

Attachments

November

2021

Attachments

Minutes

Ordinary Meeting of Council –October 2021

Yilgarn History Museum Advisory Committee October 2021

Shire of Yilgarn Roads Committee.-October 2021

Agenda Attachments

- 9.2.1 Monthly Financial Reports
- 9.2.2 Accounts for Payment
- 9.2.4 Records Management Policy



Shire of
YILGARN

“good country for hardy people”

Minutes
Ordinary Meeting of
Council
21 October
2021

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

As this meeting is the first official meeting of Council following the nomination and unopposed election of returning Councillors and the End of Term for outgoing Councillors the CEO will open the meeting and Chair the process of the Swearing-In of Councillors and the election of the Shire President and Swearing-In of this position.

The CEO declared the meeting open at 4.02pm

Following the election of the Shire President, the CEO will vacate the Chair and the newly elected Shire President will take the Chair and undertake the election process for the Deputy Shire President position.

2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

The CEO welcomed all in attendance and thanked them for coming.

3. ATTENDANCE

Members	Cr W Della Bosca Cr B Close Cr J Cobden Cr G Guerini Cr P Nolan Cr L Rose	
Council Officers	N Warren C Watson R Bosenberg S Chambers L Della Bosca	Chief Executive Officer Executive Manager Corporate Services Executive Manager Infrastructure Executive Manager Regulatory Services Minute Taker
Apologies:	Nil	
Observers:	Mrs. P Oetiker, Ms. L Warren, Mr. G Borona, Mrs. K Crafter, Mr. R Burro, Mrs. D Della Bosca, Mrs. M Zweck, Mr. A Zweck, Mrs. J Pope, Mr. T Pope and Mr. S Rose	
Leave of Absence:	Nil	

4. DECLARATION OF INTEREST

Nil

5. SWEARING-IN OF NEWLY ELECTED AND RETURNED COUNCILLORS

Returned Councillors, Bryan Close, Wayne Della Bosca and Gary Guerini were individually called upon to make Declaration of Elected Member in the presence of the CEO, Mr. Nic Warren.

Following the taking of the Declaration Councillors were congratulated

6. ELECTION OF SHIRE PRESIDENT POSITION

The CEO informed the meeting he had received a written nomination from Cr Bryan Close for the election of Cr Wayne Della Bosca to the position of Shire President.

The CEO asked if Cr Wayne Della Bosca would accept the position.

Cr Wayne Della Bosca verbally accepted the nomination.

The CEO then called for any further nominations.

With there being no further nominations Cr Wayne Della Bosca was called upon to make the Declaration of Elected Member in the presence of the CEO, Mr. Nic Warren.

The CEO vacated the Chair with the newly elected Shire President taking the chair.

7. ELECTION OF DEPUTY SHIRE PRESIDENT POSITION

Cr Wayne Della Bosca thanked Council for their faith in him to preside and informed council he had submitted a written nomination for Councillor Bryan Close for the position of Deputy Shire President.

Cr Wayne Della Bosca asked if Cr Bryan Close would accept the position.

Cr Bryan Close verbally accepted the nomination.

The Shire President then called for any further nominations.

With there being no further nominations Cr Bryan Close was called upon to make the Declaration of Elected Member in the presence of the CEO, Mr. Nic Warren.

8. ELECTION OF COUNCILLORS TO VARIOUS ADVISORY COMMITTEES OF COUNCIL

8.1 SHIRE OF YILGARN AUDIT COMMITTEE

Section 7.1A of the *Local Government Act 1995* states the following in respect to the appointment of an Audit Committee

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.
- (2) The members of the audit committee of a local government are to be appointed* by the local government and at least 3 of the members, and the majority of the members, are to be council members.

** Absolute majority required.*

- (3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.
- (4) An employee is not to be a member of an audit committee.

***A recommendation that arose from a report issued by the Office of Auditor General on 15 March 2019 indicated that as far as practicable, the Audit Committee should include a few Council members rather than the entire Council.**

Mrs Julie Della Bosca has indicated her willingness to continue to serve as the community representative.

