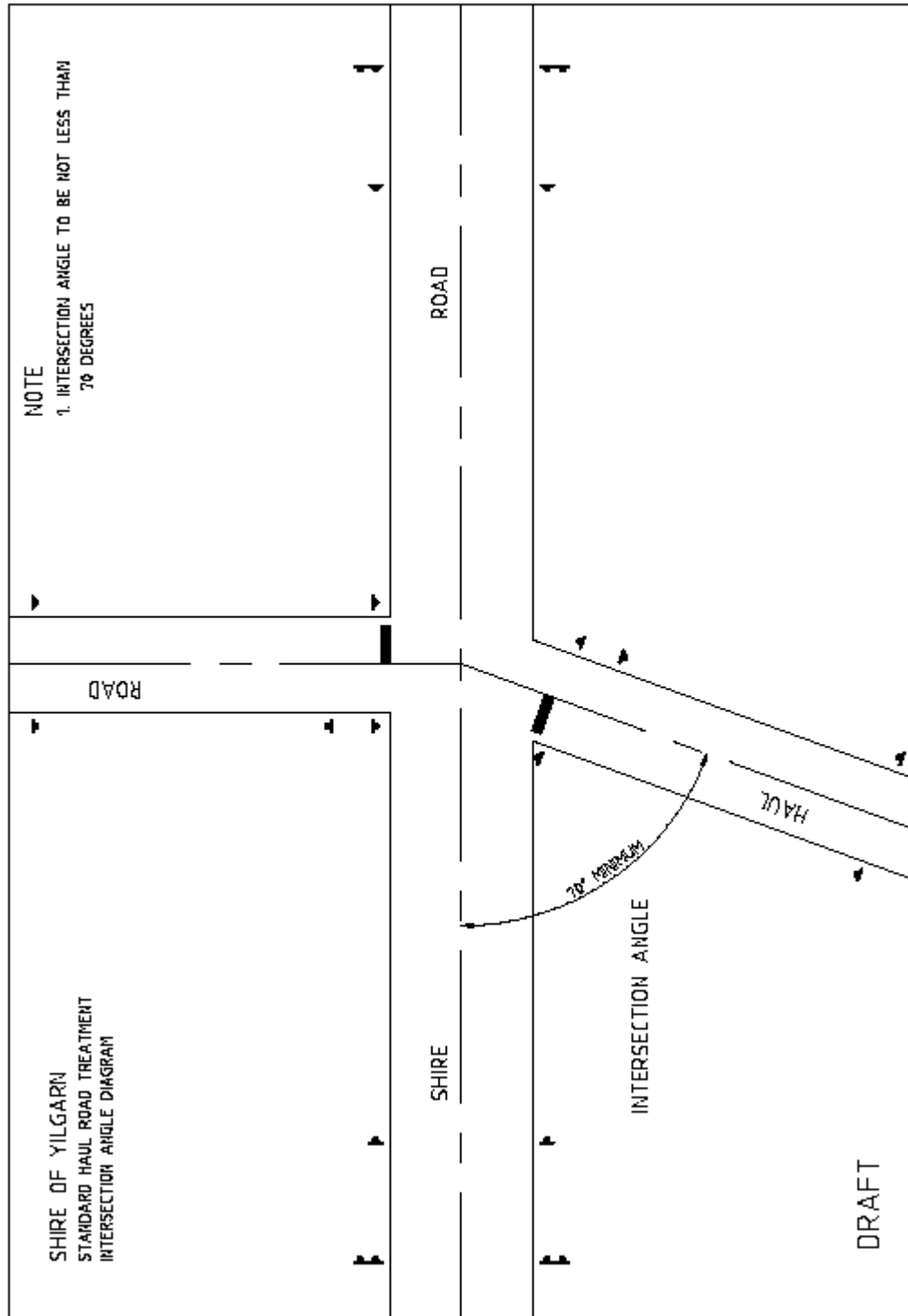
1. The applicant will require that all vehicles and operators of such vehicles routinely using the haul-road will be licensed in accordance with Department for Transport requirements. The applicant may infrequently seek to pass unlicensed vehicles across the intersection, but will only do so after obtaining any necessary permits, and will comply with all conditions imposed.
2. The intersection signage, geometry, and sight distance criteria will be maintained continuously.
3. The intersection will be inspected daily by the applicant and/or approved contractor personnel. The inspection will be documented and records of the inspection maintained. The inspection will identify any non-conformances against the criteria outlined in (2) above. Records will be forwarded to the Shire on a monthly basis.
4. The applicant, through its haulage contractors, will maintain to a high standard the intersection road surfaces and associated drains and signage at its cost. The standard maintained will allow safe passage of traffic which complies with signage on both affected roads. The applicant will liaise with Shire staff in relation to maintenance of all Council controlled roads approaching haul road intersections, and will, subject to on-going approval of the Shire, maintain the approaches for 250 metres from the commencement of the signage either side of the haul road.
5. The applicant will liaise regularly with the Shire to discuss and resolve any issues arising from the use of the roads.
6. The applicant will monitor dust generation 250 metres each side of the haul road and undertake watering if required. Saline water is prohibited on Council controlled roads.
7. The applicant, generally through its haulage contractor, will ensure that all haul road users are properly inducted, and receive specific instruction in relation to the haul road intersections.
8. Council in consultation with the applicant has the right to withdraw approval of haul roads crossing public roads under Council control if the above conditions are not adhered to.

9. Where appropriate, on haul roads crossing a Council road reserve, the provision of adequate lighting towers for night time operation be placed as an additional condition upon the applicant.

Attachment 1 – Sign description and layout



Attachment 2 – Intersection Angles



POLICY:	ROADSIDE MEMORIALS
POLICY NO:	5.6
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

That Council adopts Main Roads Western Australia's "Roadside Memorials Policy and Guidelines" as its Policy when receiving applications for the erection of memorials on Council controlled roads, subject to –

- Removal of any obligation on Council to provide or subsidise the materials, plants etc., used in any memorial; and
- The removal of the memorial after a period of 5 years.

POLICY:	STOCK ON COUNCIL ROAD RESERVES
POLICY NO:	5.7
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

The Shire will provide guidance on reasonable precautions that should be taken when driving stock across or along a local road reserve and will also permit, in accordance to Main Roads Western Australia specifications, stock underpasses under local roads when traffic exceeds 500 vehicles per day.

These guidelines do not address the issue of straying stock in unfenced pastoral areas.

1. DEFINITIONS

Unless otherwise indicated in the text of this Guideline:

AS	means Australian Standards.
Local road	means a road under the control of a Local Government.
MRWA	means Main Roads of Western Australia.
RTC 2000	means The Road Traffic Code 2000.
State road	means a road under the control of Main Roads Western Australia
Traffic signs	means a sign as recognised in the Australian Standards or Main Roads Signs Index.

2. APPLICATION & APPROVAL GUIDELINES

2.1 Background

The purpose of this Policy is to provide reasonable precautions that should be taken when moving stock on local roads, and to outline Council's requirements for provision of stock underpasses on local roads exceeding 500 vehicles per day.

The person in charge of moving stock across or along a road does not need formal permission from Council except for the following statutory requirements:

- For roads with declared Control of Access the consent of MRWA is required. **(MRWA Act 1930, Section 28A (4))**, and
- For roads within a town the permission of the Director General is required. **(RTC 2000 Regulation 277)**.

A person driving stock on roads shall;

- not leave stock unattended (**RTC 2000 Regulation 275**), and
- Provide reasonable warning and not cause unreasonable delay to approaching traffic (**RTC 2000 Regulations 276**).

The RTC 2000 allows the person in charge of moving stock on a road to install temporary road warning signs (**Regulations 297 & 276**), and to display an orange flashing warning light on a vehicle (**Regulation 289**).

3. PRECAUTIONS FOR TAKING STOCK ONTO A LOCAL ROAD RESERVE

3.1 General

The RTC 2000 requires the person in charge of stock on a road to:

- Take all reasonable precautions to warn approaching traffic of the presence of the stock, and
- Arrange the moving of the stock at such times, and in such numbers, and establishes such control of the stock on the road, as is likely to prevent it causing unreasonable delay to the passage of other traffic.

3.2 Reasonable Warning

Reasonable precautions to warn approaching traffic with warning signs and devices is provided in the **Technical Guideline of this Policy (Section 5)**.

3.3 Costs

The person in charge of the stock is responsible of the supply, installation and removal of the road traffic signs and devices associated with the stock movement on a road.

4. STOCK UNDERPASS ON ROADS WITH HIGH TRAFFIC VOLUMES

Where a road's annual average daily traffic volume exceeds more than 500 vehicles per day, a stock underpass maybe considered as the preferred method of moving stock across the road.

4.1 General

A stockowner may install an underpass under a local road subject to compliance with the requirements of these guidelines. There are conditions on the design, construction, and maintenance.

4.2 Costs

There is no fee for Council to process an application. The applicant shall be responsible for all costs associated with the design, construction and maintenance of the underpass structure.

4.3 Design and Construction

For sections of the underpass that are within and at the boundary of the road reserve, the design shall be approved by Council and the construction shall be undertaken by Council or Council approved consultants and or contractors.

4.4 *Maintenance*

The applicant shall maintain the underpass. The maintenance of the underpass by the applicant includes removal of built up material and repair of any damage to the road infrastructure within the road reserve.

4.5 *Applications*

A person wishing to install a stock underpass must submit an application to Council.

4.6 *Approval*

Approval of an application shall include a condition that a Stock Underpass Agreement be signed by both the applicant and Council before commencement of any work in the road reserve and shall indicate the extent, if any, of Council's contribution to funding the underpass.

4.7 *Specifications*

Stock underpasses generally consist of reinforced concrete box culverts of a size suitable to allow safe passage of the stock and the farmer. Sizes for these structures may, for example, be:

- 1200 x 1200 mm Sheep movements,
- 1500 x 1500 mm Sheep movements where the stock owner may access the underpass, or
- 1800 x 1800 mm Cattle movements and where the stock owner may utilise a vehicle in the underpass.

4. TECHNICAL GUIDELINES

5.1. *General*

The removal or covering of stock crossing signs when not in use is mandatory. Signs that are displayed while not in use may bring all signing into disrepute and may result in motorists disregarding warnings.

5.2 *Stock Crossings with Sight Distance Greater Than 300 Metres*

Where a stock crossing is located such that approaching motorists can see the stock crossing point from more than 300m away, signing should be as per **Figure 1**.

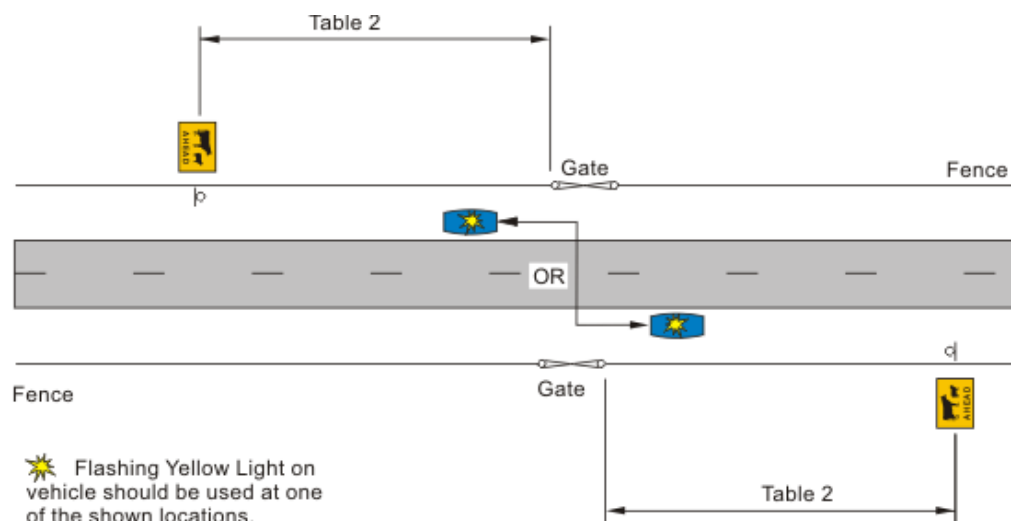


FIGURE 1 - Typical Stock Crossing Site – for bitumen roads/gravel roads.

NOTE: Gravel roads – there is no requirement for orange flashing lights

The crossing should desirably not be used when sun glare will interfere with drivers' view of the traffic signs or stock on the road.

Where stock movements are adjacent to or encompass an intersection, STOCK AHEAD and ON SIDE ROAD signs should be used on the side roads, to alert motorists entering the road that there is stock on the road. The location of the STOCK AHEAD sign should be based on a distance from the stock crossing as shown in **Table 2**.

Table 2 – Where the placement of STOCK AHEAD signs equal 2 x the distance of the posted speed limit

POSTED SPEED LIMIT KM/HR	MINIMUM SPACING DISTANCE METRES
60	120
70	140
80	160
90	180
100	200
110/ State Limit	220

5.3 Stock Crossings with Sight Distance Less Than 300 Metres

If the stock crossing site is positioned such that approaching motorists cannot see the stock crossing point from at least a minimum of 300 metres away during the day, then signage should be as shown in figure 2.

The REDUCE SPEED and the STOCK AHEAD signs should be visible at the same time to the approaching motorist.

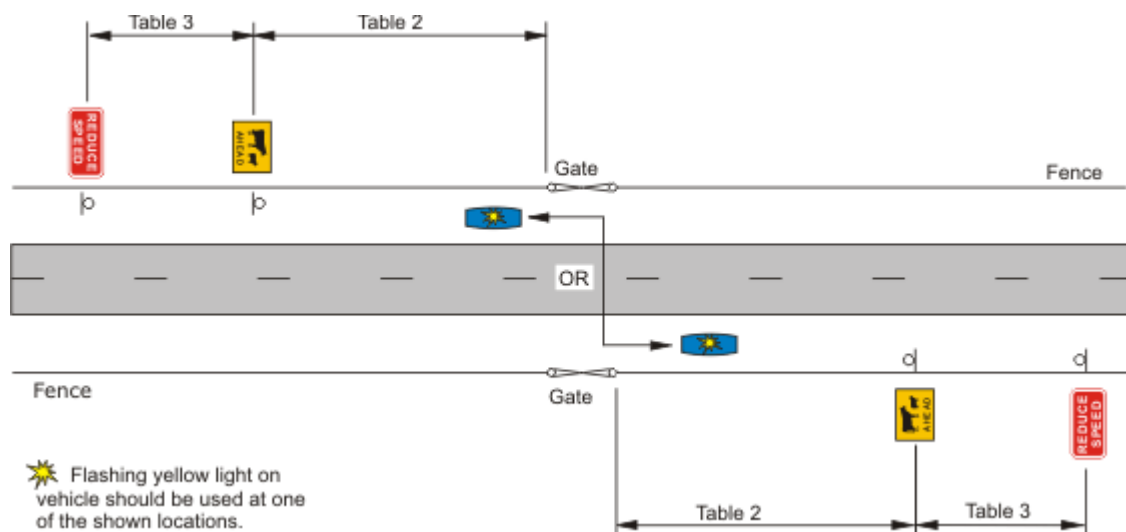


FIGURE 2 - Signing at stock crossings with sight distance less than 300m

TABLE 3 – Where the placement of REDUCE SPEED Signs equals .5 x the posted speed limit

Posted Speed Limit km / hr	Minimum Spacing Distance
60	30
70	35
80	40
90	45
100	50
110/State Limit	55

5.4 Use of Stock Crossings during Night-Time, Periods of Poor Visibility or Hazardous Locations

Daylight use of stock crossings is preferred. Where the stock crossing is proposed to be used during night time, periods of poor visibility or in a hazardous location, the following actions should be taken:

- Signing and flashing rotating orange light should be carried out in accordance with Figure 1 (**See also Sections 6.0 and 7.0**),
- Any person standing on or adjacent to the road for the purposes of controlling stock should wear clothing with reflective strips,
- Lighting should be sufficient to clearly illuminate stock on the road formation in the vicinity of the crossing point.
- The sign STOCK AHEAD PREPARE TO STOP (MR-WAW-6) should be considered for use. With reference to **Figure 1**, the STOCK AHEAD PREPARE TO STOP sign should be positioned in place of the STOCK AHEAD sign.

5.5 Droving of Stock along a Road

Where it is necessary to move stock more than 100m along a road reserve, signs should be erected along the road shoulder in accordance with **Figure 3**. In addition, a lead vehicle and/or a tail vehicle should be placed in front and/or at the rear of the stock to warn approaching motorists. The vehicles should be located at a distance from the stock as shown in **Table 2**.

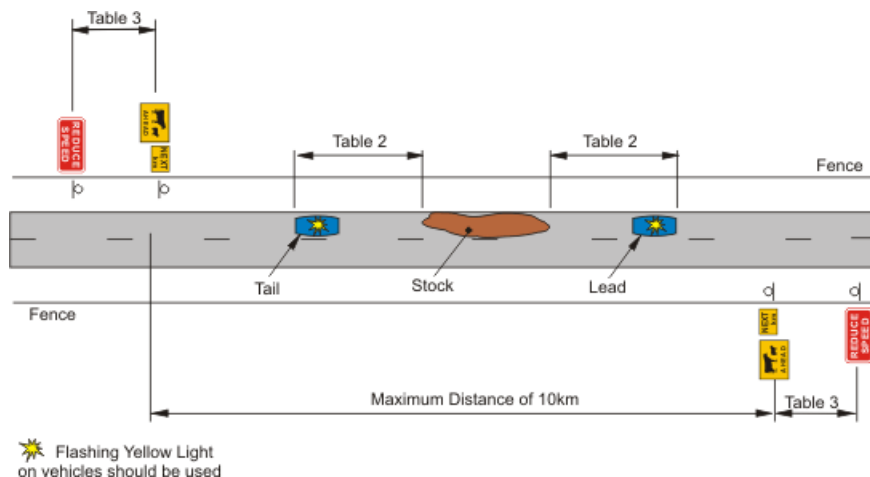


FIGURE 3 - Signing for droving of stock

NOTE: Where stock can be moved along the road reserve without stock or vehicles travelling on the carriageway, it remains necessary to adhere to the signage shown in Figure 3.

6. SIGNS

The conditions of the following publications have been described in this guideline:

- Main Roads Signs Index and relevant guidelines,
- Occupational Safety and Health Regulations 1996 Act, and
- Relevant Australian Standards.

Therefore, this guideline provides sufficient guidance for a person wanting to take stock onto a road to comply with the necessary standards. If required, further information can be obtained by contacting Main Roads.

Signs should be erected in accordance with these guidelines and Main Roads Standard

Drawings 9548 - 0106 and 8720 -0762. All signs shall be rigid. The class of retro reflective material used shall be Class 1.

Signing should be displayed prior to and during the stock movement. Signs and flashing orange warning lights should be positioned and erected so that:






- they are properly displayed and firmly secured so as to prevent them being blown over by the wind or passing traffic, and

- Signs may be placed on the roadside or road shoulder and should be at least 1m clear of the road lanes.

The signs and any flashing orange lights should be displayed or installed immediately prior to the stock being driven on to the road reserve and folded over or removed as soon as the stock are no longer in the road reserve.

Signs are a specified treatment in this guideline, and typical signs are listed in **Table 4**.

TABLE 4 - List of typical signs for Stock Crossings and Droving of Stock

"STOCK AHEAD" AS 1742.2 Designation T1-19B Sign Size: 1200 x 900mm (sealed roads) OR 900 x 600mm (unsealed roads)	
"REDUCE SPEED" AS 1742.2 Designation G9-9A Sign Size: 1500 x 750mm	
"NEXT ... KM" AS 1742.2 Designation W8-17-1B Sign Size: 750 x 450mm	
"ON SIDE ROAD" AS 1742.2 Designation W8-3B Sign Size: 750 x 500mm	
"STOCK AHEAD PREPARE TO STOP (With Flashing Yellow)" Main Roads Designation MR-WAW-6B (See Section 2.3) Sign Size: 1100 x 1600mm Sign Dimensions Sign Post Dimensions	

7. VEHICLE MOUNTED WARNING DEVICE

The flashing orange warning light shall comply with the equipment described in the Road Traffic (Vehicle) Regulations 2014. Vehicle indicator lights do not constitute a flashing orange warning light.

POLICY:	ROAD WORKS ON COUNCIL ROADS
POLICY NO:	5.8
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

That Council adopts Main Roads Western Australia's Code of Practice for "Traffic Management for Works on Roads" which includes road works on Council controlled roads.

Contractors working on Council road reserves are required to submit appropriate Traffic Management Plans in accordance with the above Code of Practice for approval by the Executive Manager Infrastructure before proceeding with any works.

POLICY:	PLANT REPLACEMENT
POLICY NO:	5.9
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

Prior to the adoption of the Annual Budget, Council shall review its plan for plant acquisition and disposal for the next 10 years. The review will be based on the relative serviceability, condition, available changeover deals and market factors affecting each item of plant.

POLICY:	ROAD CROSSINGS - DRAINAGE
POLICY NO:	5.10
SECTION:	ENGINEERING
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

The following Council Policy applies for road crossings required by drainage works being undertaken by landholders:

- That a Notice of Intent to Drain (NOID) must be completed and approved by the Department of Agriculture.
- A culvert design with all relevant supporting information eg. flow rates etc. to be submitted by the applicant for Council consideration.
- Culverts are to extend the whole width of the road reserve, with ends to be positioned inside landholders fence lines.
- Materials associated with the works be borne by the applicant.
- Installation and reinstatement work to be undertaken/supervised by Council.

POLICY: **COUNCIL HOUSING – BONDS**

POLICY NO: **5.11**

SECTION: **ENGINEERING**

LAST REVIEW DATE: **SEPTEMBER 2020**

DUE FOR REVISION: **SEPTEMBER 2021**

POLICY

Council recognises its community and employer roll in the provision of accommodation for staff, aged residents, medical services and community houses. It is Council policy that a bond shall be applied to all residential properties even if zero rent is applicable.

PURPOSE

To protect residential units against damage through financial imposts in the form of a housing bond.

DIRECTIVE

The bond shall be calculated at based one of more of the following where a weekly rent is payable for the property the bond shall be a minimum of 4 times the weekly rent where the property is provided rent free the bond shall be a minimum of \$1000 or 4 times the weekly rent for a similar standard rental property.

All shire residential properties shall operate under a Residential Tenancy Agreement and bonds received shall be paid to the bond trustee.

Bonds shall be paid in advance of occupation of the premises or within 4 weeks of occupation if the written approval of the CEO is in place to permit deferred payment.

Bonds held may be used to recover costs when the property is vacated for the following reasons;

House cleaning, carpet cleaning, housing repairs for damage attributable to the tenant, overgrown garden/lawns and the replacement of tenant damaged furniture and equipment are costs which may be recouped through the housing bond.

All shire housing shall undergo periodic inspections at a minimum of 2 per annum subject to the tenants being provided with at least 2 weeks written notice.

POLICY:	RESERVES – NOTIFICATION TO SURROUNDING LANDOWNERS
POLICY NO:	6.1
SECTION:	GENERAL ADMINISTRATION
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

That when notice is received concerning any proposed changes in status of land (other than ownership) to Reserves, Council as a matter of courtesy notifies all adjoining landowners of the proposed changes for their information and/or comment.

POLICY:	COUNCIL OPERATED STANDPIPES / MT HAMPTON DAM AND DULYALBIN TANK FACILITIES
POLICY NO:	6.2
SECTION:	GENERAL ADMINISTRATION
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

COUNCIL OPERATED STANDPIPES:

1. That Council abides by Water Corporation By-laws on water usage from standpipes being for the purposes of Drought Relief, Fire Fighting purposes and Remote Farms Water Supplies (domestic and stock).
2. In relation to use of water from standpipes for commercial usage, e.g. Spraying purposes, drilling companies, etc., Council continues to charge users at the appropriate rate. However, Council also encourages this practice to discontinue as Water Corporation water rates eventually will determine this usage.
3. That Council encourages all users of standpipes to provide their own water supplies where possible and that Council continually monitors the water usage from standpipes.
4. That Council maintains a card access controller or handwritten record book for the honest recording of water usage and purpose by landholders at each standpipe. Users are to be charged in accordance with the fees and charges set by Council and this policy.

STANDPIPE CONTROLLERS

1. Standpipes with card access controllers, are only accessible by individuals and companies who have been pre-approved and issued with one or more access cards;
2. Standpipe controllers are installed at the following standpipes: Beaton Rd, Garrett Rd, Koolyanobbing Rd, Bullfinch, Perilya, Moorine Rock, Noongar, Bodallin, Gatherer and Marvel Loch;
3. There are two types of standpipes available to the public in the Shire, being Low-Flow with a 25mm meter or less, or High-Flow, with a 40mm meter or higher. The rate per Kilolitre of water is dependent on the type of standpipe the water is taken from, with Low-Flow charged at a subsidised rate, and the High-Flow charged at a commercial rate, in line with the charge per Kilolitre applied by Watercorp. The rate per Kilolitre is set by the annual fees and charges;

4. Cards can either be pre-paid or post-paid. Post-paid accounts must have a direct debit set up with the Shire;
5. In the event a swipe card controller is not in operation at a standpipe, the honour book system will be utilised, with the amount deducted manually from the domestic users pre-paid card, or added to the relevant post-paid charges, as appropriate;
6. New or replacement cards will be at the cost of the user, unless stipulated otherwise by this policy. The fee is set by the fees and charges;
7. Application forms are available from the Shire administration office; and
8. In the event of bushfire or other emergency the standpipe controller will be switched to manual, either in person or remotely, to avoid delays in obtaining water for fire fighting or other relevant emergency.

DOMESTIC WATER ACCESS CARDS

Individuals or organisations residing on rural farming properties are eligible to apply for a domestic water access card for use on access controlled standpipes.

The following conditions apply:

1. One domestic card issued, upon application, per inhabited dwelling located on a rural farming lot;
2. No fee will be charged for applications for domestic use cards, however replacement cards will be charged as per the current fees and charges;
3. Sufficient credit to withdraw 400 Kilolitres of water at the Low-Flow rate, as set by the fees and charges, will be applied to each domestic card issued;
4. Domestic users are encouraged to utilise the Low-Flow standpipes for their domestic water, however, should they access water via a High-Flow standpipe with a domestic card, the water will be charged at the High-Flow rate;
5. Upon 1st July each year, each domestic card will be credited with the funds required to withdraw 400 Kilolitres of water at the Low-Flow rate, set for that year; and
6. Funds remaining on the card at 30th June will not be rolled over into the next financial year.