Recommendation and Decision

That Council appoints Crs Della Bosca, Cobden, Close, and Nolan to the Shire of Yilgarn Audit Committee and reconfirms Mrs Julie Della Bosca as the Community representative on the Audit Committee.

8.2 SHIRE OF YILGARN BUSH FIRE ADVISORY COMMITTEE

Crs Guerini and Rose were Council's previous representatives on Bush Fire Advisory Committee.

The Executive Manager Regulatory Services also attends the meetings and undertakes the secretarial work of the Committee

Recommendation and Decision

That Council appoints Cr Rose and Cr Guerini as its representatives on the Shire of Yilgarn Bush Fire Advisory Committee with the Executive Manager Regulatory Services being responsible for secretarial duties associated with the Committee.

8.3 SHIRE OF YILGARN LOCAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE

The Shire President (by virtue of the position) together with Cr Close were Council's previous representatives on the Local Emergency Management Advisory Committee.

The CEO and Executive Manager Regulatory Services also attend the meetings.

Recommendation and Decision

That Council appoints the Shire President together with Cr Close as its representatives on the Shire of Yilgarn Local Emergency Management Advisory Committee with the CEO and Executive Manager Regulatory Services attending and being responsible for secretarial duties associated with the Committee.

8.4 SHIRE OF YILGARN HISTORY MUSEUM ADVISORY COMMITTEE

Crs Cobden and Rose were Council's previous representatives on the History Museum Advisory Committee.

Recommendation and Decision

That Council appoints Cr Rose as its representatives on the Shire of Yilgarn History Museum Advisory Committee.

8.5 SHIRE OF YILGARN TOURISM ADVISORY COMMITTEE

Crs Cobden and Rose were Council's previous representatives on the Tourism Advisory Committee.

Recommendation and Decision

That Council appoints Crs Cobden and Rose as its representatives on the Shire of Yilgarn Tourism Advisory Committee.

181/2021

Moved Cr Cobden/Seconded Cr Rose

That the above named members of Council be elected to the various Advisory Committees of Council

CARRIED BY ABSOLUTE MAJORITY (6/0)

9. ELECTION OF COUNCILLORS TO VARIOUS COMMITTEES OF COUNCIL AND EXTERNAL COMMITTEES

9.1 YILGARN COMMUNITY SUPPORT GROUP INC.

Cr Cobden was Council's previous representatives on the Yilgarn Community Support Group Inc. Committee.

*The Yilgarn Community Support Group Inc. Committee is previously the Health Agencies of the Yilgarn (HAY) Committee.

Recommendation and Decision

That Council appoints Cr Cobden as its representative on the Health Agencies of Yilgarn Committee.

9.2 LOCAL ACTION GROUP SKELETON WEED COMMITTEE

Crs Guerini and Rose were Council's previous representatives on the Local Action Group Skeleton Weed Committee.

Recommendation and Decision

That Council appoints Crs Rose and Guerini as its representatives on the Local Action Group Skeleton Weed Committee.

9.3 WHEATBELT EAST REGIONAL ORGANISATION OF COUNCILS (WEROC)

The Shire President and CEO were Council's previous representatives on the Wheatbelt East Regional Organisation of Councils.

WEROC Constitution indicates that two (2) representatives from participating Councils are eligible to be on the Board. Therefore, if two (2) Councillors are interested in being members of the WEROC Board, the CEO would accompany the Councillors to meetings and would only have observer status.

Recommendation and Decision

That Council appoints Crs Della Bosca and Close. as its representatives on the Wheatbelt East Regional Organisation of Councils with the CEO accompanying the above representatives to these meetings.

9.4 GREAT EASTERN COUNTRY ZONE (GECZ) OF WALGA

The Shire President and Deputy Shire President were Council's previous representatives on the GECZ with the CEO accompanying them to these meetings.

Recommendation and Decision

That Council appoints the Shire President and Deputy Shire President as its representatives on the Great Eastern Country Zone of WALGA with the CEO accompanying the above representatives to these meetings.

9.5 MT. WALTON INTRACTABLE WASTE DISPOSAL FACILITY COMMUNITY LIAISON COMMITTEE

Cr Close was the appointed Member to the above Committee, with Cr Nolan and the Executive Manager Regulatory Services as Deputy Members.

Recommendation and Decision

That Council appoints Cr Nolan as its appointed representative on the Mt. Walton Intractable Waste Disposal Facility Community Liaison Committee with Cr Close and the Executive Manager Regulatory Services as Deputy Members.

9.6 GREAT WESTERN WOODLANDS REFERENCE GROUP

Cr Close was Council's previous representative on the Great Western Woodlands Reference Group.

Recommendation and Decision

That Council appoints the Cr Close as its representative on the Great Western Woodlands Reference Group.

9.7 WHEATBELT NORTH REGIONAL ROAD GROUP AND SUB-GROUP

The Shire President and Deputy Shire President were Council's previous representatives on the Wheatbelt North Regional Road Group and Sub-Group.

The Executive Manager Infrastructure accompanied the above Councillors to these meetings.

Recommendation and Decision

That Council appoints the Shire President and Deputy Shire President as its representatives on the Wheatbelt North regional Road group and Sub-Group.

9.8 EASTERN WHEATBELT DECLARED SPECIES GROUP

Cr Guerini was Council's previous representative on the Eastern Wheatbelt Declared Species Group.

Recommendation and Decision

That Council appoints Cr Guerini as its representative on the Eastern Wheatbelt Declared Species Group.

9.9 RURAL HEALTH WEST

Cr Shaw and Cobden were Council's previous representative on Rural Health West.

Recommendation and Decision

That Council appoints Cr Cobden as its representatives on Rural Health West.

9.10 LOCAL HEALTH ADVISORY COMMITTEE

Cr Cobden was Council's previous representative on the Local Health Advisory Committee

Council currently has no representative on the District Health Advisory Committee. It is believed to be preferable for the Shire to have a representative on the Local Health Advisory Committee, a community based Committee.

Recommendation and Decision

That Council appoints Cr Cobden as its representative on the Local Health Advisory Committee.

9.11 WHEATBELT AGCARE COMMITTEE

Cr Nolan was Council's previous representative on Wheatbelt AgCare.

Recommendation and Decision

That Council appoints Cr Nolan as its representative on the Wheatbelt AgCare Committee.

9.12 CENTRAL EAST AGED CARE ALLIANCE INC. (CEACA)

The Shire President was Council's appointed representative on CEACA

CEACA's Constitution only allows Council to appoint a Member and does not provide for Deputy Members to be appointed although the CEO would always accompany Council's representatives to CEACA meetings.

Recommendation and Decision

That Council appoints Cr Della Bosca as its Member on the Central East Aged Care Alliance (CEACA) Inc.

9.13 WHEATBELT COMMUNITIES INC.

WEROC has now become the Incorporated body and Wheatbelt Communities Inc. has ceased.

Recommendation

That Council notes the cessation of Wheatbelt Communities Inc.

9.14 SHIRE OF YILGARN ROADS COMMITTEE

Crs Nolan, Close and Guerini were Councils appointed representative on the Shire of Yilgarn Roads Committee together with the CEO and Executive Manager Infrastructure.

Recommendation and Decision

That Council appoints Crs Guerini, Close and Nolan as its representatives on the Shire of Yilgarn Roads Committee.

9.15 DEVELOPMENT ASSESMENT PANEL

Crs Shaw and Cobden were the Councils appointed Members on the DAP with Crs Close and Rose being alterative members.

Recommendation and Decision

That Council appoints Cr Cobden and Cr Nolan as members to the Development Assessment Panel with Cr Close and Cr Rose as alternative members.