MT HAMPTON DAM AND DULYALBIN TANK FACILITIES:

The primary use of water from the Mt Hampton Dam and Dulyalbin Tank is for the purposes of Drought Relief, Fire Fighting and Remote Farm Water Supplies (domestic and stock use), other purposes are to be authorised by the CEO. It is acknowledged that water is extracted from these water supplies for spraying purposes.

Users will be required to record such usage in the record books provided at the facilities.

Appropriate signage will be installed at both facilities informing users of their obligations.

POLICY:	COMPLAINTS HANDLING
POLICY No:	6.3
SECTION:	GENERAL ADMINISTRATION
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION	SEPTEMBER 2021

Objectives

The objectives of this policy are:

- To develop a structured systematic approach to dealing with complaints received by the Shire of Yilgarn from external persons.
- To assure the community that complaints may be made without fear of recrimination and that all complaints will be promptly dealt with and a (written if required) response will be given setting out the answer to the complaint providing reasons, where appropriate.
- To have complaints dealt with efficiently by an appropriate Officer with minimal referral.

Policy

- The Shire of Yilgarn recognises the right of its customers to make complaints about services or service delivery, and will make it a priority to address those complaints and rectify unsatisfactory consequences.
- The Council and its staff will be open and honest in its dealings with customers, and will explain in "plain English" why, for legislative/legal reasons, cost constraints or some other matter beyond its control, it is unable to act in accordance with a complainant's request.
- The Council recognises that good complaints handling is an integral part of customer service and provides an effective way of reviewing performance and monitoring standards.

Guidelines

- Any person or their representative can lodge a complaint.
- Complaints will be accepted in writing, in person, by email or by telephone. If a verbally received complaint relates to a third party or alleges a criminal offence, corruption or other serious matter, the receiving officer is to advise the complainant that the matter must be submitted in writing.
- Complainants are to be advised that anonymous complaints may not be processed as it is possible that they may be mischievous or vexatious. Depending on the nature of the complaint, it will be at the discretion of the receiving officer to act or refer the complaint or not to deal with the complaint.

- Complaints that are to be dealt with under this policy include, but are not necessarily limited to, expressions of dissatisfaction regarding;
 - a) decisions made by Council or staff;
 - b) inappropriate behaviour of staff or members such as rudeness, discrimination or harassment;
 - c) the standard of works or services provided by Shire.
 - d) the standard or condition of a facility provided by Shire.
 - e) failure of Council to comply with the Local Government Act, Council policies, Council's local laws and other laws administered by Council.
- The following issues shall not be regarded as complaints and shall not be dealt with under this policy:
 - a) requests for services;
 - b) requests for information or explanations of policies and/or procedures;
 - c) the lodging of a formal objection or appeal in accordance with the Local Government Act and other Acts or in accordance with Council policies or standard procedures;
 - d) the lodging of a submission in response to an invitation for comment.
- Complaints regarding elected members are to be directed to the CEO and Shire President. The CEO is responsible for the initial investigation and administrative responses. Matters that may require disciplinary action are to be referred to the Shire President and dealt with under the Council's Code of Conduct.
- Complaints from Councillors, the Ombudsman, the Local Government Department or from Members of Parliament shall be referred to, and dealt with by, the CEO unless the complaints relates to the CEO whereupon the complaint will be dealt with by the Shire President.
- When any complaint is made it shall be forwarded to the CEO, who may delegate the matter to an appropriate Officer.
- Where a complaint cannot be dealt with in a timely manner the complainant is to be advised of the reasons why and advised of the expected time frame.
- All complaints will be responded to by the CEO or relevant officer.
- Where a complaint has been investigated and found to be justified, the CEO or relevant officer who dealt with the complaint will ensure that the remedy is carried out, will advise the complainant that the Shire does acknowledge substance in the complaint and the specific action that will be taken by the Shire to respond to the circumstances of the complaint.
- The CEO shall establish and maintain an appropriate central record of all complaints.

Service Complaint

(Issues with Shire Service)

This form can be used for an expression of dissatisfaction with the Council's policies, procedures, fees & charges, employees, its contractors or agents or the quality of the services and/or works it provides.

It is important to note that a complaint is not the same as a request for service, a request for information, an inquiry seeking clarification of an issue or seeking a review of a Council or Council Officer's decision or conditions relating to a decision.

Name of Complainant/s:

Address in Full:

Phone

Email:

Complaint:

Preferred Solution:

Complainants' Signature:

POLICY:	ASSISTANCE TO STATE REPRESENTATIVES
POLICY No:	6.4
SECTION:	GENERAL ADMINISTRATION
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

Residents of the Shire who are selected to represent the Shire or the State in national competition are eligible for a council contribution towards expenses of up to \$500.00
~~300.00~~

The resident is required to put forward a written request for the financial assistance to Council attaching verification of being selected as a state representative.

POLICY: INWARD CORRESPONDENCE

POLICY NO: 6.5

SECTION: GENERAL ADMINISTRATION

LAST REVIEW DATE SEPTEMBER ~~2020~~

DUE FOR REVISION: SEPTEMBER ~~2021~~

Correspondence will be managed within the protocols contained within the requirements of councils records management system and will comply with the State Records Act and its retention and disposal guidelines.

As a general benchmark, inwards correspondence will at least be acknowledged with seven (7) days of receipt

POLICY"	FUNDING SUBMISSIONS
POLICY NO:	6.6
SECTION:	GENERAL ADMINISTRATION
LAST REVIEW DATE	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

In order to maximize the acquisition of external funding applicants for external funding opportunities, the CEO is authorised to prepare and submit funding applications for external grants regardless of whether a specific budgetary allocation exists

Prior to formal acceptance of funding towards an unbudgeted project, the CEO is to obtain a council resolution to vary the budget as a requirement of regulations.

POLICY	COMMUNITY ENGAGEMENT POLICY
POLICY NO:	6.7
SECTION:	GENERAL ADMINISTRATION
LAST REVIEW DATE	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

DEFINITIONS

Community – those who live, work or recreate in the Shire of Yilgarn.

Community engagement – is any process “that involves the public in problem solving or decision-making and uses public input to make decisions”. (IAP2)

Community engagement may refer to a range of interactions of differing levels of engagement between the Shire and the community, including;

- Information sharing processes, to keep the community informed and promotes understanding.
- Consultation processes, to obtain feedback.
- Involving community members consistently throughout the process to ensure community concerns and aspirations are understood and considered.
- Collaborating with community members in each aspect of the decision making process.
- Empowering the community.

The Shire of Yilgarn is committed to strengthening the Shire through effective community engagement to share information, gather views and opinions, develop options, build consensus and make decisions.

Community engagement assists the Shire of Yilgarn to provide good governance and strong leadership, delivering better decisions to guide the Shire's priorities into the future.

This policy does not negate the requirement of the Shire to comply with statutory obligations.

The following principles apply to community engagement undertaken by the Shire of Yilgarn;

Focus and commitment	1	The purpose of each community engagement will be clearly scoped to determine how the engagement will add value to the Shire's decision-making process.
	2	Each community engagement will be planned to clarify the level of influence the participants will have over the decision they are being invited to comment on or participate in. The person or body who is responsible for the final decision will be notified.
	3	The Shire is genuinely open to engaging with the community and committed to using a range of appropriate engagement methods.
Transparency and openness	4	All community engagement processes will be open and transparent.
	5	Comment will be documented and analysed.
	6	The Shire will seek to understand the concerns and interests of all stakeholders and provide opportunities for participants to appreciate each other's perspectives.
Responsiveness and feedback	7	The Shire will advise participants of progress on issues of concern and provide feedback in a timely manner on the decision made and the rationale for the decision will be communicated where necessary.
	8	The best interest of the community will prevail over the individual or vested interests.
Inclusiveness, accessibility and diversity	9	Persons or organisations affected by or who have an interest in a decision will have an opportunity to participate in the community engagement process.
	10	Community engagement process will be open to all those who wish to participate.
Accountability	11	The Shire will seek community engagement to enhance its decision-making, however, where the Shire is responsible and accountable for a given matter, it will accept its responsibility to make the final decision and provide leadership.
Information	12	Appropriate, accessible information will be available to ensure participants are sufficiently well informed and supported to participate in the process.
Timing	13	Community engagement will be undertaken early enough in the process to ensure that participants have enough time to consider the matter at hand and provide meaningful feedback.
	14	All engagement processes will have timeframes that will be made clear to participants and adhered to by the Shire.
Resources	15	The Shire will allocate sufficient financial, human and technical resources to support community engagement.
Evaluation	16	The Shire will monitor and evaluate processes to ensure the engagement being undertaken is meeting planned outcomes.

POLICY:	ASSET MANAGEMENT POLICY
POLICY NO:	6.8
SECTION:	GENERAL ADMINISTRATION
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

Policy Statement

- To approve Council's Asset Management policy and plan.
- To ensure appropriate allocation of Asset Management resources.
- To evaluate Asset Management Plan recommendation for implementation.

Chief Executive Officer (CEO)

- To implement the Council Asset Management policy, strategy and plan with reasonable practical resources.
- To monitor, evaluate and report to Council on Asset Management compliance and milestones.
- To include Asset Management in relevant staff's position descriptions and performance plans.
- To ensure that accurate and reliable information is presented to council for decision-making.

Asset Management Section Managers

- To develop and establish corporate policy, objectives and guidelines with regard to asset management practices and procedures.
- To ensure the long term effectiveness of the asset management programs.
- To raise awareness throughout their section and the organisation as to the benefits of adopting a formal approach to asset management.
- To ensure that the organisation's asset management program is developed and implemented in a logical and structured manner.
- To seek and use outside asset management consultants on activities where necessary.
- To review existing practices, procedures and systems.
- To integrate the Asset Management policy and Asset Management plans into the corporate governance framework.
- To oversee the progress of individual asset management activities including data capture and preparation of Asset Management Plans.
- To ensure that legal and statutory obligations are met.

Policy Non-Compliance

Failure to comply with this policy will result in:

- Unsafe infrastructure and/or;
- Infrastructure unfit for purpose and/or;
- Excess assets and/or;
- An increase in the renewal gap.

Related Documents

Asset management must be integrated with broader Council planning and assets considered with other key resources used in achieving Council's objectives at the Strategic, Operational and Performance Levels.

The current related documents at the strategic level are:

- Community Strategy Plan
- Corporate Business Plan
- Forward Capital Works Plan
- Long Term Financial Plan

In addition, there are many other Strategies and Management / Master Plans which will require link with Asset Management Plans as required.

Policy Implementation

Following adoption of this Policy, internal communication will be utilised to explain the key features of the Asset Management policy to all staff.

POLICY:	COMMUNITY FUNDING PROGRAM
POLICY NO:	6.9
SECTION:	GENERAL ADMINISTRATION
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

Objectives

- To provide a source of funding for non-profit community organisations operating within the district.
- To assist community organisations in maximising their future development.
- To provide an impartial means by which community organisation can access Council funds.

Eligibility

- Funding is available for activities which will provide benefits directly/in-directly to the people of the Shire of Yilgarn.
- Only non-profit community organisations operating within the Shire of Yilgarn are eligible to apply.
- Organisations who have failed to acquit funds in the previous financial year will not be eligible for the next round of the funding program.

Categories

- Essential equipment/capital items (up to \$2,000)
Types of equipment:
 - Ground maintenance equipment
 - Sporting equipment
 - Office equipment
 - Minor plant equipment
- Training & Travel Assistance for local officials/office bearers (up to \$500)

Funding is available to officials and/or office bearers of community organisations who are required to attend regional / state association organised seminars / courses/ meetings as part of their duties. Knowledge gained at these activities must then be used to assist the local community organisation in its continued development.

General Conditions

- Any improvements or additions made to Council assets require the written approval of the Shire
- Applications must be lodged and approved by the Shire of Yilgarn before the intended project begins

- Funds must be claimed by 30 June in the financial year in which they are assigned
- Any variation to the project cost after approval / commencement of the project will be solely at the community organisation's cost.
- Applicant organisations must provide their ABN in order to receive the complete amount funding (The Shire is required to withhold tax of 48.5% of the funding amount if an ABN is not provided).
- On project completion, applicant organisations must complete a grant acquittal form and present original receipts &/or invoices as proof of purchase.
- The project must not duplicate an existing service / facility / project.
- Funds must not be used for wages and salaries or general administration costs.
- A minimum of two quotes will be required if capital items are being purchased/hired.
- Applicants must provide a current financial statement of the organisation.
- Any unexpended funds are to be paid back to the Shire of Yilgarn by 30 June of the funding year.

Timeframes

The Community Funding Program will be advertised on the Shire of Yilgarn's website, twice in the Crosswords (once in September and once in October) and information will be emailed to office bearers of eligible community groups and clubs once in September.

Applications open on the first Monday in October and close on the last Friday at 12.00pm in October each year.

Compliant applications to be presented to the Ordinary Council Meeting in November and all groups will be informed of the outcome within a week after the Council meeting.

Funding to be paid to successful recipients in December.

All funding must be acquitted by 30 June of the financial year.

Responsibility

The Community Resource Centre Coordinator is responsible for the timely implementation of the Community Funding Program.

Selection process

The CEO will assess all applications with the executive management team and make recommendations to council with the successful applications being endorsed by Council at its November ordinary meeting.

POLICY:	RURAL LANDFILLS
POLICY NO:	6.10
SECTION:	GENERAL ADMINISTRATION
LAST REVIEW DATE:	SEPTEMBER 2020
DUE FOR REVISION:	SEPTEMBER 2021

The Shire operates a number of rural landfill sites, designed to accept small quantities of putrescible waste (Class II) from local residents only.

To restrict non-local persons and commercial entities from utilising these sites, the following appointments are made:

Site	Appointment
Bodallin Rural Landfill Site	Appointed for the depositing of putrescible waste (Class II) by residents of Bodallin townsite and surrounding Bodallin rural locations only, unless otherwise approved by the Shire of Yilgarn
Bullfinch Rural Landfill Site	Appointed for the depositing of putrescible waste (Class II) by residents of Bullfinch townsite and surrounding Bullfinch rural locations only, unless otherwise approved by the Shire of Yilgarn
Marvel Loch Rural Landfill Site	Appointed for the depositing of putrescible waste (Class II) by residents of Marvel Loch townsite and surrounding Marvel Loch rural locations only, unless otherwise approved by the Shire of Yilgarn
Moorine Rock Rural Landfill Site	Appointed for the depositing of putrescible waste (Class II) by residents of Moorine Rock townsite and surrounding Moorine Rock rural locations only, unless otherwise approved by the Shire of Yilgarn

Under the Litter Act 1979 Clause 23(b), a person who deposits waste on land that is not appointed commits an offence. Persons who deposit waste in breach of the above appointments are deemed to have breached the Litter Act 1979, and as such, are liable to applicable penalties under said Act.

REVIEW AND IMPROVEMENT:

The Document Owner shall ensure that this policy is reviewed at least annually.

DOCUMENT REVISION HISTORY:

Revision Events			
Rev.	Author	Changes	Date
01	SB	Initial version	24.02.11
02	JS	Revised	25.07.11
03	JS	Revised	20.07.12
04	VP	Revised	19.07.13
05	VP	Revised	18.07.14
06	EP	Revised	18.06.15
07	BJ	Revised	15.09.16
08	BJ	Revised	21.09.17
09	PC	Revised	20.09.18
10	PC	Revised	19.09.19
11	PC	Amended	20.02.20
12	PC	Amended	16.04.20
13	PC	Revised	17.09.20
14	PC	Revised	17.12.20
15	PC	Revised	15.04.21

Council Staff Policy Manual

adopted 17 September
~~2020~~2021



Document Owner **Chief Executive Officer**

First Adopted:	Sept 2011
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POLICY: OCCUPATIONAL HEALTH & SAFETY

POLICY NO: 7.1

SECTION: STAFF

LAST REVIEW DATE: SEPTEMBER ~~2020~~2021

DUE FOR REVISION: SEPTEMBER ~~2021~~2022

INTRODUCTION:

The Shire of Yilgarn provides roads, recreational facilities, funding for medical services, parks and gardens, street lighting, and waste collection amongst other community services and infrastructure. Our local government provides vital economic, social and environmental support for communities.

The Shire of Yilgarn recognises the importance of providing all employees, visitors and contractors with a safe and healthy work environment and is committed to the continuous improvement of occupational safety and health in the workplace.

OBJECTIVES:

This Occupational Safety & Health Policy aims to establish and maintain, so far as practicable, the highest standard of occupational safety and health for all employees.

Our aim is to prevent all occupational injuries and illness and our Shire acknowledges a duty to achieve the objectives by:

- Providing and maintaining, so far as is practicable, workplaces, plant and systems of work so that employees, contractors and visitors are not exposed to hazards.
- Providing adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to identify and control the cause to reduce the level of risk in the workplace.
- Ensuring that management keeps safety and health representatives, supervisors and staff up to date with information about any changes to the workplace which may affect safety and health.
- Consulting and cooperating with safety and health representatives and other employees regarding occupational safety and health at the workplace.
- Assisting the Safety and Health Committee with the facilitation and communication between management and employees on safety and health matters.

The Shire of Yilgarn will implement and maintain an ongoing occupational safety and health program, including conducting regular inspections of the workplace, aimed at preventing accidents and incidents.

All Supervisory personnel are responsible and accountable for the safety of employees, contractors and company property under their control, as well as ensuring all applicable legislation, standards, procedures and safe work practices are followed at all times.

All employees and contractors are expected to:

- Follow all organisational safety requirements and relevant legislation and supporting documentation.
- Maintain a clean and orderly work area.
- Report all injuries and safety incidents.
- Actively participate in safety improvement activities.

This policy will be reviewed annually in consultation with the OSH committee and in accordance with the Shire of Yilgarn's commitment to continuous improvement in safety management.

A safe and efficient place of work is our goal, and we must all be committed to reach this outcome.

POLICY:	EMPLOYEE BENEFITS
POLICY NO:	7.2
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 20202021
DUE FOR REVISION:	SEPTEMBER 20212022

INTRODUCTION:

As part of Council's ongoing staff attraction and retention strategy, it is beneficial to provide reasonable entitlements/benefits to permanent full-time and part-time employees.

SERVICE PAY:

Less than two years	Nil
Two to four years	\$20 per week
Four to seven years	\$30 per week
Seven years and over	\$40 per week

This allowance is to be granted to all permanent Shire employees however, those who are employed on a permanent part-time basis, the service pay will be applied on a pro-rata basis.

The provision of Service Pay does not apply to Council's Executive Management Team. The Service Pay Policy is to be reviewed annually during Council's Budget deliberations.

HOUSING INCENTIVE PAYMENTS:

Housing Incentive Payments be granted to all Shire Employees not residing in accommodation provided by Council at the rate of \$60.00 per week. Housing Incentive Payments provided to employees engaged on a permanent part-time basis will be applied on a pro-rata basis.

Council will provide a subsidised rent for Council housing with both rental subsidies and incentives subjected to an annual review by Council.

SUPERANNUATION CONTRIBUTIONS:

a) Superannuation Ceiling

The Shire of Yilgarn is obliged to pay superannuation into a complying fund on behalf of all staff under the provisions of Federal legislation. This component is known as the Superannuation Guarantee Levy (SGL). The percentage payment may be adjusted by legislation from time to time. ~~The Shire of Yilgarn's employer contribution to staff superannuation shall not exceed a maximum of 15% from 16 September 2016. This contribution is inclusive of the Superannuation Guarantee Levy.~~

b) Salary Sacrifice and Voluntary Contributions

All full time or part time employees shall have the option via salary sacrifice (pre-tax amount) or voluntary contributions (post-tax amount), ~~as~~ allowed under any specified salary sacrifice options and the Australian Taxation Office guidelines, ~~to~~ deduct a nominated percentage or amount of their ordinary time earnings (with a minimum being 1%) to the employee's nominated superannuation fund ~~but~~ there is no obligation on the Shire of Yilgarn to match employee contributions other than in accordance with the following table, ~~dependent upon the date that employees elect to take advantage of this option:~~

Staff Contribution	Matching Contribution	Council	Salary — Sacrifice — or Voluntary Contribution take up date
minimum 1%	7.5%		Prior to 16.09.2016
minimum 1%	5.5%		From 16.09.2016

PURCHASE OF IT EQUIPMENT:

The Shire supports permanent staff in their purchase of a Notebook PC, Handheld PC or Mobile Telephone through salary sacrifice in accordance with Australian Tax Office requirements. The employee is required to enter into a salary sacrifice agreement prior to purchase and is responsible for any additional fringe benefits applicable. Salary cannot be sacrificed to purchase desktop Personal Computers or peripherals such as monitors, scanners, etc.

REMOVAL/RELOCATION EXPENSES:

That Council, in an effort to encourage quality staff to the Shire, contributes to removal/relocation expenses up to a maximum of \$5,000.00 as determined by the Chief Executive Officer. Reimbursement of the removal/relocation expenses will be as follows: -

- 50% of the cost being repaid to the employee after 6 months of service.
- The balance to be repaid following 12 months service.

In respect to prospective employees that will be negotiating a Contract with the Shire, Council reserves the right to negotiate individually with the prospective employee regarding removal/relocation expenses. Nothing in this policy shall prevent an employee negotiating to salary sacrifice relocation costs over and above \$5,000.

STAFF TRAINING:

The Shire recognises the need for attention to and investment in staff training and development and authorises the allocation in each year's budget an adequate amount of funds towards staff training and development (refer to Policy 7.18 – Employee Training and Development).

RETIREMENT SEMINARS:

Within 24 months of an employee approaching retirement, application may be made to the employees' appropriate Manager for the employee to attend a seminar on retirement planning at shared cost.

Council's contribution may be to a maximum of \$500.00.

OFFICE UNIFORM:

To maintain Council's corporate image administration staff are encouraged to wear a uniform. To support the wearing of uniforms Council will contribute up to \$400.00 per permanent full-time employee per year. Any additional uniform cost is to be incurred by the employee. For employees who are employed on a permanent part-time basis, the office uniform allowance will be supplied on a pro-rata basis.

CHRISTMAS OFFICE SHUTDOWN:

Council normally closes the Council Offices from 12 noon the last working day prior to the Christmas Day holiday until normal office hours on the day following the New Year public holiday. During this period, office staff are required to take accrued rostered days off or annual leave.

Office staff required to work during that period in order to respond to an emergency are to be granted the equivalent hours of ordinary time paid leave by agreement at another time.

WATER – STAFF HOUSING:

To encourage occupiers of Council housing to maintain attractive landscaping, Council will pay the cost of water usage provided that over watering and/or wastage does not occur. Under the discretion of the CEO, excessive water consumption bills may be re-couped / reimbursed by the Lessee.

Any infringement notices received from Water Corporation relating to water usage / days on rented properties are the responsibility of the Lessee.

CHILD CARE ALLOWANCE:

Council Child Care Allowance helps permanent employees of the Shire of Yilgarn with the cost of child care. This allowance is to be granted to all permanent Shire employees however, those who are employed on a permanent part-time basis, the allowance will be applied on a pro-rata basis.

- **Payments**

- In the case where a Centrelink rebate is offered, Council will cover 50 per cent of out-of-pocket child care expenses, after the 50% Child Care Rebate has been removed and any other subsidies that the employee receives for Child Care. In the case, where no Centrelink rebate is offered, Council will cover 50% of out-of-pocket child care expenses.
- The Child Care Allowance is capped at \$3,000 per financial year, per family. In the event that both parents are employed by the Shire of Yilgarn the allowance can be claimed by one employee only.

- **Eligibility**

- The employee must be a permanent employee who has been employed with the Shire of Yilgarn for a minimum of three months (probation period).
- The employee must be using approved / registered Child Care providers, which includes; Long Day Care, Family Day Care, Outside Schools Hours Care, Occasional Day Care and Home Day Care
- The employee must have worked for the Shire of Yilgarn during the period.

SAFETY REPRESENTATIVE ALLOWANCE:

Permanent employees who have been elected as a Safety Representative for the Shire of Yilgarn will be entitled to receive a fortnightly allowance of \$40.00; however, those who are employed on a permanent part-time basis, the allowance will be applied on a pro-rata basis.

This allowance remains in place while the employee is an elected Safety & Health Representative, upon resignation as Safety & Health Representative, this allowance will cease.

POLICY: GRATUITY PAYMENTS TO COUNCIL EMPLOYEES/
RECOGNITION OF LONG AND OUTSTANDING SERVICE

POLICY NO: 7.4

SECTION: STAFF

LAST REVIEW DATE: SEPTEMBER ~~2020~~2021

DUE FOR REVISION: SEPTEMBER ~~2021~~2022

OBJECTIVES:

This policy is designed to provide guidelines for gratuity payments to employees whose employment with the Shire of Yilgarn is finishing.

POLICY STATEMENT:

Gratuity Payments

Council does not favour gratuity payments on termination of employment but reserves the right in cases of exceptional service to make a gratuity payment through the normal budget process in accordance with Section 5.50(1) & (2) of the **Local Government Act 1995**.

Recognition of Long and Outstanding Services

When Long or Outstanding Service has been reached by an employee, the Chief Executive Officer informs Council, in order that the Long or Outstanding service may be recognised appropriately.

POLICY: **ACTING CHIEF EXECUTIVE OFFICER APPOINTMENT AND SENIOUR EMPLOYEES**

POLICY NO: **7.5**

SECTION: **STAFF**

LAST REVIEW DATE: **ADOPTED MAY ~~2021~~2022**

DUE FOR REVISION: **SEPTEMBER ~~2021~~2022**

Senior Employees and Acting Chief Executive Officer Appointments pursuant to Section 5.37 of the Local Government Act 1995, the following employees are designated as senior employees:

- **Executive Manager Corporate Services**
- **Executive Manager Infrastructure**
- **Executive Manager Regulatory Services**

For the purposes of Section 5.36(2) and 5.39C of the Act, Council has determined that the employees that are appointed in one of the above positions are suitably qualified to be appointed as Acting CEO by the CEO, from time to time, when the CEO is on periods of leave, subject to the following conditions:-

- The CEO is not an interim CEO or Acting in the position;
- The term of appointment is no longer than 25 working days consecutive; and
- That the employee's employment conditions are not varied other than the employee is entitled at the CEO's discretion, no greater than the salary equivalent to that of the CEO during the Acting period.