182/2021

Moved Cr Rose/Seconded Cr Cobden

That the above named members of Council be elected to the various Committees of Council and External Committees

CARRIED BY ABSOLUTE MAJORITY (6/0)

10. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

10.1. PUBLIC QUESTION TIME

Mr. Ron Burro attended Public Question Time and posed the following question

Question: *As the new Health and Safety Act 2020 is progressing to proclamation it will have implications for the Volunteer Bush Fire Brigade, which will include minimum training and PPE requirements. Heavy fines are to come into force for persons of authority, such as the CEO of the Shire and the Chief Bush Fire Control Officer, where administrative negligence has been determined. For example, should an untrained person be allowed to use a piece of DFES equipment without training or adequate direction, and an injury occurs, the persons of authority could be held liable, unless the person ignored cleared directions.*

Mr Burro advised, untrained persons are permitted to participate on a BFB fire ground, but you must register and be under the direction of the Officer in Charge or a person delegated to direct you by the OIC, these persons should have undertaken minimum training standards.

Whilst a portion of the Yilgarn BFB volunteers have the minimum levels of training recorded with DFES, there are a number who do not. DFES have committed to undertaking training courses within the district, however there are a number of volunteers who have been fighting fires in the district for many years, some who have undertaken training previously, but without record with DFES, and others who have not undertaken training but have decades of experience.

The training requirement will lead to volunteers whom do not have recorded training, and who would usually attend a call-out, deciding not to. With a declining rural population, Yilgarn needs all the volunteers it can get on the fire grounds, as such, Mr Burro sought of the CEO to investigate, in conjunction with WA BFB Association Chair Mr Dave Gossage, to determine if there was a method of

undertaking recognition of prior learning or Local Governments setting their own minimum training standards.

Answer: *The President passed over to the CEO for comment. The CEO reiterated Mr Burro's sentiments, that the new laws coming into proclamation will have an effect on the Yilgarn district. The CEO took the question on notice, agreeing that he would look into alternative avenues for training and recognition of prior learning, though any decision made would have to come through Council.*

Following from the question posed by Mr. Ron Burro, Mr Tim Pope enquired as to how a bush fire would be tackled if one was to happen next week in regards to the new requirements.

Cr Della Bosca confirmed that the new Act is not yet in force so everything will continue as previously for now.

Cr Della Bosca thanked Mr. Ron Burro for his time.

11. CONFIRMATION OF MINUTES

11.1 Ordinary Meeting of Council, Thursday, 16 September 2021

183/2021

Moved Cr Nolan/Seconded Cr Guerini

That the minutes from the Ordinary Council Meeting held on the 16 September 2021 be confirmed as a true record of proceedings.

CARRIED (6/0)

11.2 Central East Aged Care Alliance Inc. (CEACA) Management Committee Meeting, Monday 11 October 2021

184/2021

Moved Cr Cobden/Seconded Cr Rose

That the minutes from the CEACA Inc. Management meeting held on the 11 October be received

CARRIED (6/0)

11.3 Great Eastern Country Zone Meeting (GECZ), Monday 23 August 2021

185/2021

Moved Cr Cobden/Seconded Cr Guerini

That the minutes from the GECZ meeting held on the 23 August be received.

CARRIED (6/0)

11.4 Western Australia Local Government Association (WALGA) Annual General Meeting, Monday, 20 September 2021

186/2021

Moved Cr Close/Seconded Cr Guerin

That the minutes from the WALGA Annual General Meeting held on the 20 September be received

CARRIED (6/0)

11.5 Bush Fire Advisory Committee Meeting, Tuesday 5 October 2021

187/2021

Moved Cr Rose/Seconded Cr Cobden

That the minutes from the Bush Fire Advisory Committee Meeting held on the 5 October be received

CARRIED (6/0)

11.6 Shire of Yilgarn Tourism Advisory Committee Meeting, Wednesday 6 October 2021

188/2021

Moved Cr Rose/Seconded Cr Cobden

That the minutes from the Shire of Yilgarn Tourism Advisory Committee meeting held on the 6 October 2021 be received.