In the case of the unavailability of the CEO due to an emergency to appoint an Acting CEO, the Executive Manager Corporate Services is automatically appointed as Acting CEO, on that Officer's salary, for up to 10 working days from commencement, and continuation is then subject to determination by the Council.

All other interim, Acting or CEO appointments to be referred to Council for consideration.

.

POLICY: **AWARDS – SALARIES & WAGES REPRESENTATION**

POLICY NO: **7.6**

SECTION: **STAFF**

LAST REVIEW DATE: **SEPTEMBER ~~2020~~2021**

DUE FOR REVISION: **SEPTEMBER ~~2021~~2022**

That the Western Australian Local Government Association (WALGA) Workplace Relations Services represents the Shire before the WA industrial Commission in matters relating to claims by the Unions for alterations to existing wages or salary awards, and wage or salary schedules contained within the Shire Enterprise Agreement.

POLICY: **HARASSMENT IN THE WORKPLACE**

POLICY NO: **7.7**

SECTION: **STAFF**

LAST REVIEW DATE: **SEPTEMBER ~~2020~~2021**

DUE FOR REVISION: **SEPTEMBER ~~2021~~2022**

INTRODUCTION:

The Shire has a responsibility under the provisions of the WA Equal Opportunity Act 1984 and Commonwealth legislation to provide an environment which is free from discrimination and harassment for all employees and members of the public.

OBJECTIVE:

The Equal Opportunity goals of this Shire are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

The Shire will not tolerate discrimination or harassment under any circumstances. This behaviour is unlawful and Shire will take disciplinary action against any employee who breaches this Policy.

POLICY STATEMENT:

The Shire is committed to and acknowledges that it has a responsibility to take all reasonable steps to provide Equal Opportunity within the workplace and to prevent and manage workplace or work related harassment and sexual harassment within the workplace.

It is expected that everyone in the Shire workplace, irrespective of job type or level, will contribute in a positive and productive way to promote Equal Opportunity and prevent workplace or work related harassment within the workplace.

Everyone in our workplace is responsible and accountable for his or her own actions and behaviour at work and at work related functions such as conferences, Christmas or workplace functions and business trips.

The Shire recognises that all harassment can undermine health, performance and self-esteem of individuals and has the potential to create a hostile and intimidating environment. The Shire is therefore committed to any action which ensures the absence of all harassment in the workplace including general training of the workforce and specific training for officers identified to deal with complaints. Appropriate disciplinary action will be taken against any individual found to be engaging in such conduct. Anyone making false or vexatious complaints will also be disciplined.

Any complaints of harassment made against another person associated with the Shire will be viewed seriously, treated confidentially and thoroughly investigated by appropriately trained persons.

Any person making a claim of harassment will be protected at all times. No face to face meetings between the complainant and the person, whose behaviour has been found to be unwelcome, will occur without the prior consent of both parties.

An employee whose health or work performance has been affected by any harassment will not have their employment status or conditions disadvantaged in any way.

The Shire offers employees the opportunity to access personal or workplace incident counselling as per the Employee Assistance Program Policy 2.13.

Equal Opportunity:

Equal Opportunity actively promotes equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, colour, age, language, ethnicity, disability, religion, political convictions or sexual orientation.

All employment training with this Council is directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability to meet the minimum requirements for such training.

All promotional policies and opportunities with this Council are directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.

All offers of employment within this Council are directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagements.

Discrimination:

Discrimination is treating a person less favourably than another person, in the same or similar circumstances, on one or more of the grounds in any one of the areas covered by the Act.

Indirect discrimination is applying an apparently neutral rule that has a negative effect on a substantially higher proportion of people with a particular attribute or characteristic, compared to people without that attribute or characteristic, and the rule is unreasonable in the circumstances.

Harassment:

Harassment is any form of behaviour, offensive action or remark that is unwelcome, which offends and humiliates, on the grounds of gender, marital status, pregnancy, race, colour, age, language, ethnicity, disability, religion, political convictions or sexual orientation.

- **Sexual Harassment:**

Sexual harassment is unlawful and any conduct of a sexual and/or sexist nature (whether physical, verbal or nonverbal) which is unwelcome and unsolicited, and rejection of which may disadvantage a person in their employment or their life in general. Behaviour that has a sexual component that is unwelcome and unreciprocated may include:

1. Unwelcome verbal comments of a sexual nature;
2. Unwanted and deliberate physical contact such as patting, pinching, fondling, kissing, brushing against, touching;
3. Gratuitous display of sexually explicit written or audio material;
4. Transmission or display of offensive email, images and screen savers;
5. Uninvited and unwelcome jokes that have a sexual and/or sexist undertone;
6. Offensive gestures or actions of a sexual nature;
7. Display within the workplace of sexually offensive material;
8. Persistent unwanted attention, following or stalking behaviour;
9. Subtle or explicit demands for, or offer of, sexual favours or molestation;
10. Intrusive enquiries into a person's private life.

Sexual harassment is not behaviour that is based on mutual attraction, friendship and respect where the interaction is consensual, welcomed and is reciprocated.

- **Bullying:**

Bullying is against the law, and is repeated unreasonable behaviour directed toward a person or group of persons that creates a risk to health and safety. If the behaviour is repeated and unreasonable and victimizes, humiliates, undermines, intimidates, offends, degrades or threatens, then it is bullying. There is no stereotype for a bully – job type, status and gender are all irrelevant. Bullies can be supervisors, managers, contractors, visitors or other employees.

Examples of Workplace Bullying, include, but are not limited to:

1. Abusive, insulting or offensive language;
2. Behaviour or language that frightens, humiliates, belittles or degrades;
3. Teasing and constant practical joking;
4. Physical assaults or threats;
5. Consistently overloading a person with work;
6. Ignoring or isolating a person;
7. Consistently setting unachievable timelines or targets;
8. Unfair treatment in relation to accessing workplace entitlements;
9. Constant intrusive surveillance;
10. Spreading misinformation and rumours;
11. Petty or demeaning work rules;
12. Unfair and excessive criticism; and
13. Sabotage of work, work equipment or personal effects.

POLICY:	SMOKE FREE
POLICY NO:	7.8
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 20202021
DUE FOR REVISION:	SEPTEMBER 20212022

INTRODUCTION:

Council recognises that passive smoking is hazardous to health and that non-smokers should be protected from the inhalation of tobacco smoke.

OBJECTIVES:

To comply with appropriate legislation and provide a safe and healthy workplace.

POLICY:

Smoking is not allowed within all internal or enclosed work areas in accordance with *the Occupational Safety and Health Act 1984* and the *Occupational Safety and Health Regulations 1996* including all offices and buildings and Shire vehicles which are regularly occupied by employees.

Smoking is also strictly prohibited:

- in those areas or workplaces which are signposted with prohibitive signs;
- where there is a high fire risk; and
- within 5 metres from an entrance to any Shire building.

POLICY: **EQUAL EMPLOYMENT OPPORTUNITY**

POLICY NO: **7.9**

SECTION: **STAFF**

LAST REVIEW DATE: **SEPTEMBER ~~2020~~2021**

DUE FOR REVISION: **SEPTEMBER ~~2021~~2022**

INTRODUCTION:

The *WA Equal Opportunity Act 1984* requires all local government authorities to prepare and implement an Equal Opportunity Management Plan in order to achieve the objects of the Act.

OBJECTIVE:

To set out procedures through which the Shire achieves compliance with Equal Opportunity Legislation.

GOAL:

The equal employment opportunity goals of the Shire of Yilgarn are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

POLICY:

The Shire recognises its legal obligations under *the Equal Opportunity Act 1984*, and will actively promote equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, impairment, age, religious or political convictions, family responsibilities and family status or gender history and sexual orientation, as follows:

1. All employment training will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements of such training.
2. All promotional policies and opportunities will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability to meet the minimum requirements for such promotion.
3. All offers of employment will be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements of engagement.
4. The Shire will not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, colour, age, language, ethnicity, political or religious convictions, marital status, impairment or other unwarranted comment.

POLICY:	MEDIA POLICY
POLICY NO:	7.10
SECTION:	STAFF
LAST REVIEW DATE:	SEPTEMBER 20202021
DUE FOR REVISION:	SEPTEMBER 20212022

PURPOSE:

To provide a framework for Councillors, staff, delegates and advisers to:

- Ensure all communication with the media is consistent, balanced, well-informed, timely, professional and appropriate.
- Clearly indicate Council's authorised spokespersons.
- Improve communication with customers and enhance Council's public image.
- Limit the possibility of miscommunication and to maximise the effectiveness of staff by ensuring comments to the media relating to Council are made only through authorised people.

INTRODUCTION:

Council recognises that a well-run, competent, ethical and reputable organisation is the best way to promote a favourable image and that any public relations program is only as good as the organisation behind it.

Council will take advantage of interest from the media to further its reputation and inform the public about Council's activities. Council will also distribute information to the media to communicate information about Council's activities and decisions. In dealing with the media, Councillors and Council officers must be careful to communicate accurate information.

Council welcomes enquiries from the media. All media representatives are to be treated in the same manner as any other customer of Council. That is, Council will attend to media requests promptly and with courtesy, honesty and respect. Council believes that a good relationship based on trust, familiarity and confidence is important between Council and the media.

DEALING WITH MEDIA ENQUIRIES:

The Shire President and Chief Executive Officer are Council's official spokespersons on all matters. The Chief Executive or Shire President may nominate other staff or Councillors to act as spokespeople for the Council in relation to particular issues.

Journalists may on occasions contact a senior officer or staff member directly. No staff member, other than those authorised above are to handle an enquiry from the media without prior approval from one of the above.

Information given to the media of a controversial, legal or ethical nature requires the approval of the Shire President and/or the Chief Executive Officer.

All staff are required to pass on important information to the Chief Executive Officer which could be used as the basis for a press release or internal communication. The Chief Executive Officer will decide if the information warrants a media release and/or photo or other treatment.

Information that Council officers wish to communicate to the media is to be sent to the Chief Executive Officer for editing, photographic support and policy proofing before it is publicly issued.

SPEAKING TO THE MEDIA:

Councillors and Council staff are encouraged to co-operate at all times with media outlets subject to the guidelines provided in this policy and to be proactive, as opposed to reactive, in their use of the media.

Every Councillor has a right to express a private opinion on any issue, whether or not that opinion reflects Council's official position but Councillors must carefully identify the role in which they speak.

All media enquiries to staff should be directed to the Chief Executive Officer.

Council staff must not speak to the media about matters related to Council unless authorised to do so by the Chief Executive Officer or Shire President.

Council employees and Councillors may not provide any comment or information to the media with the intention of contesting or undermining Council policy or casting Council, Councillors or Council staff in a negative light.

Council employees may speak to the media or write Letters to the Editor as private individuals with the following restrictions:

- They do not comment on Council business or policy;
- They are not identified as Council employees;
- Their comments are not perceived as representing official Council position or policy.

From time to time it may be necessary for a Letter to the Editor to be written as an official Council communication to inform the community about a particular matter. Such letters must be issued through the Shire President or Chief Executive Officer.

In the event of an industrial dispute (or an incident likely to lead to an industrial dispute), statements on behalf of Council employees should be issued via the relevant union.

When appropriate a Councillor or a member of Council staff should become the sole spokesperson on a specific issue, event or initiative within their operational portfolio to ensure consistency of message.

Councillors and Council staff should treat all media outlets equally and should avoid giving one outlet preferential treatment. Media releases should be distributed to all media outlets at the same time.

When a media organisation or representative requests information on a specific topic, the response must be provided exclusively to that organisation or representative. When there are requests from multiple organisations, the Chief Executive Officer will determine the method of response.

Councillors and Council staff should avoid providing information "off the record" during media interviews. It is best to assume that everything said to any media representative may appear in a news story.

Contractors or service providers employed by Council must refer all media enquiries relating to Council to the Chief Executive Officer.

All new employees are to be given Council's Media Policy as a part of the induction process.

INTERNET AND WEB PAGE COMMUNICATIONS:

The internet is a powerful tool for communicating to a broad audience in number of electronic forms. Council has a web page which provides a modern face for the organisation and the role of the Chief executive Office is to ensure that the information is current and relevant.

The web page is both a business communication tool as well as a community information source and therefore the method and manner of communication should be appropriate to the audience and the context.

The web is used to provide public notices, Council minutes, job advertisements, services directory, tourism information and travel guides. Council may also make available pages for community events where the source of the information is not a Council minute or document.

The Chief Executive Officer must ensure that information on the web page is not likely to bring the Council, Councillors or the Officers into disrepute or lead to potential litigation.

COMMUNITY NEWSLETTER:

Council through the Community Resource Centre supports the production and sale of a community newsletter the purpose of which is to provide the community with a forum for communications and stories about local people and events.

Whilst Council, through management of the Community Resource Centre has indirect editorial control over the production of the newsletter it is important that the publication maintains a level of independence appropriate for a community newsletter.

The Community Resource Centre Coordinator is responsible for layout and content of the newsletter and must ensure that the information contained within the newsletter is not likely to bring the Council, Councillors or the Officers into disrepute or lead to potential litigation.

The newsletter should carry a disclaimer in the following terms:

"Disclaimer: The Shire supports the production of this community newsletter the content of which will include articles or comments from advertisers and contributors. The Shire does not accept responsibility for the content or accuracy of any of the information supplied by advertisers or contributors."

EMERGENCY COMMUNICATION:

Council recognises that ill-considered and uninformed comments can cause dire consequences and have legal implications in the event of an emergency, disaster, crisis or other sensitive issue.

In the event of an emergency in the Council area involving serious injury to and/or death of residents, the Shire President/Councillors or Council staff, or involving significant damage to Council assets or private property, or involving significant law enforcement activity on Council property, the following procedures will apply to all:

- The Chief Executive Officer and/or Shire President must be notified immediately of details of the incident.
- Details of the incident must not be discussed with any media representatives by any staff unless approved in advance by the Chief Executive Officer and/or Shire President.
- Requests by the media to film, photograph or interview Council staff or council assets involved in the emergency situation must be referred to the Chief Executive Officer and/or Shire President.

POLICY: USE OF LOCAL GOVERNMENT EQUIPMENT

POLICY NO: 7.11

SECTION: STAFF

LAST REVIEW DATE: SEPTEMBER ~~2020~~2021

DUE FOR REVISION: SEPTEMBER ~~2021~~2022

1. There should be no private use of Local Government's equipment by employees in any circumstances except with the approval of the Chief Executive Officer.
2. All Local Government equipment should be marked clearly to identify it as belonging to the Shire.

POLICY: **MOTOR VEHICLE USE**

POLICY NO: **7.12**

SECTION: **STAFF**

LAST REVIEW DATE: **SEPTEMBER ~~2020~~2021**

DUE FOR REVISION: **SEPTEMBER ~~2021~~2022**

INTRODUCTION:

Council has motor vehicles available for use by employees in order to meet the operational needs of the Council. Council is also prepared to provide opportunities for employees to salary package private use of such motor vehicles as part of an employment package.

This document outlines the conditions applicable to the use of a Council provided vehicle to employees.

CONDITIONS OF VEHICLE USE:

Employees using Council vehicles are required to comply with the following requirements:

- The vehicles must be used strictly in accordance with laws of Australia and Australian States and Territories. Any fines or charges imposed on a vehicle will be the responsibility of the driver at the time of the incident.
- Drivers must remain within the legal limits for alcohol and not under the influence of drugs when driving a Council vehicle.
- Smoking is not permitted in Council vehicles.
- When requested, the employee must complete an accurate vehicle log book.
- Council vehicles must be made available, if required, by Councillors or Officers, for the conduct of Council business.

ACCIDENT EMERGENCY DAMAGE:

- If the vehicle is stolen or damaged in an accident, employees are required to report and comply with the directions of emergency services, police and render assistance as necessary. As soon as is practicable any accident, theft or damage should be reported to the CEO or his delegate and an insurance Claim Form prepared. Claim forms can be obtained from and lodged with the Executive Manager Corporate Services as soon as possible so she can decide whether a claim is to be submitted.
- If the vehicle is damaged due to an accident or is otherwise unavailable for private use the CEO may authorise the cost of alternative transport or a replacement hire car on such terms and conditions as he determines are appropriate in the circumstances. In any case the employee is entitled to, as a minimum, a refund of any vehicle charge where such unavailability extends beyond five working days.

- Unless otherwise provided the Council will be responsible for the standard excess of the insurance policy for all employees and in the case of private use vehicles, approved non-employees. Where the driver of the vehicle is not a Council employee or their partner and the claim is subject to an age excess for insurance purposes, any additional excess over and above that applicable to the employee as the regular driver is the responsibility of the employee.

VEHICLE OPERATING COSTS & MAINTENANCE:

- Drivers are responsible to ensure that the vehicle is kept clean, both inside and out, that the oil, water and tyre pressure are within normal range and that the vehicle is regularly serviced.
- Council shall pay all expenses relating to the maintenance and running of the vehicle including registration, maintenance, repairs, tyres, petrol and oil. Employees may be required to pay a contribution or part of this cost in accordance with the type of use permitted or their employment contract.
- Drivers must report any operational problems or any maintenance requirements to their supervisor as soon as possible after the problem is noticed and must not drive the vehicle if unsafe or if it is likely to cause damage to the vehicle.
- Council may provide a credit card or fuel card for the purchase of fuel. These Cards must only be used by the nominated Council officer in accordance with the directions of the CEO.

OFFICER RESPONSIBLE FOR DAMAGE IN CERTAIN CIRCUMSTANCES:

- Notwithstanding anything herein contained to the contrary, the Officer will be liable for any damage to the vehicle caused by the negligent act or omission of the Officer or his/her spouse, children, agents, servants, passengers, invitees or persons authorised by him/her.
- This includes intentional damage, knowingly driving the vehicle in an unsafe manner or condition or without having carried out routine servicing and checking of oil, tyre pressure and water levels.

TERMINATION/VARIATION TO CONDITIONS OF USE:

- The agreement for use of a Council vehicle shall terminate on the termination of the employment of the Officer with the Council, from whatever cause the termination arises.
- The CEO may at any time call upon the employee to return the vehicle to the possession of the Council for the purposes of replacement of the vehicle and in such event the Officer shall return the vehicle and shall accept the substituted vehicle in place thereof and the provision of this policy shall apply to the substituted motor vehicle.
- Employees may terminate their private use of a Council vehicle at any time with four weeks written notice.
- The Council or the employee may by written notice, seek to vary the conditions of use or the method of calculation of private use contribution with three months' notice.

- Upon termination of the private use agreement the vehicle shall be returned in good order and condition by the Officer to the premises at which the Office of the Council is situated at the time or to any such other place as the CEO directs.
- Permission to use vehicles can be withdrawn at any time if any of the above conditions are not complied with. A driver in breach of the alcohol and non-prescribed drugs rules is not to resume driving a Council vehicle until specifically authorised to do so in writing by their Department Manager or CEO.
- It is very important to realise that if an employee is required to be able to drive vehicles as part of his/her employment, and they lose the appropriate licence to drive, his or her service may be terminated at the discretion of the CEO.

TYPES OF VEHICLE USE:

- *Business Use*
 - Where a vehicle is not available for private or commuter use out of operational hours it must be secured in the Council depot or other suitable location as determined by the Chief Executive Officer (CEO) or his delegate.
 - Where provided, Council signage and identification must not be removed or covered under any circumstances.
 - These vehicles must only be driven by an authorised and licensed Council employee.
- *Commuter Use*
 - Any employee who is allowed commuter use of the vehicle is permitted to drive that vehicle for business use and:
 - For travel between their home and their work.
 - Travel that is incidental to travel in the course of duties of employment, and
 - Non work-related use that is minor, infrequent and irregular and has the approval of their Department Head. (For example, occasional use of the vehicle to remove domestic rubbish.)
- *Private Use (Restricted)*
 - Conditions same as for commuter use except that the vehicle can be driven by the employee for private purposes within the Shire. No other person is to drive the vehicle, other than in an emergency, without specific approval of the CEO. The vehicle is also not permitted to be driven outside of the Shire Boundary without the written approval of the Chief Executive Officer.
- *Private Use (Unrestricted)*
 - The vehicle is available for use by the employee and may be driven by their spouse / partner outside of working hours for private use.
 - Other immediate family members, who have an unrestricted license, may drive the vehicle outside of working hours whilst the employee or their spouse/partner is a passenger in the vehicle.
 - No other person is to drive the vehicle, other than in an emergency, without specific approval of the Chief Executive Officer.

- The vehicle must be available for Council use during normal business hours except when the employee is on approved leave.
- The vehicle is not permitted to be taken North of the 26th parallel, or interstate, without the written approval of the CEO or Shire President (in the case of the CEO).

REPLACEMENT POLICY:

All vehicles to be changed over on a business case basis.

- Drivers are asked to report vehicles nearing 30,000km or 40,000km to their Supervisor.
- Vehicle changeovers are to be coordinated so that purchasing advantage can be gained.

VEHICLE STANDARD AND ACCESSORIES:

The vehicle standard for the CEO and Senior Staff who have private use should be a large family sedan or station wagon generally of a standard of accessories and comfort equivalent to an executive class vehicle. Currently, Council's Executive Motor Vehicle Fleet, consists of the following vehicles: -

- YL1 Chief Executive Officer Vehicle
 (Executive type vehicle)
- YL50 Executive Manager Corporate Services Vehicle
 (Executive type vehicle)
- YL150 Executive Manager Infrastructure Vehicle
 (Executive type Diesel 4 Wheel Drive, 4 door utility/sedan)
- YL252 Executive Manager Regulatory Services Vehicle
 (Executive type vehicle)

The vehicle standard for the other staff who have private use will primarily depend upon the business requirements of the Council. Therefore, whilst the final purchase decision is that of the CEO, who may also take into account the private use needs and preferences of the staff when purchasing such vehicles.

For employees who have commuter use, the standard of vehicle will generally be a crew cab utility or commercial type vehicle.

Where for operational reasons, the vehicle provided is of a better standard than that specified for the position; the employee shall not be required to suffer any additional cost.

EMPLOYEE CONTRIBUTIONS TO OPERATING COSTS:

Commuter or Business Use:

- No contribution.

Private use (restricted):

- The employee is required to pay for fuel used on travel outside of the Shire area when such use has been approved. Evidence of fuel purchases is required.

Private use (unrestricted):

- **As per Vehicle Value Assessments for 2018 as supplied by WALGA Employee Relations**

For Managers and Executive Managers:

- Executive Manager Corporate Services \$15,000
- Executive Manager Infrastructure \$16,000
- Executive Manager Regulatory Services \$16,000

per annum from total remuneration package and the employee is required to pay for fuel used on private travel North of the 26th parallel, or interstate when such use has been approved. Evidence of fuel purchases is required.

POLICY: COUNCIL STAFF CHRISTMAS FUNCTION

POLICY NO: 7.13

SECTION: STAFF

LAST REVIEW DATE: SEPTEMBER ~~2020~~2021

DUE FOR REVISION: SEPTEMBER ~~2021~~2022

The Chief Executive Officer is authorised to approve Christmas functions for indoor and outdoor staff within the budget provision.

POLICY: DUTY OF CONFIDENTIALITY

POLICY NO: 7.14

SECTION: STAFF

LAST REVIEW DATE: SEPTEMBER ~~2020~~2021

DUE FOR REVISION: SEPTEMBER ~~2021~~2022

INTRODUCTION:

Confidentiality is of paramount importance. Maintaining confidentiality in the workplace is important for building and maintaining trust, and for ensuring an open and honest communication between customers, clients and employees.

OBJECTIVES:

This Policy is governed by the laws of the State of Western Australia.

POLICY:

The Employee agrees with the Local Government that he or she must;

- a) not at any time during or after the expiration or sooner determination of the term of their employment, divulge or reveal to any person Confidential Information which may come to the Employee's knowledge in performing his or her obligations within the organisation, except as far as:
 - i. may be necessary or required in connection with the proper performance of the Employee's obligations and duties to the Local Government; or
 - ii. the Local Government may from time to time in writing direct or authorise the Employee to divulge or reveal;
- b) take or cause to be taken all reasonable precautions as may be necessary or desirable to maintain the secrecy and confidentiality and to prevent disclosure of other release of any Confidential Information to a person other than as may be approved from time to time in writing by the Local Government; and
- c) unless otherwise instructed in writing by the Local Government, at any time when, pursuant to the relevant authorisation of the Local Government, the Employee is disclosing any Confidential Information to any person, advise the person the Confidential Information is of a confidential, private and secret nature.

POLICY: ~~CEO PERFORMANCE REVIEW~~

POLICY NO: ~~7.15~~

SECTION: ~~STAFF~~

LAST REVIEW DATE: ~~SEPTEMBER 2020~~2021

DUE FOR REVISION: ~~SEPTEMBER 2021~~2022

PURPOSE:

~~This policy provides a framework and guidance for the CEO performance review. It is designed to ensure a consistent and fair approach is used where the format and assessment criteria are known in advance.~~

TIMING:

~~The CEO performance review is to be conducted in August each year unless otherwise agreed by the CEO and the Council and recorded in the minutes of a meeting.~~

DELEGATION:

~~The Council will conduct the CEO performance review. The number of councillors to conduct the review are those that attend at the set time. The President is to Chair the interview unless other arrangements are agreed between the Councillors present and the CEO prior to the interview commencing.~~

~~The Council reserves the right to delegate the performance review to a committee, panel or single person provided that the decision to do so has been passed at a council meeting and has the written agreement of the CEO.~~

OUTSIDE ASSISTANCE:

~~If the Council is of the view that it requires the assistance of a consultant or other outside expertise for any particular appraisal interview, the Council can select a person for this purpose provided that the council has the written agreement of the CEO to the person selected.~~

~~• CEO Performance Agreement~~

~~The Council is to use the CEO Performance Agreement as the basis for the assessment. The Council is to draw up the CEO Performance Agreement for the next following review period as part of its task. The CEO Performance Agreement is to contain the following:~~

- ~~— Performance Indicators~~
- ~~— Performance Targets~~
- ~~— Timeframe~~
- ~~— Performance Measure~~

For ease of assessment the Council shall break down the performance indicators into Key Result Areas. These key result areas may be consistent each year or amended by the Council with the agreement of the CEO.

- ~~CEO Report~~

~~The CEO is required to submit a Review Report against each performance indicator using the performance measure as evidence. The report is to say whether the performance targets have been reached within the specified timeframe and the affect these have had on the performance of the organisation. If the performance targets have not been reached the report is to include an explanation.~~

- ~~Appraisal Report~~

~~The Council is to use the CEO Review Report as the base for its assessment. For each Performance Indicator the Council will either:~~

- ~~• Accept the report of the CEO or~~
- ~~• Amend the report in part~~

~~The complete Review Report of the CEO, together with any amendments made by the Council at interview shall become the Appraisal Report and be submitted to a Council meeting for formal adoption.~~

- ~~Appraisal Interview~~

~~At the appraisal interview the Councillors present are to consider the report of the CEO against each of the Performance Indicators. The Councillors will use their judgment to decide whether it considers that the CEO Report is an accurate reflection of whether the CEO has reached the performance targets.~~

~~If the Councillors present are not satisfied on the basis of the evidence and the report that the performance targets have been reached, they shall discuss this with the CEO. The discussions shall have regard to the "Description" of the Key Result Area and the "Dominant Skills/Expertise" requirements for that particular Key Result Area contained in the Performance Agreement.~~

- ~~Satisfaction Measure~~

~~In using their judgment, the Councillors present shall take the view of whether a "reasonable person" would be satisfied that the performance targets have been reached. It is open to the Councillors present to make recommendations to the CEO regarding his or her performance and any improvements that are required for the forthcoming review period.~~

REPORT TO COUNCIL:

~~Once the performance appraisal has been completed the Shire President and/or consultant (with the assistance of the CEO) is to submit the Appraisal Report to council for formal adoption.~~

~~At the same time a draft of a Performance Agreement for the forthcoming review period is to be submitted for adoption. It is open to the council to make changes to the draft performance agreement before adoption provided that the CEO agrees to the changes and the minutes of the meeting record this.~~

LEGAL IMPLICATIONS:

~~This policy replaces the appraisal process described in the CEO's contract of employment. The submission of this policy to the council for consideration constitutes the CEO's agreement to the policy.~~

~~Once adopted the Appraisal Report has industrial relations implications.~~

POLICY: **EMERGENCY SERVICES LEAVE**

POLICY NO: **7.16**

SECTION: **STAFF**

LAST REVIEW DATE: **SEPTEMBER ~~2020~~2021**

DUE FOR REVISION: **SEPTEMBER ~~2021~~2022**

INTRODUCTION:

The Shire recognises and supports the participation of employees in volunteer emergency organisations such as the State Emergency Service, Volunteer Bush Fire Brigade and St John Ambulance as a positive and vital role to the community.

OBJECTIVE:

To provide members of recognised emergency service bodies who are employed by the Shire with access to a reasonable amount of additional leave for the purpose of performing the functions when required.

POLICY STATEMENT:

Paid leave of up to 38 hours per calendar year will be granted to employees who are members of an approved volunteer emergency service organisation (such as SES or Volunteer Bush Fire Brigade and St John Ambulance) for the purpose of participating in training or service within the Shire of Yilgarn, at the discretion of the Chief Executive Officer.

This leave will be in addition to annual leave entitlements.

Service or training in excess of 38 hours per calendar year is subject to the approval of the Chief Executive Officer and is conditional upon the likely disruption to the employee's work.

For incidents that are not classified as priority one, leave is to be approved by the employee's line Manager.

Paid leave granted under this Policy will be treated as continuous service for the purposes of calculating annual leave, long service leave, sick leave or any other entitlements. Unpaid Leave will be treated as leave without pay.

Employees requiring access to Emergency Service Leave are to provide reasonable notification to the Shire where possible, and have the leave approved by the Chief Executive Officer.

Employees granted paid leave under this Policy shall be paid for time absent from duty up to the total of ordinary time usually worked in that day or period during the emergency, but not including time in excess of ordinary working hours, weekends or public holidays.

Employees seeking leave to participate in a volunteer emergency service organisation under this policy must provide certification that they have become members of a recognised volunteer service organisation. This certification will be placed on the employee's personnel file and recorded electronically within payroll records.

RESPONSIBILITY:

The Chief Executive Officer is required to approve Emergency Service Leave and Managers to ensure that appropriate documentation is supplied by the employee.

VARIATION TO POLICY:

- This policy may be varied or cancelled at the discretion of Chief Executive Officer.
- All employees will be notified by the normal correspondence method of any variation or Cancellation to this policy.
- All employees are required to read this policy prior to applying for leave.

POLICY: **DRUG AND ALCOHOL TESTING**

POLICY NO: **7.17**

SECTION: **STAFF**

LAST REVIEW DATE: **SEPTEMBER ~~2020~~2021**

DUE FOR REVISION: **SEPTEMBER ~~2021~~2022**

INTRODUCTION:

Employees are obliged to present themselves for work in a fit state so that in carrying out normal work activities they do not expose themselves, their co-workers or the public to unnecessary risks to safety and health.

OBJECTIVE

The aim of this policy is to ensure a safe workplace free from the effects of drugs and alcohol. The policy is directed towards the welfare of the individual and the safety and health of other people. Although disciplinary action may be necessary, the focus is on preventative measures.

POLICY:

The use of drugs or alcohol in the workplace is forbidden. An employee being under the influence of alcohol, drugs or illegal substances is not acceptable.

In general, intoxication is the temporary loss of control, due to alcohol or drug abuse, over psychological or physical faculties.

The Chief Executive Officer may waive this requirement where circumstances warrant (for example, during a social event). However, even in circumstances where approval has been given, Council staff may not operate vehicles or equipment on Council property contrary to law.

Employee's are personally responsible for any civil or criminal penalty which results from being under the influence of drugs or alcohol in the workplace.

Nothing in this policy prevents a Manager or Supervisor who has justifiable cause to doubt an employee's fitness for duty, to advise the Chief Executive Officer (or appropriate Senior Officer) and have the employee removed from the workplace and initiate any reasonable action considered necessary.

PROCEDURE:

Testing individuals for presence of drugs or alcohol

Council is aware that drug testing in the workplace raises issues of privacy, and therefore should be carried out with sensitivity to the employees involved.

Council and employees have agreed to the introduction of random testing for the presence of drugs or alcohol in the workplace. Such testing shall normally relate to entire workgroups or crews and not individuals unless certain justifiable circumstances exist including:

- Where an employee's impairment by drugs or alcohol poses a substantial and demonstrable safety risk to the employee or to other people.
- Where there is reasonable cause to believe that the employee to be tested may be impaired by drugs or alcohol.
- Where the type of drug test to be used can identify the presence of a drug or alcohol at concentrations which may cause impairment.
- Where there has been a lost time injury or serious incident in the workplace
- Where the employee has, within the past six months failed a test, so as to ensure that substance misuse has been eliminated.

Procedure for Dealing with Drug and Alcohol Use

Alcohol Use:

Council has testing equipment that is to be used to detect Breath Alcohol Concentration (BrAC) and may in the future have equipment to detect illicit drugs.

Procedure for BrAC Testing:

- Only an authorised person trained to use the equipment and approved to do so by the Chief Executive Officer shall perform testing.
- The testing unit must be checked prior to use to ensure that it is within its calibration limit or time period.
- The person conducting the test must test themselves first and the reading must be zero and confirmed by another person. This test shall be repeated in the presence of the person being tested if they desire it.
- Where an employee records a positive BrAC (Above 0.00%) they must be retested after 20 minutes. The person shall remain in the area of the testing officer and may not smoke, eat or drink anything other than a glass of water to remove any residual mouth alcohol.
- A supervisor or other responsible person should witness the second BrAC test.
- The appropriate forms should be used to record a positive test result and any other information relative to the test.

Disciplinary Action following misuse of alcohol

Range zero to less than 0.02%

Where an individual, after the 20 minute break, records a BrAC greater than zero and up to and including 0.02% they will be stood down and provided with safe transport off site. Time off is to be taken as annual/unpaid leave.

For the first offence of a positive recording between zero and 0.02% the employee will be given a verbal warning by their supervisor.

Any subsequent positive test will result in formal disciplinary action being taken and a letter of warning issued.

Range 0.02% to 0.10%

Where an individual, after the 20 minute break, records a BrAC greater than 0.02% and up to and including 0.10% they will be stood down and provided with safe transport off site. Time off is to be taken as annual/unpaid leave.

A formal written warning will be issued.

Range greater than 0.10%.

A positive result greater than 0.10% will be stood down for 24 hours immediately with a view to termination of their employment at the discretion of the Chief Executive Officer.

Three strike Rule:

Any employee that is issued with two written warnings and fails any subsequent test within a six month period will be stood down for 24 hours immediately with a view to termination of their employment at the discretion of the Chief Executive Officer.

Drug Use:

If a supervisor believes that an employee may be affected by drugs he may request that the employee be directed to undertake a test to determine the presence of drugs by way of saliva or urine sample. Such testing is to be conducted at Council's expense by an authorised person trained to undertake such test.

A first positive saliva test shall result in the employee being stood down and provided with safe transport off site. Time off is to be taken as annual/unpaid leave. A verbal warning will be issued by their supervisor.

Where a second saliva test is positive within any six month period the employee will be stood down and requested to undergo a urine or blood test at Council's expense. A formal written disciplinary warning will be issued.

Refusal to undergo the test will result in further disciplinary action including possible termination of employment. Time off is to be taken as annual/unpaid leave. A positive blood or urine test shall then be recorded when the test return a result equal to or above the cut off levels shown:

SUBSTANCE	CUT OFF LIMIT milligrams per litre
Amphetamines	300
Cannabis metabolites	50
Opiates	300
Barbiturates	200
Benzodiazepines	200
Cocaine metabolites	300
Methadone	300

Three strike Rule:

Any employee that is issued with two written warnings and fails any subsequent test within a six-month period will be stood down for 24 hours immediately with a view to termination of their employment at the discretion of the Chief Executive Officer.

Responsibilities

Directors, Managers and Supervisors are responsible for ensuring compliance with this procedure.

It is the employee's responsibility to comply with the procedures and advise their Supervisor if they are taking any prescribed drug or medication which may affect their fitness for duty or work performance.

The employee should also find out from their doctor or pharmacist what the effects of the prescribed drugs are on work performance.

POLICY: **EMPLOYEE TRAINING AND DEVELOPMENT**

POLICY NO: **7.18**

SECTION: **STAFF**

LAST REVIEW DATE: **SEPTEMBER ~~2020~~2021**

DUE FOR REVISION: **SEPTEMBER ~~2021~~2022**

INTRODUCTION:

Council and employees are committed to the achievement of the goals and objectives outlined in the Strategic Community Plan. This will be achieved through a continuous improvement approach driven by key organisational development strategies aimed at ensuring that the Shire meets current and future skill requirements, retains corporate knowledge and builds upon workforce capability and capacity.

OBJECTIVE:

The objective of this Policy is to:

- Build capability and skill levels of staff
- Achieve legislative and service delivery requirements of the Shire
- Acknowledge performance excellence
- Support the attraction and retention of employees
- Provide relevant professional and personal development opportunities
- Foster career pathways within the Shire

Management and employees are committed to identifying opportunities for structured and informal training and development programs across the organisation. These opportunities are available to people of all ages and employment status (full time, part time, casual, other i.e. employment by 457 VISA).

Identification of Training Needs:

The Executive Manager Corporate Services (EMCS) will assist senior managers in interpreting and identifying training needs in terms of Council objectives and policies. No allocation of resource to training/development will take place unless there are clearly defined aims and objectives which contribute to the overall purpose and goals of the Shire.

Implementation:

In order to co-ordinate training within the Shire, it will be necessary for each senior officer of the Shire to:

- Assess the training needs within his/her section and the most appropriate methods of satisfying those needs.
- Agree the relative priorities and resources required.

- Prepare a plan of training to meet the needs, priorities and available resources.
- Ensure that the training plan is implemented effectively.
- Ensure that occupational health and safety, legislative and compliance training is current.
- Ensure a post-training evaluation is undertaken to determine its effectiveness and possible ways to improve the training.

Training may be used to introduce new concepts of management methods and techniques relevant to the Shire's operations i.e. new policy (Integrated Planning and Reporting).

Development of all Employees:

To ensure that the Shire has appropriate levels of skills, experience and competencies to provide services, all employees at the Shire are required to undergo learning and development activities. This may include:

1. Appropriate national industry competencies
2. Re-fresher courses or renewal of tickets/licences
3. Conferences and/or seminars
4. Job shadowing
5. Mentoring and coaching
6. Traineeships, apprenticeships, cadetships
7. Work experience; and
8. Other structured workplace learning activities

Performance Review:

- Both management and employees are required to use the Shire's Performance Review process to assist with the development of an Individual Training Plan (ITP) for each employee.
- The EMCS is committed by 30th June annually to ensure the HR system for tracking the learning and development requirements for Shire employees is updated. The tracking system is designed to capture the competencies that have been attained to date plus the future requirements to achieve full competency in the employee's current role.
- It is the line manager's or supervisor's responsibility to ensure that an employee's performance review has been completed and the ITP is compiled and acted on within the timeframes set.
- To facilitate learning and development, the Shire will allocate as a minimum, an annual training budget of 2.0% of the Shire's annual wages and salary budget however this does not result in every employee receiving 2.0 % of their individual salary for training costs.
- The relevant line supervisor will recommend training and development activities for their team(s) in line with service delivery requirements, legislative and technical skill requirements.

Skill Development for Potential Employees:

Where the Shire has not been able to attract potential employees with appropriate skills, but has received expressions of interest from existing Shire employees with some relevant skills, the Shire may engage those potential employees on their current level salary range depending upon their experience in the workforce. On satisfactory completion of competency levels and probation, the employees will move to the salary scale appropriate to the position.

Education & Study Assistance:

Council will reimburse full cost of courses and/or unit/s completed within each Semester for structured training programs including Tertiary and Vocational education and Training. If the employee requests that payment is made by Council prior to course completion (at the discretion of the CEO), the employee must acknowledge that any costs incurred by Council whereby an employee has not successfully passed the unit, will have to be fully reimbursed by the employee. The arrangement for payment by the employee will be a deduction from their payroll to ensure Council will receive all monies owed to them.

Where an employee resigns within 12 months of completing tertiary or vocational education training of which the Shire has reimbursed the employee for, the Shire will then be fully reimbursed by the employee for the cost of the last semester / unit training.

Study Leave:

The CEO is given absolute discretion in allowing study leave for employees with a maximum study leave allocation of 2 days (15.2 hours) per year per employee. Study Leave can also be utilised by employees undertaking examinations arising from an approved course of study. Alternatively, if examinations are undertaken during working hours, time off can be managed through a flexible hour's arrangement with the department manager.

Due to the nature of employment and type of training (i.e. block training) required for Apprenticeships and Traineeships, study and/or examination leave is not applicable.

Internal Promotion or Position Evaluation:

The successful completion of any approved course shall not entitle an employee to a higher classification or position grading. Advancement will be made in accordance with the Award, Contract of Employment, individual performance results and/or other policies.

Staff Attendance at Conferences, Seminars, Lectures and Courses:

The Shire supports staff attendance at conferences, seminars, lectures and courses if relevant to the employees position, as a means of training and development for the benefit of the Shire, the employee and the local government generally.

- Provision for attendance at seminars, conferences and courses shall be included in the draft budget following identification of particular training needs.
- Where budgetary allocation has been approved, the department manager or supervisor shall authorise conference attendance.

- In cases where specific budgetary allocation has not been made, or where attendance requires travel outside of Western Australia the matter shall be referred to the CEO for consideration.
- All requests from the CEO to attend conferences / seminars etc are to be approved by the President and included in the CEO's ITP.
- Briefing and debriefing of each officer attending training and development activities shall be the responsibility of the appropriate manager or supervisor.
- Employee records will be updated by the manager / supervisor to include new skills or experience.
- A copy of conference and course papers will be retained in the Shire's library or reference material.
- Travel arrangements, accommodation and meal reimbursements will be organised in accordance with the relevant business operating procedure.

Flexible Learning:

The Shire is committed to utilising flexible learning options i.e. leveraging technology (example: webinars and Pod Streaming), and supporting local delivery of training and development programs. This is to ensure that employees have easy access to training, are not required to travel long distances and reduce service delivery interruptions.

POLICY: ELECTRONIC INFORMATION AND SECURITY

POLICY NO: 7.19

SECTION: STAFF

LAST REVIEW DATE: SEPTEMBER ~~2020~~2021

DUE FOR REVISION: SEPTEMBER ~~2021~~2022

INTRODUCTION:

Shire IT information and assets are critical to Council's business, and must therefore be protected from loss, modification, tampering and/or misuse.

This Policy outlines the Shire of Yilgarn's position regarding the use of the software, internet (World Wide Web) and electronic mail in the workplace. Its purpose is to protect both the Shire and employees from action unintended or otherwise that may result from inappropriate use of the internet, software and electronic mail.

OBJECTIVE:

1. To make all employees aware of the Shire electronic information & security policy.
2. To ensure that the Shire's investment in computer hardware, software and services is used in the most productive manner to the greatest possible benefit of the Shire.
3. To ensure that users are aware that electronic mail from the Shire is comparable to a letter printed on Shire letterhead and therefore is subject to the same legal implications under the *Freedom of Information Act 1992*.

POLICY:

The internet and electronic mail are corporate business tools provided to employees. The purpose of such tools is to assist in research, training and communication as well as provide better access to information. This includes acting in a professional manner when using such tools.

Inappropriate use of this technology including access by unauthorised employees is viewed as a serious disciplinary issue and will result in a reassessment of access privileges. This includes accessing material considered objectionable or restricted under the Western Australian Censorship Act 1996 (e.g. indecent material). Other inappropriate access includes derogatory or radically intolerant web sites or material.

Computer Software

The use of unlicensed software, or software piracy, is illegal and can result in the Shire being the subject of litigation, fines and public exposure. Council will not allow actions by its employees, councillors or contractors to put its reputation at risk.

Council uses computer software under licence, which may not be reproduced or copied in any way. A valid licence must be acquired for all software that is installed on any Council owned and operated IT equipment.

Software is to be used only in accordance with applicable licence arrangements and/or related documentation including making, acquiring or using unauthorised copies of any computer software.

Installed software and computers are subject to audit at any time. Any form of computer game is banned. Virus infections must be immediately reported to Shire IT.

Council retains the right to discipline as appropriate under the circumstances, any employee who fails to comply with the abovementioned requirements and employees will be subject to relevant copyright law.

Electronic Communication

Staff are NOT permitted to access the Internet or electronic mail for their personal use on Shire time; this includes Facebook or any other social media. However, at times, Supervisors may give a directive to research information for the Shire. When using the Internet, staff will be mainly accessing information from the World Wide Web. Unfortunately, the Internet also allows access to undesirable and inappropriate material. Whilst the Shire places a filter on a majority of inappropriate sites, Council wish to ensure that the staff use the Internet in an appropriate manner.

Employees and Councillors using Council's computing facilities are bound by the terms of the Shire IT Policies as varied from time to time. This includes, but is not limited to, offensive or derogatory comments, lewd jokes, pornography, unlawful discrimination or vilification, sexual harassment and privacy violations, or any other material that may offend others. All electronic material produced and/or stored on Council's computer systems remain the property of the Shire. Any misconduct may result in termination of employment.

Where employees receive electronic mail that is inappropriate, it is their obligation to immediately delete its contents and any attachments. They must then advise the sender of its inappropriateness and instruct them not to send such messages again.

Protecting Computer Workstations and Data

Every employee, councillor and contractor has a responsibility for safeguarding Council computer facilities and information.

- Work stations and laptops are to be secured, using physical locks as appropriate, at the end of each day or shift.
- Employees, councillors and contractors with portable computers are responsible for their security at all times.
- *Passwords;*
A computer access password is the primary key to computer security. The password uniquely identifies you, and allows you access to Council information and computer services.
Users must not disclose their passwords. Confidentiality of passwords, and logon information, is essential and must not be shared with anyone else. This is subject to random audit.

- A breach of this procedure may result in disciplinary proceedings.

Network Etiquette

All users of electronic data exchange facilities are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Compliance with the Shire's standards and regulations for employee conduct.
- Not engaging in activities which are prohibited under State, Commonwealth or Local Government Law.
- Compliance with the Shire's established procedures for checking software for computer viruses.
- Not using the network in such a way that disrupts the use of the network for other users. This applies to vandalism and harassment.

Protecting Classified Information

The primary requirement for protected Shire confidential information is that access to it may only be given to people who have Shire related business requirement for the information.

- If you receive another Company's classified data from the Internet in error, you are to comply with that Company's instructions for protecting their data.
- Any questions concerning protection of Council information should be discussed with the Chief Executive Officer.

Application and Conduct

Users are responsible for ensuring that their use of the internet and electronic mail is appropriate and consistent with ethical conduct under this policy and in accordance with the Council's Code of Code.

The Shire may monitor usage of its internet and electronic mail facilities. There can be no expectation of personal privacy in the use of the Shire's internet and electronic mail facilities.

In the situation where the Shire is satisfied that there has been a breach of this policy, the following action may be taken:

- Warning and/or
- Suspension of access privileges; or
- Termination; and/or
- Prosecution

POLICY: EMPLOYEE IPAD POLICY

POLICY NO: 7.20

SECTION: STAFF

LAST REVIEW DATE: SEPTEMBER 2019

DUE FOR REVISION: SEPTEMBER ~~2020~~2021

OBJECTIVE:

To provide guidelines for access to and usage of tablet electronic devices (iPads).

1. Privately owned iPads

- 1.1 Staff who own and operate their own personal iPads will be provided with the appropriate applications required to view the Council's Minutes and Agendas and other Council related documents.
- 1.2 At the CEO's discretion an employee may be provided with a pre-paid download capacity for a period of 12 months. The specific amount of download capacity assigned to an iPad will be advised to the employee at the time the iPad is recharged. Where the employee exceeds the download capacity provided via the prepaid service, the Employee shall be liable for full cost of any additional download amount.
- 1.3 The Chief Executive Officer may on a case-by-case basis, approve a salary sacrifice arrangement for Management staff that would otherwise be issued with an iPad as a "tool of trade".
- 1.4 Employees who use their own Private iPad for Council and private use are encouraged to have this device included under their own private property insurance.

2. Council Issued iPads

- 2.1 iPads are provided for learning, business and information needs of employees of the Shire of Yilgarn and is the preferred mechanism for delivery of the Council's Minutes and Agenda and other Council related documents.
- 2.2 *Acceptable Usage*
 - The iPad is provided primarily for use with respect to employees, in performing their duties as Officers of the Shire.
 - Upon issue, the iPad will be loaded with applicable business related applications.
 - The iPad will be supplied with a prepaid sim card which will be charged with an annual data package. If the annual data package is used within the twelve months it is the responsibility of the employee to "recharge" the iPad.

2.2 *Conditions of Use*

- Employees are required to ensure iPads are maintained in an operative condition.
- Employees issued with an iPad are expected to exercise the same care in respect of the security and upkeep of the iPad as if it were the employee's own property. In particular, it is the employee's responsibility to ensure their allocated iPad is securely locked away at night, whether at work or at home. Similar care must be taken when leaving the iPad in a meeting room or any off-site venue and whilst travelling. iPads must not be left unattended in motor vehicles at any time.
- Lending of the iPad is strictly prohibited.
- The iPad is to remain with the designated person and not swapped with other employees/Councillors.
- Passwords to access the iPad and various applications are provided by the Administration team on issue of each iPad and are to remain as set by the Administration team.
- "Find My iPad" Location Services are to remain on at all times.
- All lost or stolen iPads should be reported as soon as practicable.
- An iPad must never be checked-in as baggage on an aircraft and must always be taken on board as hand luggage.

2.3 *User requirements*

- If a user suspects that unauthorised access to Council data has taken place via an iPad device, the user must report the incident as soon as practicable.
- Devices must not be "jail broken", that is, the removing of limitations imposed by the manufacturer, or have any software/firmware installed which is designed to gain access to functionality not intended to be exposed to the user.
- Users must not load pirated software or illegal content onto their devices.
- Devices must be kept up to date with manufacturer or network provider patches. As a minimum, users should check for patches weekly and apply at least once a month.
- Council reserves the right to monitor the data usage on the devices.
- The Council reserves the right to cap or change the data plan to comply with Council's data requirements.

2.4 *Training and Reporting of Issues/Faults*

- Employees are to seek training, report any issues or faults with the iPads or make any enquiries directly to the EMCS.

2.6 Leave / Termination

- Where extended leave (in excess of three months) is taken the iPad and all accessories are to be returned to the Administration Office. Examples include, but are not limited to, Long Service Leave and Maternity Leave.
- Where employees resign from the Shire of Yilgarn employment, the iPad and all accessories are to be returned to the Administration Office prior to the last day of service with Council.

POLICY: **GRIEVANCES, INVESTIGATIONS & RESOLUTIONS**

POLICY NO: **7.21**

SECTION: **STAFF**

LAST REVIEW DATE: **SEPTEMBER ~~2020~~2021**

DUE FOR REVISION: **SEPTEMBER ~~2021~~2022**

OBJECTIVE:

The Shire of Yilgarn encourages and promotes a positive work environment and strong employee relations. To support this, the Shire of Yilgarn expects employees to present and resolve issues and grievances in a spirit of cooperation and fairness. To assist in the resolution of issues and grievances arising in the workplace, it is the Shire of Yilgarn's goal wherever possible, to facilitate early intervention as issues arise, and provide employees with the opportunity to address and resolve work-related problems or employment issues internally. Workplace issues and grievances that are not addressed have the potential to grow into major problems that may cause tension, low morale and reduced productivity. Unresolved or poorly handled grievances may also lead to legal action.

In keeping with the Shire of Yilgarn's commitment to building a strong and committed workforce, the objective of this procedure is to detail the processes to be followed for resolving staff issues and grievances so that work-related concerns and problems are managed in a fair, equitable and timely way, consistent with applicable laws and regulations.

SCOPE AND RESPONSIBILITIES:

This procedure applies to issues and grievances that arise from any type of work-related issue including, but not limited to harassment, bullying and discrimination. This procedure does not limit the right of any employee to seek other forms of assistance for the resolution of the grievance however; the expectation is that in the first instance, resolution is sought following the Shire of Yilgarn's practice set out here. Should the grievance be formally referred to an external agency, the internal processes of the Shire of Yilgarn may be suspended pending the outcome of the external review.