CARRIED (6/0)

***Recommendation contained within the Yilgarn Tourism Committee Minutes**

189/2021

Moved Cr Guerini/Seconded Cr Cobden

That the recommendation contained within the Yilgarn Tourism Committee Meeting being

Moved K Crafter, Seconded A Carnicelli, that the Tourism Advisory Committee present the following prioritisation of recommendations from the WEROC Tourism Audit, for endorsement by Council:

1. Caravan and Camping; 2. Trails; 3. Nature, Parks and Reserves; 4. Attract the Right Visitors; 5. Online Presence; 6. Champion Hero Regional Experiences; 7. Utilise the Right Marketing Channels; 8. Food and Drink; 9. Events; 10. Culture, Art and Heritage; 11. Create a Distinctive Brand

Be endorsed

CARRIED (6/0)

12. PRESENTATIONS, PETITIONS AND DEPUTATIONS

Nil

13. DELEGATES' REPORTS

Cr Della Bosca announced the following;

- Attended the Yilgarn Skeleton Weed Local Action Group meeting on the 22 September 2021
- Attended the Shire of Yilgarn Bush Fire Advisory Committee Meeting on the 5 October 2021
- Attended the CEACA meeting on the 11 October 2021
- Attended the Speedway meeting on the 15 October 2021

Cr Close announced the following;

- Attended the WALAGA AGM on the 20 September 2021
- Attended the St Johns Ambulance AGM on the 21 September 2021
- Attended the Speedway meeting on the 15 October
- Attended the Mt Walton Intractable Waste Disposal Facility Community Liaison Committee October meeting

Cr Cobden announce the following;

- Attended the Shire of Yilgarn Tourism Advisory Committee meeting on the 6 October 2021
- Attended the Yilgarn Community Support Group AGM on tee 6 October 2021
- Attended the Local Health Advisory Committee Meeting on the 19 October 2021

Cr Rose announced the following;

- Attended the Yilgarn Skeleton Weed Local Action Group meeting on the 22 September 2021
- Attended the Shire of Yilgarn Bush Fire Advisory Committee Meeting on the 5 October 2021

14.1 Officers Report – Chief Executive Officer

14.1.1 Pre-Qualified Supplier Panel

File Reference	6.9.2.1
Disclosure of Interest	None
Voting Requirements	Simple Majority
Attachments	Assessment Matrix

Purpose of Report

To inform Council of the outcome of the applications that were received from Contractors to form Panels of Pre-Qualified Suppliers to provide Gravel/Aggregate Carting, Contract Grading, Plant Hire and Earthmoving Works throughout the Shire.

Background

As per the Shire's Purchasing and Tendering Policy 3.5 – Section 3 Panels of Pre-Qualified Suppliers, it states that 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.

The policy also states that if the Shire decides that a Panel is to be created, it will establish the panel in accordance with the Regulations. At the June 2018 Ordinary Council meeting, Council resolved the following:

73/2018

Moved Cr Della Bosca/Seconded Cr Guerini

That Council;

1. *Receives the advice from Civic Legal in relation to Tender Value Limits;*
2. *Based upon the advice received, Council is satisfied of the procedures and processes undertaken by staff to date in respect to the provision of goods and services and, that Council's primary objective for not dealing with the matters in a single contract has not been to avoid the calling of tenders.*
3. *That as a means to minimise the perceived risk of anti-avoidance provisions as per Regulation 12 of the Local Government (Functions and General) Regulations 1996, Council establishes Panels of Pre-Qualified Suppliers for Gravel Carting, Contract Grading and Earthmoving Works.*

In the case of all other Suppliers, Council continues with its current practices of procurement based on one-off contracts in accordance with purchasing thresholds contained within the Shire of Yilgarn's Purchasing and Tendering Policy.

4. *That Council adopts the revised Purchasing and Tendering Policy as presented.*

CARRIED (6/0)

The current panel of Pre-Qualified Suppliers expires in 2021, and as such the process to establish a new Panel has commenced.

Comment

Advertisements were placed on the Shire's website, in the "Kalgoorlie Miner" Newspaper and "Crosswords" Newsletter inviting Contractors to apply to join Pre-Qualified Supplier Panels, based on a three (3) year Panel period with one (1) year contracts only.

At the close of the statutory advertising period, being Monday 4th October 2021, the attached listings detail the quotations received.

The application document advised the following criteria would be utilised to assess and rate potential suppliers, and that the Shire of Yilgarn intended to appoint at least three (3) suppliers on each Panel with an indicative maximum of six (6) Panel Members. It was indicated that the number of short listed suppliers would be at the discretion of the Shire relevant to the quality of submissions received against the selection criteria, services required and value for money.