This procedure applies to any person involved in the Shire of Yilgarn, including all employees, contractors and volunteers. The responsibilities of all employees, contractors and volunteers include:

- **Employees:** All employees are responsible for ensuring that their behaviour reflects the standards of conduct outlined in the Shire of Yilgarn's HR Policies and Guidelines and builds on a positive workplace culture. All employees must take responsibility for reporting improper conduct or misconduct which has been, or may be occurring in the workplace. They will report the details according to the guidelines and procedures set out in this procedure.

- **Responsibility of the Manager/Supervisor:** Issues and grievance resolution is an integral part of the duties for managers and supervisors. Their responsibilities include:
 - Identifying, preventing, responding to and resolving problems in the workplace; and
 - Ensuring staff understand the process for resolving workplace issues and grievances
 - Providing timely and confidential information to staff including:
 - Available and suitable options
 - Trying to resolve the issue at the local level through an informal procedures
 - Advice on further action if a local resolution is not achieved
 - Follow up and monitoring when issues have been resolved
 - Ensuring the parties are not victimised
- **The Complainant:** Is required to participate in the process in good faith and take prompt action in notifying of an issue or grievance.
- **The Respondent:** Is required to participate in the process in good faith.
- **The Occupational Safety and Health Representative:** Assist the Manager in investigating issues and grievances that relate to occupational safety and health matters

TERMINOLOGY:

- **Issue:** An issue may result from any concern or complaint about any work-related problem or employment issue that someone perceives to be unfair, discriminatory, unsafe or unjustified. The source of the issue may be a supervisor, another employee or group of employees, a contractor or a volunteer. Issues resolution takes place informally and at a local level.
- **Grievance:** The term grievance refers to a formal complaint and must be made in accordance with this Procedure. A grievance must be made in writing, given to the immediate manager or CEO and come directly from an employee who has an honest belief, based on reasonable grounds that:
 - An administrative decision adversely affects them; or
 - The behaviour of an employee, whether by action or inaction, constitutes inappropriate workplace behaviour, as set out in the Workplace Behaviour Policy

The grievance must be in writing and be lodged within 12 months of the decision or alleged misconduct occurring. The written letter must specify the following:

- What attempts the employee has made to resolve the grievance informally and locally
- The grounds on which the employee believes they have been adversely affected
- The grounds on which the decision/behaviour is unfair and unreasonable
- The action which the employee believes would resolve the grievance

An employee may not lodge a grievance:

- If the employee has not made reasonable endeavours to resolve the matter informally and locally. The exception to this is where the investigating officer is satisfied that local resolution is not reasonable or appropriate
 - About an act or omission that is subject to another grievance procedure
- **Investigating Officer:** An employee or external person nominated by the Chief Executive Officer or Manager of the Shire of Yilgarn to resolve a grievance concerning allegations of workplace behaviour that may be in breach of this procedure and/or the Act and other Commonwealth legislation concerning discrimination, harassment or Occupational Safety and Health.
 - **Complainant:** The employee(s) lodging a complaint.
 - **Respondent:** The employee(s) against which the complaint is made.
 - **In good faith:** Any person involved in the resolution of an issue or grievance is to act as a 'reasonable person', with sincere belief and motive, free from malice.

PRINCIPLES OF THE MANAGING ISSUES & GRIEVANCES PROCEDURE:

Grievances should be treated seriously, sensitively and the process for addressing them should follow the principles set out below.

Timeliness	<p>Concerns should be raised as early as possible after the incident relating to the issue or grievance that has occurred.</p> <p>On receipt of a formal complaint, the receiving manager/CEO must respond within two working days to commence investigation proceedings.</p> <p>Grievances and complaints are to be dealt with in as short a timeframe as possible without compromising the effectiveness of process and rights of those involved. It is recommended that 21 days is a sufficient amount of time in most circumstances to resolve an issue or grievance.</p>
Honesty	<p>Individuals lodging grievances or complaints and those who may be the subject of a grievance or complaint are to participate in the resolution process in good faith.</p>
Confidentiality	<p>Maintaining confidentiality of the process by not discussing the matter with anyone who is not a party to the grievance or the resolution process. Only the people with a genuine role to play in helping to resolve an issue or grievance should know its details or discuss them. Anyone found to have engaged in gossip or innuendo about an issue or complaint is at risk of disciplinary action from the Shire of Yilgarn and possibly legal action under the laws of defamation.</p> <p>The Shire of Yilgarn considers confidentiality one of the most important aspects of dealing with issues and grievances. However, in some circumstances information may not be able to be kept confidential, such as where physical threats are involved or the law otherwise requires it.</p>

Respectful	<p>Complainants, respondents and witnesses are not to be intimidated or victimised for having lodged a grievance or complaint or for having provided information to a person authorised to investigate or resolve the matter.</p> <p>An employee who is found to have acted in a malicious or vindictive way by lodging a grievance or complaint that is without foundation may be subject to disciplinary action.</p>
Procedural fairness	<p>Procedural Fairness applies in any context in which a decision may adversely affect an individual. In the case of misconduct or poor performance, it requires employers to:</p> <ul style="list-style-type: none"> • Conduct an investigation into the allegations • Allow the employee to have reasonable representation if requested • Provide the employee with the opportunity to respond to the allegations • Ensure that the decision-maker has the benefit of considering all the relevant details that form the basis of the allegation or decision; and • Ensure that the decision maker is free from bias
Fair and impartial	<p>All parties involved will have the opportunity to tell their side of the story. No assumptions will be made and, to the extent possible, no action will be taken until all relevant information has been collected and considered.</p>
Supportive	<p>No action will be taken against anyone making or helping someone to raise an issue or a genuine complaint. The Shire of Yilgarn will take all reasonable steps to support anyone raising an issue or making a complaint, and to ensure that they are not victimised.</p>

COMPLAINT PROCEDURE:

Options for the resolution of issues include:

Self-Resolution	<p>Wherever possible this should be the first course of action taken in addressing an issue.</p> <p>The complainant may prefer to resolve the issue themselves by arranging a meeting with the persons concerned and speaking with them about it. If this option is selected, the complainant should be offered support and coaching as well as being advised on any other options that may be available in case the self-resolution is unsuccessful.</p>
Mediation	<p>This is where a third party meets with the people involved to assist them in each understanding the issues and then reaching a resolution that everyone agrees to. Mediation is conducted face to face with all persons in the room together. The manager may provide mediation support during the informal process if they seek support and advice from the HR advisor.</p>
Conciliation	<p>This involves meeting with the persons involved individually and then together to reach an agreeable resolution. This is used when either party is reluctant to meet face to face or mediation has not worked. A suitable person with an understanding of the process should be used in this situation.</p>

Support	<p>It is important that all persons involved in the resolution of an issue be offered support by way of counselling, mentoring and coaching. At any stage an employee has the right to have a support person included in the meetings. The role of the support person is to observe quietly, they are not to be involved in any discussions.</p> <p>At any stage an employee has the right to seek advice and council from the Equal Opportunity Commission in relation to complaints of discrimination and harassment, and WorkSafe for complaints of bullying.</p>
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INFORMAL ISSUES RESOLUTION:

Wherever possible, grievances should be resolved through an informal process of discussion and cooperation within the organisation in a way that minimises the potential for detriment to on-going work relationships.

It is important that a person accused of inappropriate behaviour is provided with the opportunity to understand what they have done and the effect of it, and provided with the opportunity to change their behaviour.

Process to be followed by a Complainant when raising an issue:

Step 1: Identify the issue

The **complainant** is to determine the nature of their issue by:

1. Clarifying the issue(s) to be raised in the grievance or complaint. Does it concern the behaviour of an individual or a group of people, or is it about a decision or action that is considered to be discriminatory or constituting harassment?
2. Document the details of the issue including instance(s) to be raised, dates, parties involved, location, names of witnesses etc.
3. Consider the options for addressing the issue
4. Clarifying the outcome sought as a consequence of raising the grievance or complaint (e.g. for the complained of behaviour to stop, for the decision that is considered discriminatory to be reviewed)

Step 2: Meet with your Manager/HR Advisor

1. Meet with your immediate manager, or if this person is not appropriate, the next level of management up; alternatively speak with the HR advisor
2. Discuss your concerns and seek their help to plan your approach to addressing the issue
3. It is encouraged that the complainant meet with the person they have a problem with, to discuss it and find a suitable resolution. It is recognised that this is not always an easy thing to do so options such those listed above could be considered

Step 3: Meet with the respondent

1. Should the complainant decide to approach the person(s) privately and tell them of a concern they should let the person know that they would like to speak to them and arrange a suitable time and location
2. It is suggested that the complainant plan their conversation by writing the details of the issue so they can provide clear and accurate information to the respondent
3. The behaviour of concern should be described and an explanation of why it is a problem and that the person needs to stop or modify their behaviour
4. If it is about a decision that the complainant feels is discriminatory, the grounds of concern should be explained to the person who made the decision
5. Arrange a time to follow up to discuss progress in resolving the issue, allowing a suitable timeframe for change to take place

Step 4: Failure to resolve the issue

1. Should the complainant find that the informal approach has not resolved the issue sufficiently the complainant is to lodge a formal grievance with their Manager or CEO. From this, the issue will become a formal grievance and the grievance resolution process will be applied.
2. The Grievance Record Form is to be used for lodging a formal complaint

FORMAL GRIEVANCE RESOLUTION:

1. On receipt of a written complaint, the receiving Manager or CEO is to initiate a formal investigation into the allegations
2. An independent investigator is to be appointed. This can be an employee trained in the process who is separate from the people involved in the grievance. However an external investigator may be the most appropriate person to complete the investigation.
3. The investigating officer will inform all persons involved that a formal complaint has been made and what they can expect from the process.
4. The investigator will conduct interviews, seek witness statements and examine all the evidence to ascertain what occurred
5. The investigator will present a report to the CEO detailing the outcomes and recommendations for action in addressing the grievance
6. The CEO will determine what course of action to take and undertake this
7. All interviews will be recorded and a record of the investigation will be kept on the personnel file of involved parties

Substantiated complaints

If a grievance accusation is substantiated the Shire of Yilgarn will take appropriate action.

If an employee is found to have breached the Workplace Behaviour policy, disciplinary action may include:

- Being formally performance managed
- Formal counselling
- Compulsory training in relation to unacceptable behaviour
- Other disciplinary action, which may include termination of employment.

Feedback on the outcome of the investigation will be provided to all involved, where appropriate, taking into consideration the Shire of Yilgarn's commitment to maintaining privacy and confidentiality.

The Shire of Yilgarn seeks to promote that all employees are protected and appropriate action is taken whenever issues or complaints are reported.

REFERENCE DOCUMENTS

- Occupational Safety and Health Act 1984, revised 2005
- Occupational Safety and Health Regulations 1996, revised 2005
- Code of Practice Violence, Aggression & Bullying at Work: WorkSafe WA Commission (2006).
- Guidance Notes: Dealing with Bullying at work – A Guide for Workers. WorkSafe WA Commission (2008).

POLICY: **DISCIPLINARY POLICY**

POLICY NO: **7.22**

SECTION: **STAFF**

LAST REVIEW DATE: **SEPTEMBER ~~2020~~2021**

DUE FOR REVISION: **SEPTEMBER ~~2021~~2022**

POLICY STATEMENT:

The Shire of Yilgarn may from time to time consider that issues of employee behaviour, misconduct or unacceptable performance levels require disciplinary action.

APPLICATION:

This policy applies to all employees who work at the Shire of Yilgarn, including contractors, volunteers and any person performing work for or with the Shire of Yilgarn in any capacity.

COMMITMENT:

The Shire of Yilgarn is committed to providing the best possible services and ensuring its employees perform and conduct themselves in accordance with the Shire of Yilgarn's policies, procedures and guidelines (Policies). Any disciplinary procedure will be applied in a consistent, fair and objective manner, and it will ensure that, where reasonable, employees are given an opportunity and assistance to improve.

AUTHORITY TO TAKE DISCIPLINARY ACTION:

Disciplinary action may only be taken when authorised by the Executive Manager. The Executive Manager may only approve disciplinary action after consultation with the CEO.

When the Disciplinary Policy Applies

Some examples of when this policy may be invoked include breaches of the Shire of Yilgarn policies and procedures including, but not limited to:

- Breaches of the Code of Conduct such as failing to disclose a conflict of interest; or
- Accepting a prohibited gift; or
- Poor performance such as frequently attending for work late or producing a poor quality of work; or
- Inappropriate behaviour such as theft, violating the Harassment Within the Workplace Policy; or
- Wilfully disobeying a lawful instruction.

General Disciplinary Principles

The following principles will apply to any disciplinary action taken:

- **Nature of allegation and investigation:** before formal disciplinary action is taken against an employee, the nature of the allegations made against an employee will be put to the employee and an investigation may follow, in accordance with the *Grievances, Investigations & Resolution Policy and Procedure*;
- **Right to a support person:** where an employee is required to attend a formal meeting regarding a disciplinary matter or procedure, the employee may be accompanied by a support person where practicable. The role of a support person is not to advocate on behalf of anyone, but to simply provide emotional or other support;
- **Confidential:** All parties must keep matters related to a disciplinary process confidential; and
- **Fair and impartial:** the Shire of Yilgarn strives to keep the disciplinary process fair and impartial, meaning that all parties involved will have an opportunity to put their case forward and be given an opportunity to respond.

Serious Misconduct

Serious misconduct pursuant to the Fair Work Regulations 2009 includes, but is not limited to:

- wilful or deliberate behaviour by an employee that is inconsistent with the continuation of the contract of employment;
- conduct that causes serious and imminent risk to the health or safety of a person; or the reputation, viability or profitability of the Shire of Yilgarn's organisation;
- the employee, in the course of the employee's employment, engaging in:
 - theft; or
 - fraud; or
 - assault;
- the employee being intoxicated at work; or
- the employee refusing to carry out a lawful and reasonable instruction that is consistent with the employee's contract of employment.

If an employee engages in serious misconduct, disciplinary action that may be taken includes, but is not limited to, summary dismissal (termination of employment without notice).

Other Disciplinary Action

With the exception of serious misconduct, where an employee has engaged in an act or omission which is inconsistent with any of the Shire of Yilgarn's Policies, the employee could be disciplined as follows:

- **Verbal warning** - Where an employee engages in an act or omission which is inconsistent with the Policies, the Executive Management has the discretion to issue the employee with a verbal warning. The verbal warning should be noted in a file note and placed on the employee's personnel file;
- **Written warning** - If the employee engages in a more serious act or omission, or acts in a manner which is inconsistent with the Policies, the Executive Management has the discretion to issue the employee with a written warning. The employee must be given a copy of the written warning.; and
- **Termination of employment with notice** - In cases other than summary dismissal, an employee's employment may be terminated with notice or payment in lieu of notice provided the Shire of Yilgarn has a valid reason for terminating the employee's employment and the employee has an opportunity to respond to the reasons for termination.

Whenever an employee is required to attend a meeting regarding a disciplinary issue, the employee may have a support person present where practicable. The type of disciplinary action taken against an employee is at the Shire of Yilgarn's discretion and the type of disciplinary action will depend on the seriousness and frequency of any misconduct or performance issue.

Principles to be Applied

Where disciplinary action is taken, the principles of procedural fairness must prevail. These principles are expanded on in the Shire of Yilgarn's Grievances, Investigations, and Resolutions Policy and Procedure.

Investigation Procedures for Alleged Misconduct

Investigations into alleged misconduct should follow the processes detailed in the Shire of Yilgarn's Grievances, Investigations, and Resolutions Policy and Procedure.

Reporting Obligations

If an officer or employee of the Shire of Yilgarn has reporting obligations pursuant to the Corruption and Crime Commission Act 2003 (WA) and suspects on reasonable grounds that a matter arises which concerns or may concern misconduct, the Corruption and Crime Commission must be notified of that matter as soon as reasonably practicable.

Employees must also be aware of and adhere to any obligations pursuant to the Public Interest Disclosure Act 2003 (WA).

Variation to this Policy

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

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Employee Declaration

I have **read, understand and agree** to abide by the terms and conditions of **all** the policies contained **within the Shire of Yilgarn Staff Policy Manual as adopted on the 17⁶st September 20202021**.

Signed: _____ Dated: _____

Name (please print in block letters): _____

Witnessed: _____ Dated: _____

Please return this signed & witnessed page only to Human Resources.



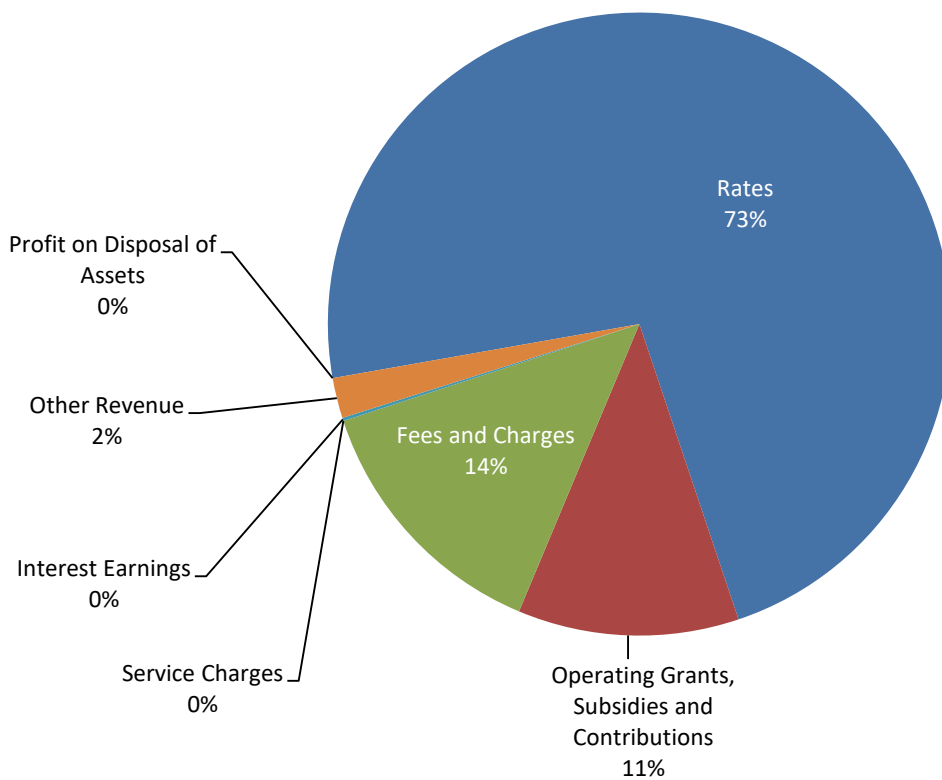
SHIRE OF YILGARN
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 August 2021

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

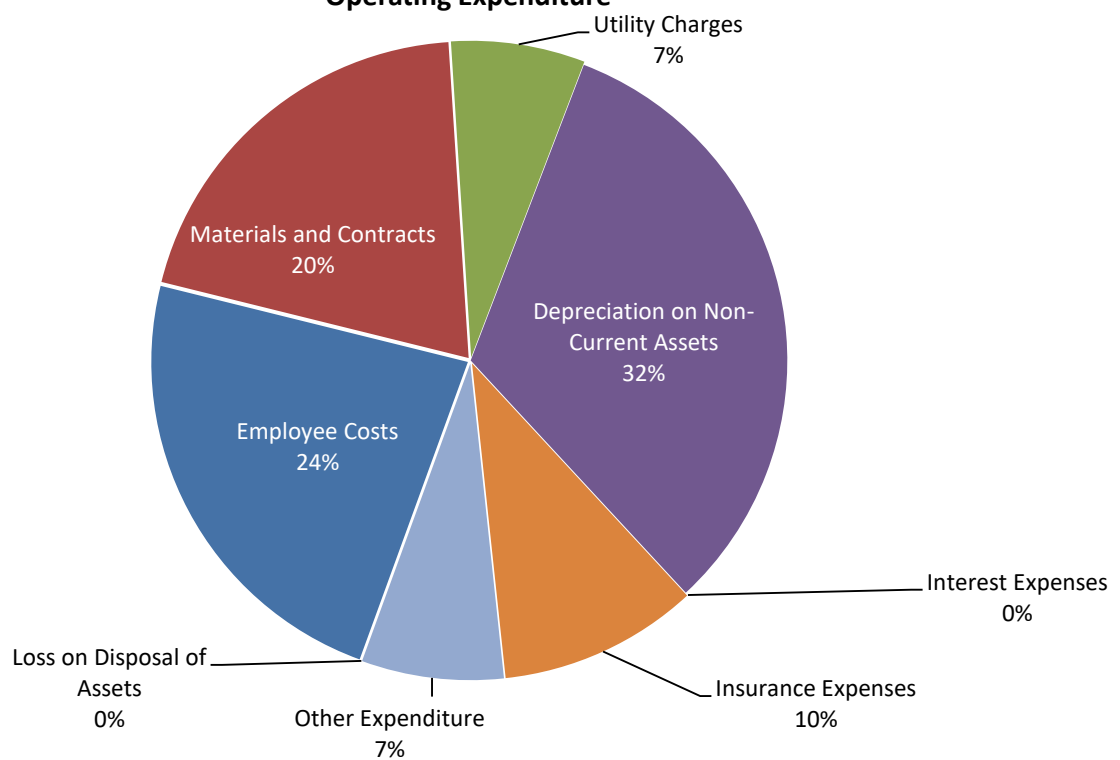
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SHIRE OF YILGARN
Information Summary
For the Period Ended 31 August 2021
Operating Revenue



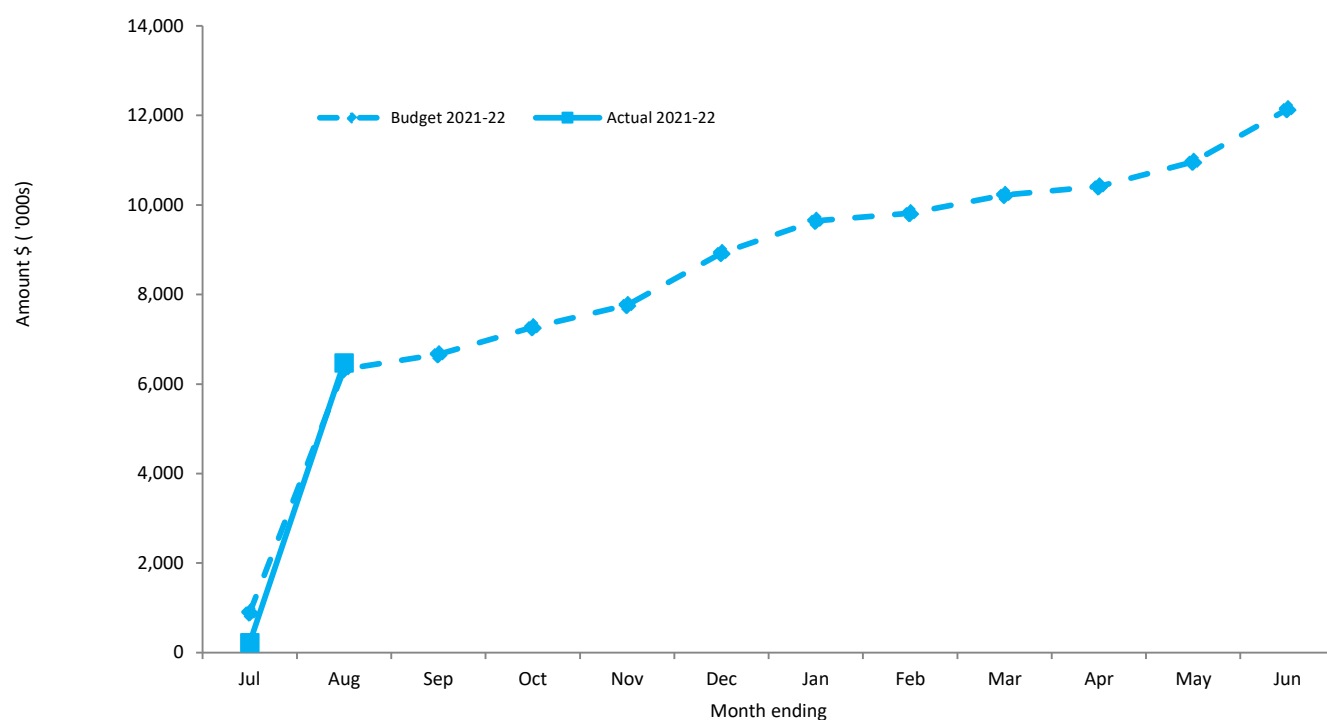
Operating Expenditure



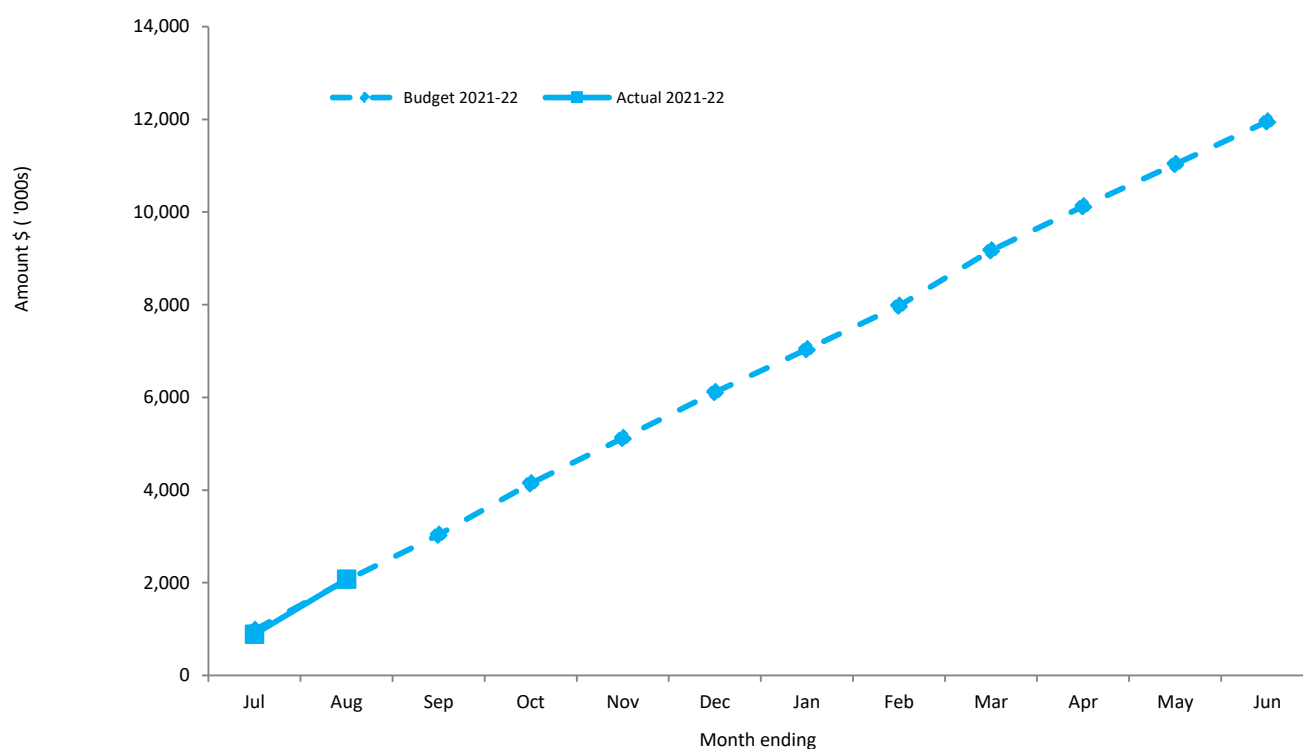
SHIRE OF YILGARN
Information Summary
For the Period Ended 31 August 2021

This information is to be read in conjunction with the accompanying Financial Statements and Notes.

Budget Operating Revenues -v- Actual (Refer Note 2)



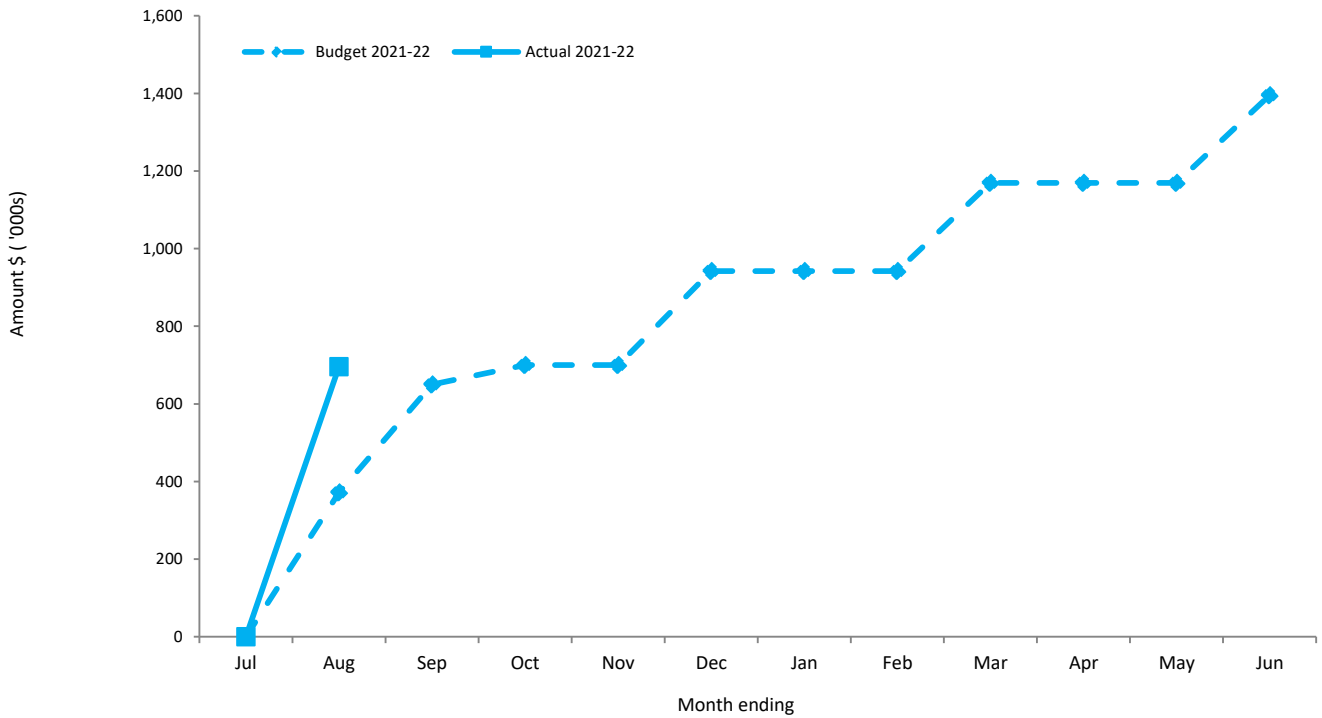
Budget Operating Expenses -v- YTD Actual (Refer Note 2)



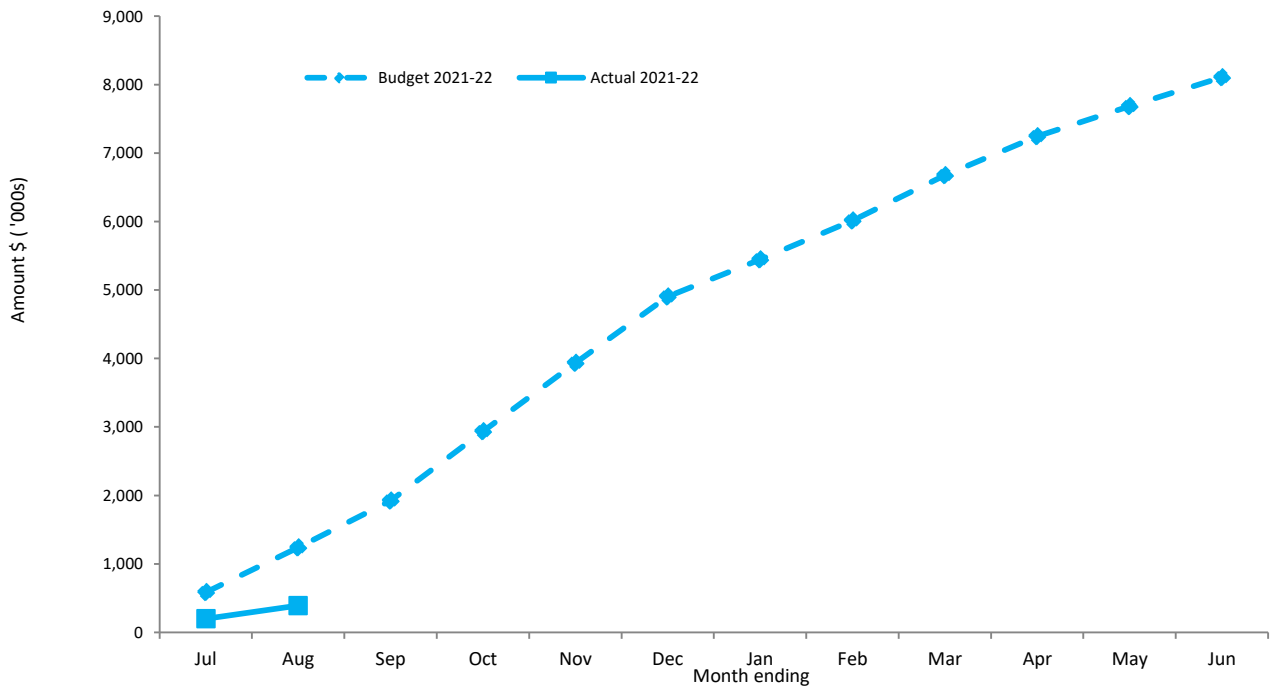
SHIRE OF YILGARN
Information Summary
For the Period Ended 31 August 2021

This information is to be read in conjunction with the accompanying Financial Statements and Notes.

Budget Capital Revenue -v- Actual (Refer Note 2)



Budget Capital Expenses -v- Actual (Refer Note 2)



SHIRE OF YILGARN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 August 2021

	Note	Original Annual Budget	Original YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3	4,139,858	4,139,858	4,992,501	852,643	21%	
Revenue from operating activities							
General Purpose Funding - Rates	9	4,070,680	4,115,108	4,194,513	79,405	2%	
General Purpose Funding		1,578,216	389,395	476,958	87,563	22%	▲
Governance		-	-	-	-		
Law, Order and Public Safety		82,776	1,856	454	(1,402)	(76%)	
Health		1,500	250	-	(250)	(100%)	
Education and Welfare		176,489	44,313	39,179	(5,134)	(12%)	
Housing		75,920	12,646	12,860	214	2%	
Community Amenities		649,459	604,358	606,874	2,516	0%	
Recreation and Culture		24,816	8,480	17,257	8,777	104%	
Transport		703,250	116,328	111,118	(5,210)	(4%)	
Economic Services		994,770	311,626	288,865	(22,761)	(7%)	
Other Property and Services		168,260	29,333	30,530	1,197	4%	
		8,526,136	5,633,693	5,778,610			
Expenditure from operating activities							
Governance		(470,913)	(118,820)	(124,814)	5,994	5%	
General Purpose Funding		(325,351)	(55,052)	(49,788)	(5,264)	(10%)	
Law, Order and Public Safety		(358,153)	(73,676)	(81,862)	8,186	11%	
Health		(313,734)	(50,000)	(43,014)	(6,986)	(14%)	
Education and Welfare		(395,524)	(65,692)	(76,493)	10,801	16%	
Housing		(137,546)	(22,214)	(22,975)	761	3%	
Community Amenities		(1,196,649)	(166,073)	(141,580)	(24,493)	(15%)	
Recreation and Culture		(1,709,582)	(275,551)	(252,760)	(22,791)	(8%)	
Transport		(5,406,805)	(901,082)	(833,263)	(67,819)	(8%)	
Economic Services		(1,563,635)	(254,334)	(256,278)	1,944	1%	
Other Property and Services		(74,370)	(74,459)	(189,319)	114,860	154%	▲
		(11,952,262)	(2,056,953)	(2,072,145)			
Operating activities excluded from budget							
Add back Depreciation		3,851,940	641,682	669,449	27,767	4%	
Adjust (Profit)/Loss on Asset Disposal	8	162,180	29,026	-	(29,026)	(100%)	
Adjust Provisions and Accruals		-	-	-	-		
Amount attributable to operating activities		587,994	4,247,448	4,375,914			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	11	3,599,775	695,590	695,595	5	0%	
Proceeds from Disposal of Assets	8	351,818	-	-	-		
Land and Buildings	13	(381,327)	(29,874)	(1,428)	(28,446)	(95%)	
Infrastructure Assets - Roads	13	(3,226,022)	(345,794)	(155,816)	(189,978)	(55%)	▼
Infrastructure Assets - Other	13	(603,380)	(214,134)	(233,452)	19,318	9%	
Plant and Equipment	13	(1,498,200)	(257,890)	(2,282)	(255,608)	(99%)	▼
Furniture and Equipment	13	(29,500)	(10,416)	-	(10,416)	(100%)	
Amount attributable to investing activities		(1,786,836)	(162,518)	302,617			
Financing Activities							
Proceeds from New Debentures		-	-	-	-		
Transfer from Reserves	7	15,000	-	-	-		
Repayment of Debentures	10	(95,504)	(95,504)	-	(95,504)	(100%)	▲
Transfer to Reserves	7	(2,884,563)	(2,884,563)	(4,838)	(2,879,725)	(100%)	▲
Amount attributable to financing activities		(2,965,067)	(2,980,067)	(4,838)			
Closing Funding Surplus(Deficit)	3	(24,051)	5,244,721	9,666,194			

▲▼ 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 31 August 2021

	Note	Original Annual Budget	Original YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	3	4,139,858	4,139,858	4,992,501	852,643	21%	
Revenue from operating activities							
Rates	9	4,070,680	4,115,108	4,194,513	79,405	2%	
Operating Grants, Subsidies and Contributions	11	1,994,276	600,531	662,642	62,111	10%	▲
Fees and Charges		1,696,992	795,474	788,445	(7,029)	(1%)	
Service Charges		-	-	-	-		
Interest Earnings		74,875	12,478	9,696	(2,782)	(22%)	
Reimbursements		69,234	9,926	2,312	(7,614)	(77%)	
Other Revenue		608,092	100,176	120,660	20,484	20%	
Profit on Disposal of Assets	8	11,987	-	-	-		
		8,526,136	5,633,693	5,778,268			
Expenditure from operating activities							
Employee Costs		(3,381,903)	(497,848)	(483,322)	(14,526)	(3%)	
Materials and Contracts		(2,534,448)	(420,500)	(417,054)	(3,446)	(1%)	
Utility Charges		(864,715)	(143,286)	(141,832)	(1,454)	(1%)	
Depreciation on Non-Current Assets		(3,851,940)	(641,682)	(669,449)	27,767	4%	
Interest Expenses		(10,589)	-	-	-		
Insurance Expenses		(317,697)	(136,296)	(211,397)	75,101	55%	▲
Other Expenditure		(816,803)	(188,315)	(150,368)	(37,947)	(20%)	▼
Loss on Disposal of Assets	8	(174,167)	(29,026)	-	(29,026)	(100%)	
		(11,952,262)	(2,056,953)	(2,073,423)			
Operating activities excluded from budget							
Add back Depreciation		3,851,940	641,682	669,449	27,767	4%	
Adjust (Profit)/Loss on Asset Disposal	8	162,180	29,026	-	(29,026)	(100%)	
Adjust Provisions and Accruals		-	-	-	-		
Amount attributable to operating activities		587,994	4,247,448	4,374,295			
Investing activities							
Grants, Subsidies and Contributions	11	3,599,775	695,590	695,595	5	0%	
Proceeds from Disposal of Assets	8	351,818	-	-	-		
Land Held for Resale		-	-	-	-		
Land and Buildings	13	(381,327)	(29,874)	(1,428)	(28,446)	(95%)	
Infrastructure Assets - Roads	13	(3,226,022)	(345,794)	(155,816)	(189,978)	(55%)	▼
Infrastructure Assets - Other	13	(603,380)	(214,134)	(233,452)	19,318	9%	
Plant and Equipment	13	(1,498,200)	(257,890)	(2,282)	(255,608)	(99%)	▼
Furniture and Equipment	13	(29,500)	(10,416)	-	(10,416)	(100%)	
Amount attributable to investing activities		(1,786,836)	(162,518)	302,617			
Financing Activities							
Proceeds from New Debentures		-	-	-	-		
Proceeds from Advances		-	-	-	-		
Self-Supporting Loan Principal		-	-	-	-		
Transfer from Reserves	7	15,000	-	-	-		
Advances to Community Groups		-	-	-	-		
Repayment of Debentures	10	(95,504)	(95,504)	-	95,504	100%	▲
Transfer to Reserves	7	(2,884,563)	(2,884,563)	(4,838)	2,879,725	100%	▲
Amount attributable to financing activities		(2,965,067)	(2,980,067)	(4,838)			
Closing Funding Surplus (Deficit)	3	(24,051)	5,244,721	9,664,574			

▲ ▼ 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.

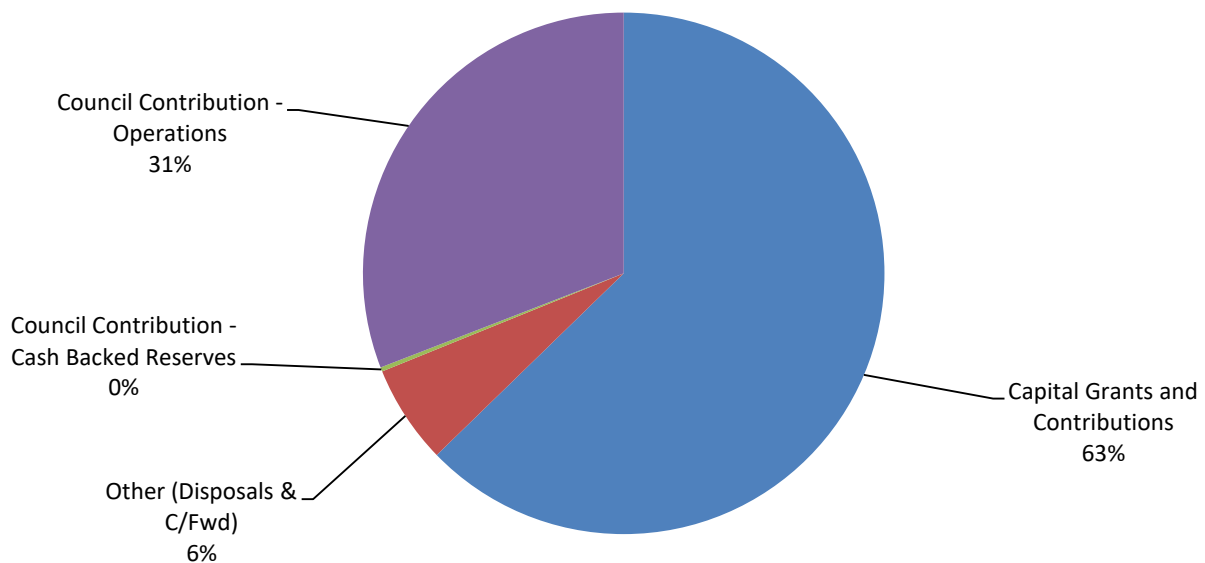
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF YILGARN
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 August 2021

Capital Acquisitions

	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Original YTD Budget (d)	Original Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	1,428	-	29,874	381,327	1,428	28,446
Infrastructure Assets - Roads	13	155,816	-	345,794	3,226,022	155,816	189,978
Infrastructure Assets - Footpaths	13	528	-	10,070	60,453	528	9,542
Infrastructure Assets - Refuse	13	-	-	-	7,500	-	-
Infrastructure Assets - Sewerage	13	-	-	4,666	28,000	-	4,666
Infrastructure Assets - Drainage	13	-	-	2,398	14,427	-	2,398
Infrastructure Assets - Parks & Ovals	13	232,924	-	173,200	374,000	232,924	(59,724)
Infrastructure Assets - Other	13	-	-	23,800	119,000	-	23,800
Plant and Equipment	13	2,282	-	257,890	1,498,200	2,282	255,608
Furniture and Equipment	13	-	-	10,416	29,500	-	10,416
Capital Expenditure Totals		392,978	-	858,108	5,738,429	392,978	465,130
Capital acquisitions funded by:							
Capital Grants and Contributions				695,590	3,599,775	695,595	
Other (Disposals & C/Fwd)				-	351,818	-	
Council Contribution - Cash Backed Reserves				-	15,000	-	
Council Contribution - Operations				162,518	1,771,836	(302,617)	
Capital Funding Total				858,108	5,738,429	392,978	

Budgeted Capital Acquisitions Funding



SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 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 31 August 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 31 August 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 31 August 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 31 August 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 31 August 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 2021/22 Year is \$30,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<i>Operating Revenues</i>	\$	%			
General Purpose Funding - Other	87,563	22%	▲	Timing	Higher than expected FAGS & Untied Roads Grants
<i>Operating Expense</i>					
Other Property and Services	114,860	154%	▲	Timing	\$41k Admin Allocs in PWO to be Journalled out, Works Employee on LSL due to extended illness
<i>Capital Expenses</i>					
Infrastructure - Roads	(189,978)	(55%)	▼	Timing	Works in July delayed due to Ministerial Approval delaying the Shire's budget
Plant and Equipment	(255,608)	(99%)	▼	Timing	Supply delays due to COVID-19

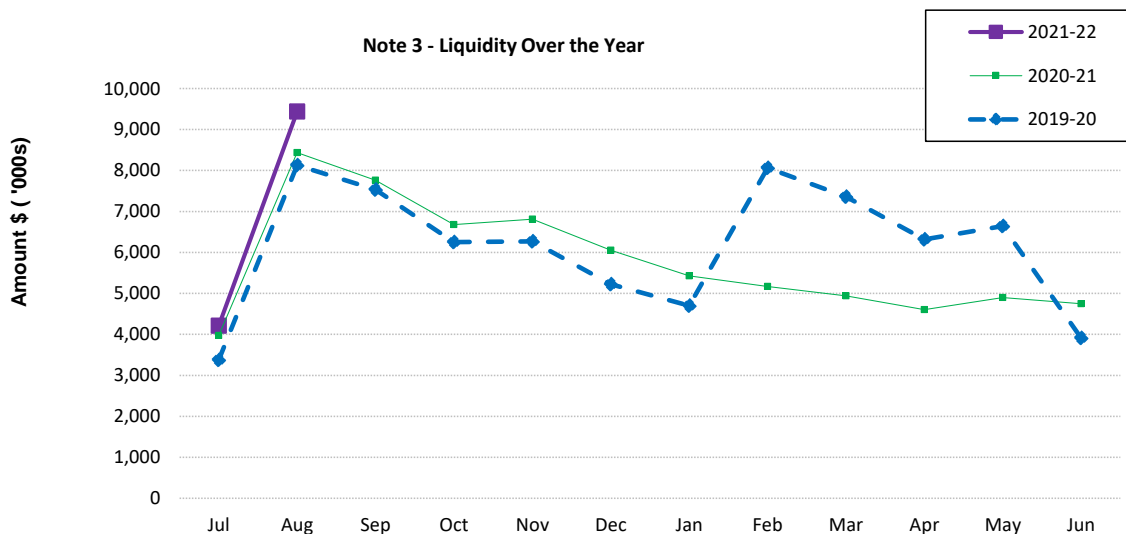
SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2021

Note 3: Net Current Funding Position

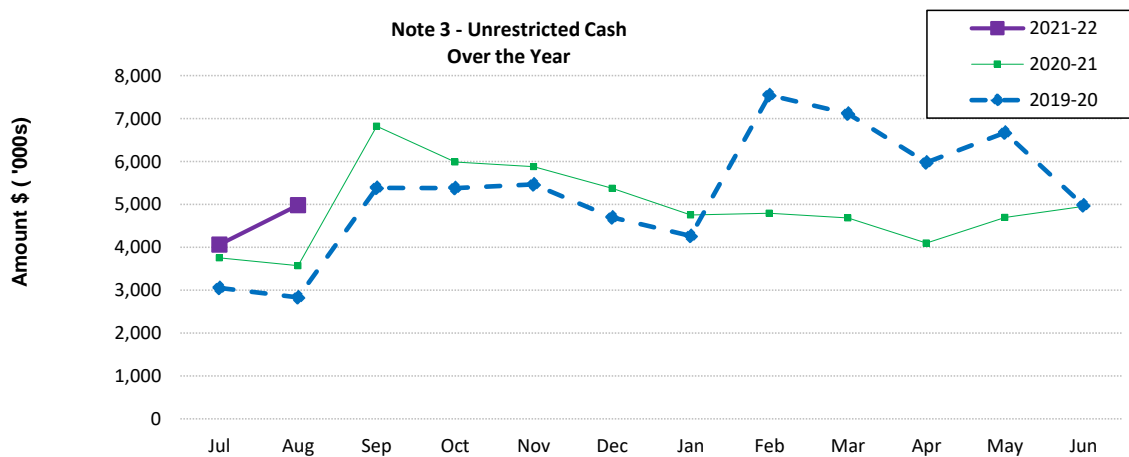
Positive=Surplus (Negative=Deficit)

	Note	Last Years Closing 30 Jun 2021	This Time Last Year 30 Aug 2020	Current 31 Aug 2021
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	4,953,984	4,974,915	4,981,339
Cash Restricted	4	5,678,524	4,536,844	5,683,362
Receivables - Rates	6	672,008	589,115	4,497,971
Receivables - Other	6	90,285	90,219	609,076
Interest/ATO Receivable/Trust		79,348	213,737	157,740
Inventories		35,592	27,554	35,791
		11,509,740	10,432,385	15,965,279
Less: Current Liabilities				
Payables		(537,172)	(1,434,941)	(305,571)
Provisions		(550,451)	(268,309)	(562,476)
Borrowings		(95,494)	-	(95,494)
Right of Use Assets		(14,210)	(14,218)	(13,025)
Contract Liabilities		(32,820)	(32,820)	(32,820)
		(1,230,147)	(1,750,288)	(1,009,386)
Less: Cash-Backed Reserves	7	(5,678,524)	(4,536,844)	(5,683,362)
Less: Borrowings		95,494	-	95,494
Add back Leave Reserve		295,938	294,167	296,190
Net Current Funding Position		4,992,501	4,439,420	9,664,215

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 31 August 2021

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Muni Funds - Bank Working Acc	1,013,166			1,013,166	Westpac	0.00%	At Call
Muni Funds - Bank Investment Acc	3,271,708			3,271,708	Westpac	0.01%	At Call
Trust Fund Bank			282,263	282,263	Westpac	0.00%	At Call
Cash On Hand	1,350			1,350			
(b) Term Deposits							
Muni Funds - Notice Saver (31 Days)	695,115			695,115	Westpac	0.25%	31 Days from Call
Reserve Funds - Notice Saver (90 Days)		5,683,362		5,683,362	Westpac	0.35%	90 Days from Call
Total	4,981,339	5,683,362	282,263	10,946,964			

Comments/Notes - Investments

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 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	Original Budget Running Balance
	Budget Adoption			\$	\$	\$	\$
	Nil						
	Changes due to timing						
	Nil						