Description of Qualitative Criteria	Weighting %
A) Capabilities Outline the key services, skills, personnel and equipment that your company can provide the Shire of Yilgarn. <ol style="list-style-type: none"> Key services and skills (10%) Key personnel (10%) Relevant equipment (5%) 	25%
B) Relevant experience in providing this service (include referees) Provide details of previous successful delivery of services: <ol style="list-style-type: none"> Up to a maximum of 5 projects (20%) 1 paragraph description outlining scope of work (10%), Cost (10%), Timeframe (5%) Referee (5%) - Must include referee details. Scaling of Project Clients <ul style="list-style-type: none"> - Shire of Yilgarn (scale 1). - Regional WA local government authorities (scale 0.8). - WA local government authorities (scale 0.6). - State Government agencies (scale 0.4) - Other clients (scale 0.2). 	50%
C) Local Supplier Outline the primary location of your business <ol style="list-style-type: none"> Shire of Yilgarn (max 25%) Neighbouring local government authority (max 15%) Regional WA (max 15%) Perth (max 10%) Other (max 5%) 	25%
D) Price Provide unit rates for the following relevant items where applicable <ol style="list-style-type: none"> Service Personnel Equipment Other 	For reference purposes only Use to compare Similar Applications.

The attached assessment matrix details the applicants, their services to be supplied and the weighting applied to each. The recommendation indicates the preferred supplier panels to be endorsed by Council.

Statutory Environment

Local Government Act (1995) and the Local Government (Functions and General) Regulations 1996.

Strategic Implications

Shire of Yilgarn Strategic Community Plan 2016-2026 – Civic Leadership Objectives – Dynamic and visionary leadership guiding our community into the future - Maintain a high level of corporate governance, responsibility and accountability.

Policy Implications

Shire of Yilgarn Purchasing and Tendering Policy – Policy Number 3.5.

Financial Implications

Provision of costs for the engagement of Contractors is built into the 2021/2022 Budget.

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Paying higher than a fair rate for various ongoing plant and services.	Moderate (9)	Pre-Qualified Suppliers Panels (PQSP), identifies fair rates across numerous ongoing plant and services requirements to ensure fair price is obtained
Service Interruption	Interruptions caused by contractors not able to meet the requirements of the Shire.	Moderate (9)	PQSP allows Shire staff to ensure prospective suppliers are able to provide the plant and services required.
Compliance	Non-compliance with Council's Policy, "Finance 3.5 Purchasing Quotes and Tenders"	Moderate (9)	PQSP established in compliance with Policy and Regulations.
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

190/2021

Moved Cr Rose/Seconded Cr Cobden

That Council, in consideration of the applications received from Contractors to form Panels of Pre-Qualified Suppliers for the Shire of Yilgarn for a three (3) year Panel period and based on one (1) year Contracts, the following Panels be formed for the specified works:-

Aggregate Carting

1. *Wildfield Enterprises t/a Granich Contractors*
2. *P & D Stephen Transport Pty Ltd*
3. *Golden Valley Pastoral Co*
4. *Great Eastern Freightlines*
5. *B & RM Quadrio*
6. *Della Bosca Transport*

Plant Hire – Dozer

1. *Wildfield Enterprises t/a Granich Contractors*
2. *Banner Excavations*

Plant Hire - Loader

1. *R & E Nicholson and Son*
2. *Wildfield Enterprises t/a Granich Contractors*
3. *Della Bosca Transport*
4. *Banner Excavations*

Gravel Carting

1. *Wildfield Enterprises t/a Granich Contractors*
2. *R & E Nicholson and Son*
3. *Great Eastern Freightlines*
4. *Della Bosca Transport*
5. *Banner Excavations*
6. *Gilba Downs*

Plant Hire – Excavator

1. *Banner Excavations*

Plant Hire – Trailer

1. *Wildfield Enterprises t/a Granich Contractors*
2. *Gilba Downs*

Plant Hire – Water Cart

1. *Golden Valley Pastoral Co*
2. *Banner Excavations*
3. *Gilba Downs*

Earth Moving

1. *Banner Excavations*

Contract Grading

1. *Boof Della Bosca Grading*
2. *R & E Nicholson and Son*

CARRIED (6/0)