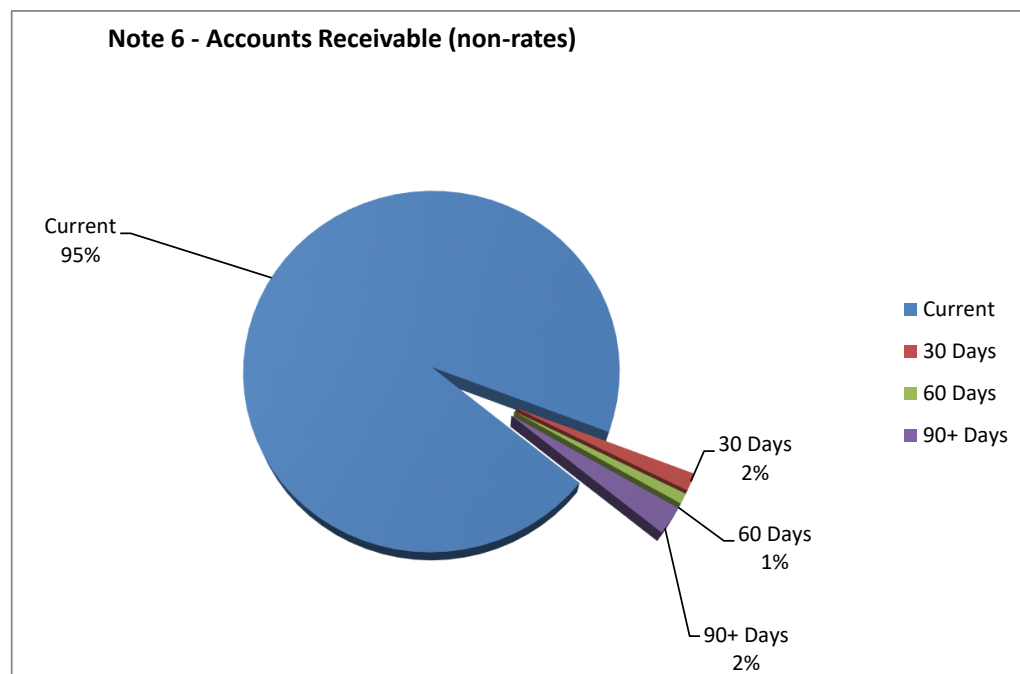
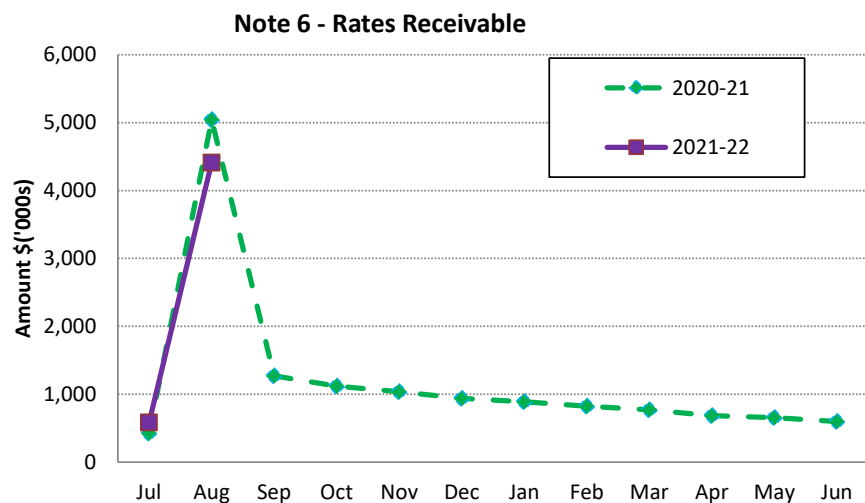
SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2021

Note 6: Receivables

Receivables - Rates Receivable	31 Aug 2021	30 June 2021
	\$	\$
Opening Arrears Previous Years	684,032	596,721
Levied this year	4,194,513	3,970,906
<u>Less</u> Collections to date	(380,575)	(3,883,594)
Equals Current Outstanding	4,497,971	684,032
Net Rates Collectable	4,497,971	684,032
% Collected	7.80%	85.02%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	578,334	9,498	5,816	15,428	609,076
Balance per Trial Balance					
Sundry Debtors					609,076
Receivables - Other					119,499
Total Receivables General Outstanding					728,575

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

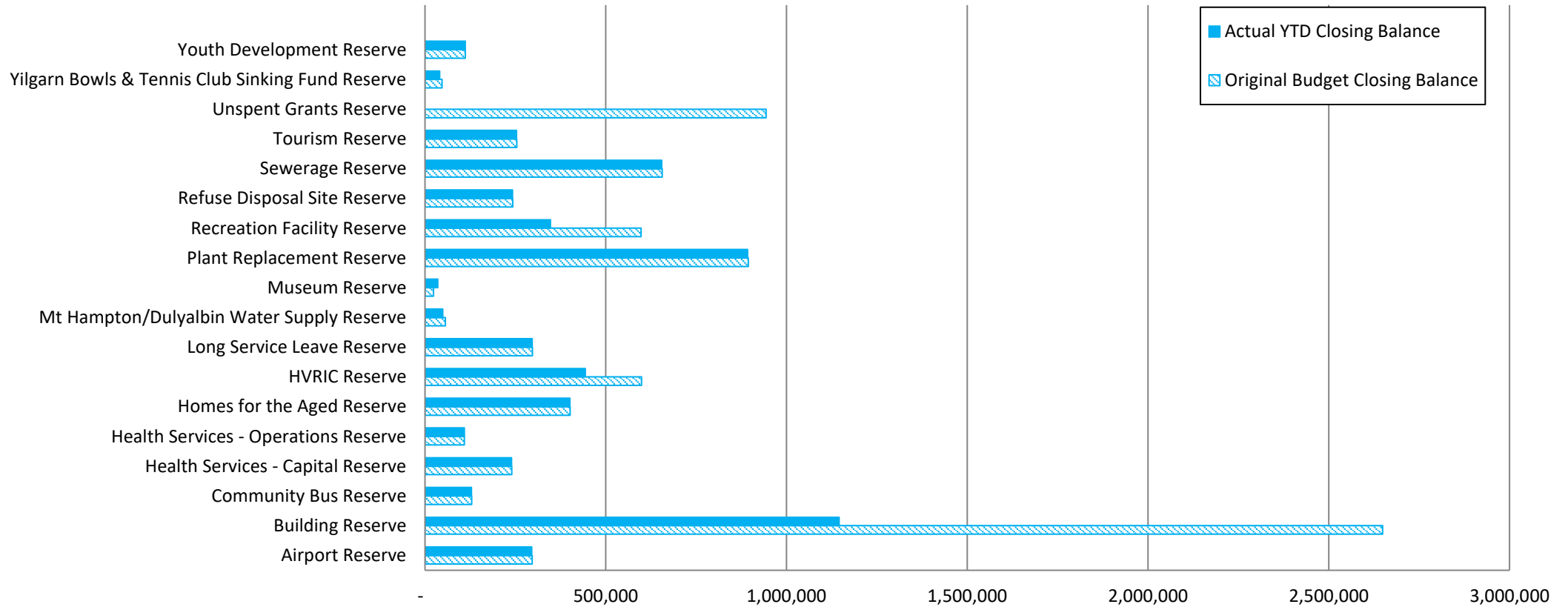
SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2021

Note 7: Cash Backed Reserve

Name	Opening Balance	Original Budget Interest Earned	Actual Interest Earned	Original Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Airport Reserve	295,244	-	252	1,033	-	-	-	296,277	295,496
Building Reserve	1,144,951	-	975	1,504,007	-	-	-	2,648,958	1,145,927
Community Bus Reserve	128,567	-	110	450	-	-	-	129,017	128,677
Health Services - Capital Reserve	238,970	-	204	836	-	-	-	239,806	239,174
Health Services - Operations Reserve	108,571	-	93	380	-	-	-	108,951	108,663
Homes for the Aged Reserve	400,304	-	341	1,401	-	-	-	401,705	400,645
HVRIC Reserve	443,296	-	378	155,551	-	-	-	598,847	443,674
Long Service Leave Reserve	295,938	-	252	1,036	-	-	-	296,974	296,190
Mt Hampton/Dulyalbin Water Supply Reserve	48,843	-	42	7,671	-	-	-	56,514	48,884
Museum Reserve	35,431	-	30	3,124	-	(15,000)	-	23,555	35,461
Plant Replacement Reserve	891,301	-	759	3,120	-	-	-	894,421	892,060
Recreation Facility Reserve	346,483	-	295	251,213	-	-	-	597,696	346,779
Refuse Disposal Site Reserve	241,958	-	206	847	-	-	-	242,805	242,164
Sewerage Reserve	654,121	-	557	2,290	-	-	-	656,411	654,678
Tourism Reserve	252,883	-	215	885	-	-	-	253,768	253,098
Unspent Grants Reserve	-	-	-	943,522	-	-	-	943,522	-
Yilgarn Bowls & Tennis Club Sinking Fund Reserve	40,575	-	35	6,808	-	-	-	47,383	40,609
Youth Development Reserve	111,089	-	95	389	-	-	-	111,478	111,184
	5,678,524	-	4,838	2,884,563	-	(15,000)	-	8,548,087	5,683,362

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 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 31 August 2021

Note 8: Disposal of Assets

Asset Number	Asset Description	YTD Actual				Original Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and Equipment								
	#2 Transport								
	1865 - Side Tipper Semi Trailer (YL7059)	48,702	-	-	-	47,908	35,000	-	(12,908)
	1866 - Side Tipper Semi Trailer (YL7016)	47,763	-	-	-	46,984	35,000	-	(11,984)
	P5141 - 2013 John Deere 670 Grader (YL296)	141,191	-	-	-	137,553	65,000	-	(72,553)
	1893 - Cat 950H Front-End Loader (YL324)	151,139	-	-	-	148,598	80,000	-	(68,598)
	2048 - Toyota Hilux SR5 4x4 (YL150)	42,051	-	-	-	40,588	35,000	-	(5,588)
	#14 Other property and services								
	2038 - Toyota Prado (YL1)	51,527	-	-	-	61,818	61,818	-	-
	2047 - Toyota Kluger (YL50)	43,949	-	-	-	42,536	40,000	-	(2,536)
		526,320	-	-	-	525,985	351,818	-	(174,167)

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2021

Note 9: Rating Information

	Rate in	Number of Properties	Rateable Value	YTD Actual				Original Budget			
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
RATE TYPE	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
Non - Rateable	-	124	293,644	-	-	-	-	-	-	-	-
GRV - Residential/Industrial	11.28940	389	3,399,109	383,739	-	-	383,739	383,739	-	-	383,739
GRV - Commercial	7.94690	34	981,205	77,975	-	-	77,975	77,975	-	-	77,975
GRV - Minesite	15.89380	4	529,565	84,168	-	-	84,168	84,168	-	-	84,168
GRV - Single Persons Quarters	15.89380	10	816,219	129,728	-	-	129,728	129,729	-	-	129,729
UV - Rural	1.76630	353	103,935,117	1,880,750	-	-	1,880,750	1,835,806	-	-	1,835,806
UV - Mining Tenement	17.47930	340	8,648,469	1,515,150	-	-	1,515,150	1,511,692	-	-	1,511,692
Sub-Totals		1,254	118,603,328	4,071,510	-	-	4,071,510	4,023,109	-	-	4,023,109
Minimum Payment	Minimum										
	\$										
GRV - Residential/Industrial	500.00000	116	152,317	58,000	-	-	58,000	58,000	-	-	58,000
GRV - Commercial	400.00000	7	20,061	2,800	-	-	2,800	2,800	-	-	2,800
GRV - Minesite	400.00000	3	2,408	1,200	-	-	1,200	1,200	-	-	1,200
GRV - Single Persons Quarters	400.00000	2	1,075	800	-	-	800	800	-	-	800
UV - Rural	400.00000	40	282,645	16,000	-	-	16,000	16,000	-	-	16,000
UV - Mining Tenement	400.00000	233	259,902	90,000	-	-	90,000	93,200	-	-	93,200
Sub-Totals		401	718,408	168,800	-	-	168,800	172,000	-	-	172,000
		1,655	119,321,736	4,240,310	-	-	4,240,310	4,195,109	-	-	4,195,109
Concession							- 45,797				- 160,000
Amount from General Rates							4,194,513				4,035,109
Ex-Gratia Rates							-				33,104
							4,194,513				4,068,213

Comments - Rating Information

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2021

Note 10: Information on Borrowings

(a) Debenture Repayments

Particulars	Actual		Original Budget	
	Principal	Interest	Principal	Interest
	\$	\$	\$	\$
Recreation and Culture				
Loan 98 - Yilgarn Aquatic Centre	-	-	95,504	10,589
	0	0	95,504	10,589

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2021

Note 11: Grants and Contributions

	Grant Provider	Type	Opening Balance (a)	Original Budget Operating	Capital	YTD Budget	Annual Budget (d)	Post Variations (e)	Expected (d)+(e)	YTD Actual Revenue	(Expended) (c)	Unspent Grant (a)+(b)+(c)
				\$	\$	\$				\$	\$	\$
General Purpose Funding												
Grants Commission - General	WALGGC	Operating	-	810,013.00	-	202,503.00	810,013.00	-	810,013.00	282,915.00	(282,915.00)	-
Grants Commission - Roads	WALGGC	Operating	-	671,828.00	-	167,957.00	671,828.00	-	671,828.00	183,400.00	(183,400.00)	-
Local Roads & Community Infrastructure	Fed. Dept. Infra	Non-operating	130,300.00	-	1,512,847.00	-	1,512,847.00	-	1,512,847.00	-	-	130,300.00
Law, Order and Public Safety												
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Operating - Tied	-	64,176.00	-	-	64,176.00	-	64,176.00	-	-	-
Education & Welfare												
DRD Grant - Community Resource Centre Operations	Regional Development	Operating - Tied	-	103,959.00	-	25,989.00	103,959.00	-	103,959.00	26,328.00	(26,328.00)	-
Centrelink Commissions	Centrelink	Operating	-	5,750.00	-	5,750.00	5,750.00	-	5,750.00	-	-	-
CRC Professional Development & Training		Operating	-	2,500.00	-	2,500.00	2,500.00	-	2,500.00	-	-	-
Senior Citizens Centre	Council on the Aged	Operating - Tied	-	800.00	-	-	800.00	-	800.00	-	-	-
Community Amenities												
Grants - Various Community Development Programs	Various	Operating	-	1,000.00	-	166.00	1,000.00	-	1,000.00	-	-	-
Transport												
Main Roads Direct	Main Roads WA	Non-operating	-	-	372,140.00	372,140.00	372,140.00	-	372,140.00	372,140.00	(372,140.00)	-
Heavy Vehicle Road Improvement Contributions	Various	Operating	-	154,000.00	-	25,666.00	154,000.00	-	154,000.00	-	-	-
Roads To Recovery	Roads to Recovery	Non-operating	220,000.00	-	906,164.00	-	906,164.00	-	906,164.00	-	-	220,000.00
Regional Road Groups	Regional Road Group	Non-operating	-	-	808,624.00	323,450.00	808,624.00	-	808,624.00	323,455.00	FALSE	323,455.00
Street Light Operations	Main Roads WA	Operating - Tied	-	10,250.00	-	-	10,250.00	-	10,250.00	-	-	-
Economic Services												
Skeleton Weed LAG Program	State Skeleton Weed Committee	Operating - Tied	-	170,000.00	-	170,000.00	170,000.00	-	170,000.00	170,000.00	-	170,000.00
TOTALS			350,300.00	1,994,276.00	3,599,775.00	#####	5,594,051.00	-	5,594,051.00	#####	(864,783.00)	843,755.00
SUMMARY												
Operating	Operating Grants, Subsidies and Contributions		-	1,645,091.00	-	404,542.00	1,645,091.00	-	1,645,091.00	466,315.00	(466,315.00)	-
Non-operating	Non-operating Grants, Subsidies and Contributions		350,300.00	-	3,599,775.00	695,590.00	3,599,775.00	-	3,599,775.00	695,595.00	(372,140.00)	673,755.00
TOTALS			350,300.00	1,994,276.00	3,599,775.00	#####	5,594,051.00	-	5,594,051.00	#####	(864,783.00)	843,755.00

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 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 2021	Amount Received	Amount Paid	Closing Balance 31 Aug 2021
	\$	\$	\$	\$
Police Licensing	5,757	-	-	5,757
Builders Levy	28,143	124	-	28,267
GreyHound Bus Bookings	-	-	-	-
Transwa Bookings	3,575	1,499	(1,390)	3,684
Council Nomination Deposit	-	-	-	-
Staff Personal Dedns	45,770	7,128	-	52,898
Housing Tenancy Bonds	7,280	-	(420)	6,860
Hall Hire Bonds And Deposits	1,115	-	-	1,115
Security Key System - Key Bonds	1,830	-	-	1,830
Skeleton Weed	-	-	-	-
Clubs & Groups	219	-	-	219
Third Party Contributions	6,338	-	-	6,338
Rates Overpaid	17,711	4,550	-	22,261
Residual - Doctor'S Vehicle	-	-	-	-
Retention Monies	153,034	-	-	153,034
Medical Services Provision	-	-	-	-
YBTC Sinking Fund	6,667	-	(6,667)	-
SXFC Sinking Fund	-	-	-	-
Museum Trust	-	-	-	-
	277,439	13,301	(8,477)	282,263






SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2021

Note 13: Capital Acquisitions

Assets	Job / Account	YTD Actual			Original Budget			
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
<div><div></div><div>Level of budgeted pending indicator, please see table at the end of this note for further detail.</div></div>								
Land & Buildings								
Education & Welfare								
<div></div>	Homes For The Aged - Units 1 & 2 - Capital Works	J08401	-	-	-	(3,973)	-	-
<div></div>	Homes For The Aged - Units 3 & 4 - Capital Works	J08402	-	-	-	(3,973)	-	-
<div></div>	Homes For The Aged - Units 5 & 6 - Capital Works	J08403	-	-	-	(3,973)	-	-
<div></div>	Homes For The Aged - Units 7 & 8 - Capital Works	J08404	-	-	-	(8,973)	-	-
<div></div>	Homes For The Aged - Units 9 & 10 - Capital Works	J08405	-	-	-	(14,752)	-	-
<div></div>	Homes For The Aged - Units 11 & 12 - Capital Works	J08406	-	-	-	(11,156)	-	-
Education & Welfare Total			-	-	-	(46,800)	-	-
Recreation And Culture								
Public Halls and Civic Centres								
<div></div>	Southern Cross Community Centre, Capital Works	J11150	-	-	-	(75,000)	-	-
<div></div>	Bodallin Hall, Capital Works	J11154	-	-	-	(8,000)	(4,000)	4,000
Swimming Areas and Beaches								
<div></div>	Southern Cross Swimming Pool, Capital Works	E11250	-	-	-	(30,000)	-	-
Other Recreation & Sport								
<div></div>	LRCI Rnd 2 - Southern Cross Recreation Complex, Audio/Visual System	J11335	-	-	-	(3,500)	(3,500)	3,500
<div></div>	LRCI Rnd 2 - Southern Cross Recreation Complex, Reverse Cycle Airconditioner	J11340	-	-	-	(4,000)	(4,000)	4,000
<div></div>	LRCI Rnd 2 - Southern Cross Sporting Complex, Capital Works	SPRT10	-	-	-	(36,821)	-	-
<div></div>	Southern Cross Golf Club, Capital Works	E11359	-	-	-	(34,500)	(6,900)	6,900
Heritage								
<div></div>	Yilgarn History Museum, Capital Works	J11502	-	-	-	(15,000)	-	-
Recreation And Culture Total			-	-	-	(206,821)	(18,400)	18,400
Transport								
<div></div>	Depot, Capital Works	J14602	-	-	-	(50,000)	(8,332)	8,332
<div></div>	Depot (Yard Surfaces), Capital Works	J14604	-	-	-	(18,885)	(3,142)	3,142
Transport Total			-	-	-	(68,885)	(11,474)	11,474












SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2021

Note 13: Capital Acquisitions

Assets	Job / Account	YTD Actual			Original Budget		
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance
		\$	\$	\$	\$	\$	\$
Economic Services							
 Caravan Park, Capital Works	J13203	(1,428)	-	(1,428)	(26,821)	-	(1,428)
Economic Services Total		(1,428)	-	(1,428)	(26,821)	-	(1,428)
Other Property & Services							
Public - Administration							
 Administration Centre, Capital Works	J14601	-	-	-	(32,000)	-	-
Public - Administration Total		-	-	-	(32,000)	-	-
Land & Building Total		(1,428)	-	(1,428)	(381,327)	(29,874)	28,446
Furniture & Office Equip.							
Community Amenities							
 Cemetery, Furniture & Equipment	E10653	-	-	-	(7,000)	(7,000)	7,000
Community Amenities Total		-	-	-	(7,000)	(7,000)	7,000
Transport							
 Depot, Furniture & Equipment	E12352	-	-	-	(20,500)	(3,416)	3,416
Transport Total		-	-	-	(20,500)	(3,416)	3,416
Economic Services							
 Skeleton Weed, Furniture & Equipment	E13751	-	-	-	(2,000)	-	-
		-	-	-	(2,000)	-	-
Furniture & Office Equip Total		-	-	-	(29,500)	(10,416)	10,416


















SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2021

Note 13: Capital Acquisitions

		YTD Actual			Original Budget			
Assets	Job / Account	New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
Plant , Equip. & Vehicles								
Community Amenities								
	LRCI Rnd 2 - Southern Cross Recreation Centre, Trailer Mounted Backup Generator	E10755	-	-	(9,500)	-	-	
Community Amenities Total			-	-	(9,500)	-	-	
Recreation And Culture								
	LRCI Rnd 2 - Southern Cross Recreation Centre, Trailer Mounted Backup Generator	J11336	-	-	(3,000)	(600)	600	
Recreation And Culture Total			-	-	(3,000)	(600)	600	
Transport								
	Side Tipper Trailer (Replace Asset 1865, YL 7059)	E12350	-	-	(1,353,000)	(225,500)	225,500	
Transport Total			-	-	(1,353,000)	(225,500)	225,500	
Economic Services								
	LRCI Rnd 2 - Southern Cross Caravan Park, New Backup Generator	J13205	(2,282)	-	(2,282)	(17,500)	(8,750)	6,468
Economic Services Total			(2,282)	-	(2,282)	(17,500)	(8,750)	6,468
Other Property & Services								
	Holden Colorado LTZ CREW CAB 4WD (Replace Asset 2036, YL 252)	E14656	-	-	(115,200)	(23,040)	23,040	
Other Property & Services Total			-	-	(115,200)	(23,040)	23,040	
Plant , Equip. & Vehicles Total			(2,282)	-	(2,282)	(1,498,200)	(257,890)	255,608
Infrastructure - Roads (Non Town)								
	R2030 - Koolyanobbing Rd SLK 14.0 - 17.0, Construct To 7M Seal	RRG18	(46,343)	-	(46,343)	(627,651)	(125,531)	79,188
	R2030 - Koolyanobbing Rd SLK 11.0 - 14.0, 10mm Bitumen Reseal	RRG19	(220)	-	(220)	(104,729)	-	(220)
	R2030 - Moorine South Rd SLK 25.5 - 41.0, 10mm Bitumen Reseal	RRG20	(220)	-	(220)	(480,555)	-	(220)
	R2R - Cramphorne Rd SLK 8.5 - 10.0 , Construct To 7M Seal	R2R22	(82,982)	-	(82,982)	(220,225)	(44,045)	(38,937)
	R2R - Bodallin South Rd SLK 6.5 - 7.7, Construct To 7M Seal	R2R23	-	-	-	-	-	-
	R2R - Bodallin North Rd SLK 0.0 - 11.0, 10mm Bitumen Reseal	R2R27	(220)	-	(220)	(328,576)	-	(220)







SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2021

Note 13: Capital Acquisitions

Assets		Job / Account	YTD Actual			Original Budget		
			New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance
			\$	\$	\$	\$	\$	\$
	R2R - Bodallin South Rd SLK 7.7 - 9.2, Construct To 7M Seal	R2R28	(820)	-	(820)	(388,463)	-	(820)
	R2R - Bodallin South Rd SLK 6.5 - 7.7, 10mm Bitumen Reseal	R2R29	(2,712)	-	(2,712)	(42,157)	-	(2,712)
	R2R - Southern Cross South Rd SLK 19.6 - 21.1, Formation & Gravel Overlay	R2R30	(220)	-	(220)	(71,812)	-	(220)
	R2R - Gatley Rd SLK 0.0 - 2.0 - Formation & Gravel Overlay	R2R31	(220)	-	(220)	(96,766)	(32,256)	32,036
	RRU - Kent Rd SLK 18.3 - 20.3 - Formation & Gravel Overlay	RRU12	(220)	-	(220)	(92,784)	(15,458)	15,238
	RRU - Nulla Nulla South Rd SLK 30.0 - 32.5 - Formation & Gravel Overlay	RRU17	(220)	-	(220)	(98,401)	(16,398)	16,178
	LRCI Rnd 2 - Beaton Rd (Bullfinch Rd To Three Boys Rd), Construct To 7M Seal	RRU22	(19,659)	-	(19,659)	(19,330)	(19,330)	(329)
	RRU - Moorine Rocks Rd SLK 0.0 - 2.0, Formation & Gravel Overlay	RRU24	(220)	-	(220)	(82,268)	(13,706)	13,486
	RRU - Emu Fence Rd SLK 139.5 - 141.5, Formation & Gravel Overlay	RRU25	(220)	-	(220)	(84,756)	(14,122)	13,902
	RRU - Koolyanobbing Rd SLK 34.6 - 36.6, 10Mm Bitumen Reseal	RRU26	(220)	-	(220)	(56,406)	(9,398)	9,178
	RRU - Brennand Rd SLK 11.5 - 13.5 - Formation & Gravel Overlay	RRU27	(220)	-	(220)	(106,360)	(17,720)	17,500
	RRU - Southern Cross South Rd SLK 0.0 - 2.6, 10Mm Bitumen Reseal	RRU28	(220)	-	(220)	(97,684)	-	(220)
Infrastructure - Roads (Non Town) Total			(155,156)	-	(155,156)	(2,998,923)	(307,964)	152,808
Infrastructure - Roads (Non Town) Total			(155,156)	-	(155,156)	(2,998,923)	(307,964)	152,808
Infrastructure - Roads (Town)								
	Achenear St (Antares St to Sirius St), Bitumen Reseal	TRU05	(220)	-	(220)	(49,772)	(8,290)	8,070
	Beaton Rd (Southern Cross Rd To Three Boys Rd), Bitumen Reseal	TRU09	(220)	-	(220)	(42,450)	(7,070)	6,850
	Arcturus St SLK 0.0 - 1.2, Bitumen Reseal	TRU10	(220)	-	(220)	(52,412)	(8,730)	8,510
	Pegasi St & Arcturus St Car Parks, Bitumen Reseal	TRU11	-	-	-	(14,924)	(2,484)	2,484
	Sirius St & Truck Parking Bay, Bitumen Reseal	TRU12	-	-	-	(67,541)	(11,256)	11,256
Infrastructure - Roads (Town) Total			(660)	-	(660)	(227,099)	(37,830)	37,170
Infrastructure - Roads (Town) Total			(660)	-	(660)	(227,099)	(37,830)	37,170
Infrastructure - Road Total			(155,816)	-	(155,816)	(3,226,022)	(345,794)	189,978






SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2021

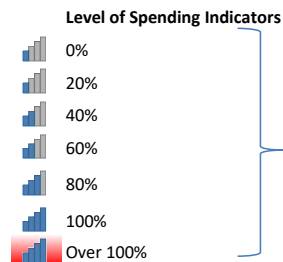
Note 13: Capital Acquisitions

Assets	Job / Account	YTD Actual			Original Budget			
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
Infrastructure - Footpaths								
Transport								
	LRCI Rnd 2 - Beaton Rd (Antares St to Cemetary), Concrete Footpath	J12102	(528)	-	(528)	-	-	(528)
	LRCI Rnd 2 - Spica St (Centaur St to Phoenix St), Concrete Footpath	J12104	-	-	-	(60,453)	(10,070)	10,070
Infrastructure - Footpaths Total			(528)	-	(528)	(60,453)	(10,070)	9,542
Infrastructure - Footpaths Total			(528)	-	(528)	(60,453)	(10,070)	9,542
Infrastructure - Refuse								
Community Amenities								
	Southern Cross, Refuse Disposal Site Improvements	J10107	-	-	-	(7,500)	-	-
Infrastructure - Refuse Total			-	-	-	(7,500)	-	-
Infrastructure - Refuse Total			-	-	-	(7,500)	-	-
Infrastructure - Sewerage								
Community Amenities								
	Southern Cross, Sewerage Scheme	E10350	-	-	-	(17,500)	(2,916)	2,916
	Marvel Loch, Sewerage Access Chamber Upgrades	E10450	-	-	-	(10,500)	(1,750)	1,750
Infrastructure - Sewerage Total			-	-	-	(28,000)	(4,666)	4,666
Infrastructure - Sewerage Total			-	-	-	(28,000)	(4,666)	4,666
Infrastructure - Drainage								
Community Amenities								
	Southern Cross, Drainage Improvements	J10901	-	-	-	(14,427)	(2,398)	2,398
Infrastructure - Drainage Total			-	-	-	(14,427)	(2,398)	2,398
Infrastructure - Drainage Total			-	-	-	(14,427)	(2,398)	2,398

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2021

Note 13: Capital Acquisitions

Assets	Job / Account	YTD Actual			Original Budget			
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
Infrastructure - Parks & Ovals								
Recreation & Culture								
	LRCI Rnd 2 - Constellation Park, Perimeter Fencing	J11337	(2,656)	-	(2,656)	(11,000)	(2,200)	(456)
	LRCI Rnd 2 - Constellation Park, Shade Shelters & Seating	J11338	-	-	-	(60,000)	(12,000)	12,000
	LRCI Rnd 2 - Southern Cross Skate Park, Construction	J11321	(166,400)	-	(166,400)	(146,000)	(146,000)	(20,400)
	Constellation Park, Playground Equipment	J11330	(11,968)	-	(11,968)	(92,000)	-	(11,968)
	LRCI Rnd 2 - Southern Cross Recreation Ground, Lighting Tower	J11333	(51,900)	-	(51,900)	(65,000)	(13,000)	(38,900)
Infrastructure - Parks & Ovals Total			(232,924)	-	(232,924)	(374,000)	(173,200)	(59,724)
Infrastructure - Parks & Ovals Total			(232,924)	-	(232,924)	(374,000)	(173,200)	(59,724)
Infrastructure - Other								
Other Recreation And Sport								
LRCI Rnd 2 - Yilgarn Bowls & Tennis Club, Renew Synthetic Surface		J11334	-	-	-	(119,000)	(23,800)	23,800
LRCI Rnd 2 - Yilgarn Bowls & Tennis Club, Renew Synthetic Surface Total			-	-	-	(119,000)	(23,800)	23,800
Infrastructure - Other Total			-	-	-	(119,000)	(23,800)	23,800
Capital Expenditure Total			(392,978)	-	(392,978)	(5,738,429)	(858,108)	465,130



Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

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Attachment 9.2.2

SHIRE OF YILGARN

Payments made from the Municipal Account for the Period 1st August 2021 to 31st August 2021 Presented to Council,
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
41056	13/08/2021	LGRCEU	PAYROLL DEDUCTIONS	A		20.50
41057	13/08/2021	SHIRE OF YILGARN	PAYROLL DEDUCTIONS	A		1,425.45
41058	13/08/2021	SHIRE OF YILGARN	CHEMIST LEASE - RETAINED IN TRUST (T13) JULY 2021	A		550.00
41059	13/08/2021	SHIRE OF YILGARN	ADMIN PETTY CASH REIMBURSEMENT - 2020/2021	A		274.70
41060	27/08/2021	BULLFINCH PROGRESS ASSOCIATION	REIMBURSEMENT - MANAGEMENT OF THE BULLFINCH CARAVAN PARK	A		1,000.00
41061	27/08/2021	LGRCEU	PAYROLL DEDUCTIONS	A		20.50
41062	27/08/2021	SHIRE OF YILGARN	PAYROLL DEDUCTIONS	A		1,425.45
41063	27/08/2021	SHIRE OF YILGARN	RATES 2021/2022 - SHIRE	A		35,856.00
41064	27/08/2021	SHIRE OF YILGARN	100% RATES DEDUCTION - INVOICE 14 - LANDFILL ATTENDANT - A150, A1560 - AS PER CORRESPONDENCE	A		1,150.00

REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	41,722.60
TOTAL		41,722.60

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11665	13/08/2021	ABCO PRODUCTS	CLEANING CONSUMABLES	A		282.27
EFT11666	13/08/2021	AFGRI EQUIPMENT AUSTRALIA PTY LTD	VEHICLE PARTS	A		220.69
EFT11667	13/08/2021	WA Distributors Pty Ltd	CLEANING CONSUMABLES	A		386.65
EFT11668	13/08/2021	AUSTRALIA POST	POSTAL CHARGES - JULY 2021	A		300.44
EFT11669	13/08/2021	AVON WASTE	MONTHLY RUBBISH COLLECTION - JULY 2021	A		16,454.34
EFT11670	13/08/2021	BOC GASES	GAS CONTAINER HIRE & GAS SUPPLY	A		50.59
EFT11671	13/08/2021	R DELLA BOSCA FAMILY TRUST	GRADER HIRE	A		8,228.00
EFT11672	13/08/2021	BRONSON SAFETY	SAFETY SIGNAGE	A		277.20
EFT11673	13/08/2021	ESTHER ROSE PTY LTD	CONSULTANCY SERVICES - INTERIM AUDIT 2020/2021	A		3,821.06
EFT11674	13/08/2021	CEMETERIES & CREMATORIA ASSOC OF WA	CEMETERIES AND CREMATORIA ASSOCIATION OF WA ORDINARY MEMBERSHIP 2021-2022	A		125.00
EFT11675	13/08/2021	AUST. GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	A		468.79
EFT11676	13/08/2021	CIVIC LEGAL PTY LTD	LEGAL SERVICES	A		5,551.15
EFT11677	13/08/2021	AUSTRALIAN TAXATION OFFICE	BAS JUNE 2021	A		10,052.00
EFT11678	13/08/2021	COURIER AUSTRALIA	TOLL FREIGHT	A		221.22
EFT11679	13/08/2021	DAVE'S TREE SERVICES	HORTICULTURAL SERVICES	A		5,148.00
EFT11680	13/08/2021	E FIRE & SAFETY	FIRE EXTINGUISHER TRAINING ALL STAFF + 6 MONTHLY FIRE EXTINGUISHER SERVICING (SHIRE)	A		3,952.30

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11681	13/08/2021	DEPOT STAFF	UNIFORM REIMBURSEMENT	A		138.70
EFT11682	13/08/2021	GILBA DOWNS	ROADTRAIN HIRE	A		12,474.00
EFT11683	13/08/2021	GREAT EASTERN FREIGHTLINES	PLANT FREIGHT	A		411.11
EFT11684	13/08/2021	INDUSTRIAL AUTOMATION GROUP P/L	STANDPIPE OPERATIONAL COSTS JULY 2021 - 31ST DECEMBER 2021	A		4,355.45
EFT11685	13/08/2021	JB HIFI SOLUTIONS	STAFF HOUSING APPLIANCE	A		549.00
EFT11686	13/08/2021	WESFARMERS KLEENHEAT GAS PTY LTD	GAS SUPPLIED - LPG BULK	A		1,447.32
EFT11687	13/08/2021	LEISURE INSTITUTE OF WA AQUATICS (INC)	ANNUAL CONFERENCE	A		545.00
EFT11688	13/08/2021	LGIS INSURANCE BROKING	SALARY CONTINUANCE INSURANCE - 2021/2022	A		5,633.88
EFT11689	13/08/2021	LGIS LIABILITY	LIABILITY INSURANCE INSTALMENT 1 - 2021/2022	A		34,904.45
EFT11690	13/08/2021	LGIS PROPERTY	LGIS PROPERTY INSURANCE INSTALMENT 1 - 2021/2022	A		48,799.99
EFT11691	13/08/2021	LGISWA	MOTOR VEHICLE, WORKCARE, BUSHFIRE, TRAVEL AND PERSONAL ACCIDENT INSURANCE - 2021/2022	A		134,893.91
EFT11692	13/08/2021	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	2021 - 2022 SILVER LOCAL GOVERNMENT MEMBERSHIP	A		2,200.00
EFT11693	13/08/2021	MARKETFORCE	ADVERTISING - EMRS POSITION	A		2,757.77
EFT11694	13/08/2021	WORKING WITH CHILDREN REIMBURSEMENT	REIMBURSEMENT FOR WORKING WITH CHILDREN	A		87.00
EFT11695	13/08/2021	MISMATCH WORKSHOP	LANDFILL OPERATIONS	A		2,300.00

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11696	13/08/2021	WORKING WITH CHILDREN REIMBURSEMENT	REIMBURSEMENT FOR WORKING WITH CHILDREN	A		87.00
EFT11697	13/08/2021	MOORE AUSTRALIA (WA) PTY LTD	STAFF TRAINING	A		990.00
EFT11698	13/08/2021	MULTISPARES LIMITED	WORKSHOP EQUIPMENT	A		16,390.00
EFT11699	13/08/2021	OFFICE NATIONAL	DEPOT STATIONERY	A		181.21
EFT11700	13/08/2021	IXOM OPERATIONS PTY LTD	CHLORINE BOTTLE RENTAL - JULY 2021	A		422.84
EFT11701	13/08/2021	PAYWISE PTY LTD	PAYROLL DEDUCTIONS - NOVATED LEASE	A		483.21
EFT11702	13/08/2021	PROMOTIONAL EXPOSURE	FINAL PAYMENT FOR COMEDY GOLD 2021 PERFORMANCE	A		1,760.00
EFT11703	13/08/2021	THE GOODS AUSTRALIA	CLEANING CONSUMABLES	A		108.90
EFT11704	13/08/2021	SHAC ELECTRICAL SERVICES	ELECTRICAL SERVICES - INCLUDING SUPPLY AND INSTALLATION OF SOUTH EAST SPORTING LIGHT AT SX OVAL	A		30,756.00
EFT11705	13/08/2021	Sheqsy PTY LTD	GPS PACKAGE - JULY/AUGUST 2021	A		395.68
EFT11706	13/08/2021	THE TRUSTEE FOR BELMONT UNIT TRUST T/AS DAIMLER TRUCKS PERTH	VEHICLE PARTS	A		176.22
EFT11707	13/08/2021	YILGARN SHIRE SOCIAL CLUB	PAYROLL DEDUCTIONS	A		108.00
EFT11708	13/08/2021	FOODWORKS - SRI DEVESH PTY LTD	FOODWORKS PURCHASES SHIRE - JULY 2021	A		621.09
EFT11709	13/08/2021	EAGLE PETROLEUM TRADING AS STALLION FUELS	FUEL CARD - JULY 2021	A		73.71
EFT11710	13/08/2021	SOUTHERN CROSS HARDWARE AND NEWS	HARDWARE PURCHASES - JULY 2021	A		4,984.14
EFT11711	13/08/2021	SOUTHERN CROSS MOTORCYCLE CLUB INC	SHIRE SPONSORSHIP - 2 DAY ENDURO MOTORBIKE TRIAL	A		3,000.00

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11712	13/08/2021	SOUTHERN CROSS MOTOR MART	VEHICLE PARTS	A		114.70
EFT11713	13/08/2021	B & S CLOSE FAMILY INVESTMENTS PTY LTD T/AS SOUTHERN CROSS TYRE & AUTO SERVICES	VEHICLE SUPPLIES - JULY 2021	A		5,881.90
EFT11714	13/08/2021	SYNERGY	POWER - JULY 2021	A		22,058.08
EFT11715	13/08/2021	VIBRA INDUSTRIAL FILTRATION AUSTRALIA	VEHICLE PARTS	A		114.40
EFT11716	13/08/2021	WB CONTRACTING	EXCAVATOR HIRE	A		2,128.50
EFT11717	13/08/2021	WESTRAC EQUIPMENT PTY LTD	VEHICLE SERVICES	A		2,369.49
EFT11718	13/08/2021	WREN OIL	OIL REFUSE	A		352.00
EFT11719	13/08/2021	YILGARN AGENCIES	BUILDING SUPPLIES + CONSTELLATION PARK WATER TANK	A		11,015.75
EFT11720	13/08/2021	AIM NEDIA GROUP PTY LTD T/AS YILGARN PLUMBING AND GAS	PLUMBING SERVICES	A		919.88
EFT11721	27/08/2021	ABCO PRODUCTS	CLEANING CONSUMABLES	A		644.81
EFT11722	27/08/2021	BENARA NURSERIES	GARDENING SUPPLIES	A		277.86
EFT11723	27/08/2021	R DELLA BOSCA FAMILY TRUST	GRADER HIRE	A		9,788.38
EFT11724	27/08/2021	BUNNINGS GROUP LTD	BUILDING SUPPLIES	A		2,066.60
EFT11725	27/08/2021	CHADSON ENGINEERING PTY LTD	SWIMMING POOL SUPPLIES	A		1,073.60
EFT11726	27/08/2021	AUST. GOVERNMENT CHILD SUPPORT AGENCY	CHILD SUPPORT PAYMENT	A		2,339.12
EFT11727	27/08/2021	AUST. GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	A		474.06

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11728	27/08/2021	BRYAN CLOSE	2021/2022 DEPUTY PRESIDENT'S ALLOWANCE - 1ST INSTALMENT - AS PER BUDGET	A		1,500.00
EFT11729	27/08/2021	AUSTRALIAN TAXATION OFFICE	JULY 2021 - BAS	A		14,879.00
EFT11730	27/08/2021	COPIER SUPPORT	PHOTOCOPIER READINGS - AUGUST 2021	A		3,504.67
EFT11731	27/08/2021	CORSIGN	ROAD SIGNAGE	A		9,505.10
EFT11732	27/08/2021	COURIER AUSTRALIA	TOLL FREIGHT	A		271.69
EFT11733	27/08/2021	E FIRE & SAFETY	FIRE SAFETY SERVICING	A		1,969.00
EFT11734	27/08/2021	DEPARTMENT OF FIRE & EMERGENCY SERVICES	2021/2022 ESL QUARTER 1 IN ACCORDANCE WITH THE DEPARTMENT OF FIRE AND EMERGENCY SERVICES OF WA ACT 1998 PART 6A - EMERGENCY SERVICES LEVY - SECTION 36ZJ AND OPTION B AGREEMENT ARRANGEMENTS. ESLB 1ST QTR CONTRIBUTION	A		31,829.67
EFT11735	27/08/2021	FIRE MITIGATION SERVICES PTY LTD	CARAVAN PARK REFUND	A		190.00
EFT11736	27/08/2021	GARY MICHAEL GUERINI	ORDINARY COUNCIL MEETING - AUGUST 2021 + TRAVEL	A		893.07
EFT11737	27/08/2021	GILBA DOWNS	ROADTRAIN HIRE	A		10,296.00
EFT11738	27/08/2021	HANDY FUEL MANAGEMENT SOLUTIONS PTY LTD	DEPOT BOSWSER SERVICING	A		3,932.50
EFT11739	27/08/2021	JB HIFI SOLUTIONS	TELECOMMUNICATIONS EQUIPMENT	A		5,275.00
EFT11740	27/08/2021	JODIE MAREE COBDEN	ORDINARY COUNCIL MEETING - AUGUST 2021	A		400.00
EFT11741	27/08/2021	LGISWA	LGIS WORKER'S COMPENSATION INSURANCE - 2021/2022	A		7,168.69

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11742	27/08/2021	LIBERTY OIL RURAL PTY LTD	BULK DIESEL	A		25,560.00
EFT11743	27/08/2021	LINDA ROSE	ORDINARY COUNCIL MEETING - AUGUST 2021 + TRAVEL	A		558.42
EFT11744	27/08/2021	LOCAL HEALTH AUTH. ANALYTICAL COMMITTEE	ANNUAL LHAAC SUBSCRIPTION - 2021/2022	A		509.30
EFT11745	27/08/2021	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	INTRODUCTION TO LOCAL GOVERNMENT - STAFF TRAINING	A		340.00
EFT11746	27/08/2021	MAPIEN	PART PAYMENT - PREPERATION AND IMPLIMENTATION OF A NEW ENTERPRISE AGREEMENT	A		9,440.59
EFT11747	27/08/2021	NORTHAM TOYOTA	VEHICLE PARTS	A		142.79
EFT11748	27/08/2021	MISMATCH WORKSHOP	LANDFILL OPERATIONS	A		1,150.00
EFT11749	27/08/2021	PAYWISE PTY LTD	PAYROLL DEDUCTIONS - NOVATED LEASE	A		483.21
EFT11750	27/08/2021	THINKPROJECT AUSTRALIA PTY LTD	RAMM ANNUAL SUPPORT & MAINTENANCE FEE - 2021/2022	A		9,157.25
EFT11751	27/08/2021	WA CONTRACT RANGER SERVICES	RANGER SERVICES	A		1,870.00
EFT11752	27/08/2021	REGIONAL EARLY EDUCATION AND DEVELOPMENT INC	REED CHILD CARE CENTRE SUPPORT - 2021/2022 - AS PER BUDGET	A		8,250.00
EFT11753	27/08/2021	R MUNNS ENGINEERING CONSULTING SERVICES	CONSULTING WORKS - RAV ASSESSMENT - WHEATLY, GHOOLI, KOOLYANOBING AND SOUTHERN CROSS	A		10,017.68
EFT11754	27/08/2021	SUSAN ELIZABETH SHAW	ORDINARY COUNCIL MEETING - AUGUST 2021	A		400.00
EFT11755	27/08/2021	SHAC ELECTRICAL SERVICES	ELECTRICAL SERVICES - INCLUDING SUPPLY AND INSTALL SPORTING LIGHT TO SOUTH EAST CORNER OF SPORTING OVAL - AS PER ESTIMATE A4211 - PART TWO	A		40,484.55

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11756	27/08/2021	YILGARN SHIRE SOCIAL CLUB	PAYROLL DEDUCTIONS	A		108.00
EFT11757	27/08/2021	EAGLE PETROLEUM TRADING AS STALLION FUELS	FUEL CARD - JULY 2021	A		75.36
EFT11758	27/08/2021	SOUTHERN CROSS HARDWARE AND NEWS	HARDWARE PURCHASES - JULY 2021	A		215.09
EFT11759	27/08/2021	VISAGE PRODUCTIONS	INITIAL 50% PAYMENT FOR PARTICIPATION IN 1 MAN & A BIKE TELEVISION SERIES - WHEATBELT EPISODE	A		3,850.00
EFT11760	27/08/2021	WATER CORPORATION.	WATER - AUGUST 2021	A		124,584.31
EFT11761	27/08/2021	WAYNE ALAN DELLA BOSCA	2021/2022 SHIRE PRESIDENT'S ALLOWANCE - 1ST INSTALMENT - AS PER BUDGET + ORDINARY COUNCIL MEETING, SPECIAL COUNCIL MEETING, WNRRG AND WEROC COMMITTEE MEETINGS - AUGUST 2021	A		7,600.00
EFT11762	27/08/2021	WESTRAC EQUIPMENT PTY LTD	GRADER PARTS	A		561.29
EFT11763	27/08/2021	TELSTRA	SMS SERVICE - JULY 2021	A		1,880.54
EFT11764	27/08/2021	YILGARN AGENCIES	CARAVAN PARK SUPPLIES	A		160.60
EFT11765	27/08/2021	AIM NEDIA GROUP PTY LTD T/AS YILGARN PLUMBING AND GAS	PLUMBING SERVICES	A		214.09

REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	768,421.87
TOTAL		768,421.87

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SHIRE OF YILGARN
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
1765	04/08/2021	WESTPAC BANKING CORPORATION	NET PAYROLL PPE 03.08.2021	A		84,552.34
1766	02/08/2021	SOUTHERN CROSS GENERAL PRACTICE	MONTHLY PAYMENT TO THE DOCTOR - AUGUST 2021	A		6,600.00
1767	06/08/2021	MOTORCHARGE LIMITED	FUEL CARD - JULY 2021	A		2,324.59
1768	09/08/2021	CANON FINANCE AUSTRALIA PTY LTD	CANON PHOTOCOPIER LEASE - AUGUST 2021	A		333.96
1769	11/08/2021	TELSTRA	PHONE - JULY 2021 - SKELETON WEED MOBILE	A		122.20
1770	06/08/2021	DEPARTMENT OF TRANSPORT	DOT LICENSING FROM 02/08/2021 TO 06/08/2021	A		7,984.25
1771	18/08/2021	WESTPAC BANKING CORPORATION	NET PAYROLL PPE 17.08.2021	A		88,113.69
1772	13/08/2021	DEPARTMENT OF TRANSPORT	DOT LICENSING FROM 09/08/2021 TO 13/08/2021	A		7,120.85
1773	16/08/2021	TELSTRA	PHONE - JULY 2021 - SHIRE	A		1,007.50
1774	12/08/2021	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	COMMANDER TELEPHONE FEES - BONDER HIRE AUGUST 2021	A		250.00
1775	17/08/2021	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	COMMANDER TELEPHONE FEES - DATA, EQUIPMENT, VOICE - JULY 2021	A		1,363.63
1776	20/08/2021	DEPARTMENT OF TRANSPORT	DOT LICENSING - 19/08/2021	A		14,409.25
1777	23/08/2021	TELSTRA	PHONE - JULY 2021 - EMRS MOBILE	A		686.92
1778	13/08/2021	WESTPAC BANKING CORPORATION	EMCS CREDIT CARD - JULY 2021	A		377.08
1779	31/08/2021	DEPARTMENT OF TRANSPORT	DOT LICENSING FROM 23/08/2021 TO 27/08/2021	A		8,810.15
1780	31/08/2021	DEPARTMENT OF TRANSPORT	DOT LICENSING FROM 30/08/2021 TO 31/08/2021	A		9,803.50

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SHIRE OF YILGARN

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	233,859.91
TOTAL		233,859.91

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD15946.1	03/08/2021	The Trustee for AWARE SUPER	Payroll deductions	A		13,491.70
DD15946.2	03/08/2021	HOSTPLUS EXECUTIVE SUPERANNUATION FUND	Payroll deductions	A		323.73
DD15946.3	03/08/2021	FUTURE SUPER FUND	Payroll deductions	A		602.89
DD15946.4	03/08/2021	PRIME SUPER	Payroll deductions	A		402.45
DD15946.5	03/08/2021	BT SUPER FOR LIFE ACCOUNT	Payroll deductions	A		1,166.94
DD15946.6	03/08/2021	THE GARY AND JOSIE KENT SUPERANNUATION FUND	Superannuation contributions	A		437.09
DD15946.7	03/08/2021	REST (RETAIL EMPLOYEES SUPERANNUATION TRUST)	Superannuation contributions	A		603.60
DD15946.8	03/08/2021	BEATON FARMING CO SUPERANNUATION FUND	Superannuation contributions	A		637.14
DD15946.9	03/08/2021	BT PANORAMA SUPER	Superannuation contributions	A		2,128.69
DD15946.10	03/08/2021	THE TRUSTEE FOR MACQUARIE SUPERANNUATION PLAN	Superannuation contributions	A		519.09
DD15946.11	03/08/2021	AUSTRALIAN SUPER	Superannuation contributions	A		370.56
DD15946.12	03/08/2021	HESTA SUPER FUND	Superannuation contributions	A		370.56

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	21,054.44
TOTAL		21,054.44

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Payments made from the Municipal Account for the Period 1st August 2021 to 31st August 2021 Presented to Council,
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD15990.1	17/08/2021	The Trustee for AWARE SUPER	Payroll deductions	A		13,631.24
DD15990.2	17/08/2021	HOSTPLUS EXECUTIVE SUPERANNUATION FUND	Payroll deductions	A		305.61
DD15990.3	17/08/2021	FUTURE SUPER FUND	Payroll deductions	A		602.89
DD15990.4	17/08/2021	PRIME SUPER	Payroll deductions	A		402.45
DD15990.5	17/08/2021	BT SUPER FOR LIFE ACCOUNT	Payroll deductions	A		1,153.01
DD15990.6	17/08/2021	THE GARY AND JOSIE KENT SUPERANNUATION FUND	Superannuation contributions	A		437.09
DD15990.7	17/08/2021	REST (RETAIL EMPLOYEES SUPERANNUATION TRUST)	Superannuation contributions	A		561.53
DD15990.8	17/08/2021	BEATON FARMING CO SUPERANNUATION FUND	Superannuation contributions	A		637.14
DD15990.9	17/08/2021	BT PANORAMA SUPER	Superannuation contributions	A		2,135.54
DD15990.10	17/08/2021	THE TRUSTEE FOR MACQUARIE SUPERANNUATION PLAN	Superannuation contributions	A		527.06
DD15990.11	17/08/2021	AUSTRALIAN SUPER	Superannuation contributions	A		370.56
DD15990.12	17/08/2021	HESTA SUPER FUND	Superannuation contributions	A		370.56

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	21,134.68
TOTAL		21,134.68

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SHIRE OF YILGARN
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
402578	10/08/2021	PUBLIC TRANSPORT AUTHORITY	TRANSWA TICKET SALES JULY 2021	E		664.36
402579	10/08/2021	SHIRE OF YILGARN	TRANSWA COMMISSION JULY 2021	E		129.44
402580	17/08/2021	BOND REFUND UNIT 3 HOMES FOR THE AGED	BOND REFUND UNIT 3 HOMES FOR THE AGED	E		220.00
402581	31/08/2021	BOND REFUND 91A ANTARES	BOND REFUND 91A ANTARES STREET	E		200.00

REPORT TOTALS

Bank Code	Bank Name	TOTAL
E	TRUST FUND	1,213.80
TOTAL		1,213.80