Unconfirmed

Shire of Yilgarn Panel of Pre-Qualified Suppliers 2021-2024 Assessment Matrix

Activity	Contractor/Supplier	Plant	\$ Quoted Price GST Inc		Capabilities			Services					Capabilities Total 25% Max	Services Total 50% Max	Scaling of Services	Services Adjusted Score 50%	Local Supplier	Total
					Key Services and Skills 10%	Key Personell 10%	Relevant Equipment 5%	Previous Projects 20%	Scope of Works 10%	Cost 10%	Timeframe 5%	Referee 5%						
Aggregate Carting	Wildfield Enterprises t/a Granich Contractors		0.132	per tonne per KM	10	10	5	20	10	10	5	5	25	50	1	50	25	100
	P & D Stephen Transport Pty Ltd		0.140	Per tonne per KM	10	10	5	20	10	10	5	5	25	50	1	50	25	100
	Golden Valley Pastoral Co		0.150	per tonne per KM	10	10	5	20	10	10	5	5	25	50	1	50	25	100
	Great Eastern Freightlines		0.1265	Per tonne per KM	10	10	5	20	10	10	5	5	25	50	0.8	40	15	80
	B & RM Quadrio		0.143	per tonne per KM	0	0	0	20	10	10	5	5	0	50	1	50	25	75
	Della Bosca Transport		0.115	Per tonne per KM	0	10	5	20	10	10	5	5	15	50	0.8	40	15	70
Gravel Carting	Wildfield Enterprises t/a Granich Contractors	Double	203.500	Per Hour	10	10	5	20	10	10	5	5	25	50	1	50	25	100
	R & E Nicholson and Son	Double	242.000	per hour	10	10	5	20	10	10	5	5	25	50	1	50	25	100
	Great Eastern Freightlines	Double	198.000	per hour	10	10	5	20	10	10	5	5	25	50	0.8	40	15	80
	Della Bosca Transport	Double	215.000	per hour	0	10	5	20	10	10	5	5	15	50	0.8	40	15	70
	Banner Excavations	Single Side Tipper	143.000	per hour	0	10	5	0	0	0	0	0	15	0	1	0	25	40
	Gilba Downs	Double	198.000	per hour	0	0	0	0	0	0	0	0	0	0	1	0	25	25
	Gilba Downs	Single Side Tipper	165.000	per hour	0	0	0	0	0	0	0	0	0	0	1	0	25	25
Plant Hire	Wildfield Enterprises t/a Granich Contractors	Dozer Wet	220.000	per hour	10	10	5	20	10	10	5	5	25	50	1	50	25	100
	Banner Excavations	Dozer Wet	308.000	per hour	0	10	5	0	0	0	0	0	15	0	1	0	25	40
	Banner Excavations	Excavator 30T Wet	165.000	per hour	0	10	5	0	0	0	0	0	15	0	1	0	25	40
	Banner Excavations	Excavator 50T Wet	187.000	per hour	0	10	5	0	0	0	0	0	15	0	1	0	25	40
	R & E Nicholson and Son	Loader Wet	200.000	per hour	10	10	5	20	10	10	5	5	25	50	1	50	25	100
	Wildfield Enterprises t/a Granich Contractors	Loader Wet	203.500	per hour	10	10	5	20	10	10	5	5	25	50	1	50	25	100
	Della Bosca Transport	Loader Dry	121.000	per hour	0	10	5	20	10	10	5	5	15	50	0.8	40	15	70
	Banner Excavations	Loader Dry	88.000	per hour	0	10	5	0	0	0	0	0	15	0	1	0	25	40
	Banner Excavations	Loader Wet	165.000	per hour	0	10	5	0	0	0	0	0	15	0	1	0	25	40
	Wildfield Enterprises t/a Granich Contractors	Trailer Wet	192.500	per hour	10	10	5	20	10	10	5	5	25	50	1	50	25	100
	Gilba Downs	Trailer Wet	165.000	per hour	0	0	0	0	0	0	0	0	0	0	1	0	25	25
	Golden Valley Pastoral Co	Water Cart Wet	220.000	per hour	10	10	5	20	10	10	5	5	25	50	1	50	25	100
	Banner Excavations	Water Cart Wet	154.000	per hour	0	10	5	0	0	0	0	0	15	0	1	0	25	40
	Gilba Downs	Water Cart Wet	165.000	per hour	0	0	0	0	0	0	0	0	0	0	1	0	25	25
	Earth Moving Works	Banner Excavations	Dozer	308.000	per hour	0	10	5	0	0	0	0	0	15	0	1	0	25
Banner Excavations		Gravel Pushup	2.783	per cubic meter	0	10	5	0	0	0	0	0	15	0	1	0	25	40
Contract Grading	Boof Della Bosca Grading	Grader	192.500	per hour	10	10	5	20	10	10	5	5	25	50	1	50	25	100
	R & E Nicholson and Son	Grader	220.000	per hour	10	10	5	20	10	10	5	5	25	50	1	50	25	100

14.1 Officers Report – Chief Executive Officer

14.1.2 EV Highway

File Reference	1.6.26.9
Disclosure of Interest	None
Voting Requirements	Absolute Majority
Attachments	Nil

Purpose of Report

To have Council endorse the proposed location for the Electric Vehicle Highway charging station location, and commit to minor preparations of the site.

Background

On the 17th August 2021, the Labor Government announced its plan to implement an Electric Vehicle (EV) highway, with ninety (90) new electric vehicle fast charging stations at forty-five (45) locations along key travel routes in Western Australia, averaging less than 200 kilometres apart.

Southern Cross was earmarked as a location for a charging station, and on the 7th October 2021, the CEO and EMRS met with representatives from Synergy, who have been engaged as the Project Managers for the Southern half of the State, to discuss possible locations.

Whilst several locations were discussed, it was agreed that the ideal location was 1 Altair Street, Southern Cross, being the lot adjacent to Emu Park.



The preference of 1 Altair Street was based on the following:

- Located on Highway, with good exposure;
- Located near main business/commercial area, to encourage users to venture down the main street;
- HV power running along highway, with good access;
- Large open area with easy access and manoeuvrability, with space for future expansion;
- Shire owned;
- Minimal ground preparation required;
- Open area to provide visual security for users;

Southern Cross is earmarked for a fast charge station with 2 outlets, and a trickle charger as a back up should there be an issue with the fast charger.

Synergy representatives advised there would need to be a minimum standard for sites, which include a sealed area of adequate size to enable a car and trailer to enter and exit safely on two sides. They advised that the State Government funding did not cover upgrades to sites, only equipment, and that LG's would be asked to contribute if site upgrades were required.

The following concerns held by Staff were raised with Synergy Representatives, with the following responses provided:

- **Who is responsible for ongoing operation and maintenance:** Synergy advised that the State Government would be responsible for the ongoing operation and maintenance of the equipment, they indicated local supplier contracts would be established with local trades for maintenance and servicing.
- **Would the land be transferred to State Government:** Synergy advised the plan would be to set up a peppercorn lease with the Shire, so the Shire still owned the land and could upgrade the area as they see fit, however Synergy would own and manage the EV charging infrastructure;
- **Who pays for the electricity if it is Shire land:** Synergy, as part of the peppercorn lease, would install a ground mounted transformer of about 1 by 1 metre, fed from the Main High Voltage Line which would then feed the charging stations, as this would be Synergy infrastructure, there would be no meter or supply costs to the Shire.

Comment

To progress with the planning process, Synergy representatives advised they need confirmation from the Shire that Council agree to the location, agree to entering into a peppercorn lease for use of the land, and agree to upgrade the area to the minimum surface requirement, prior to them proceeding with applications for connection to the Western Power network.

The Shire had previously undertaken investigations into surface treatments at 1 Altair Street, as a parking area for caravan's and RV's, with costings undertaken in 2019/2020 equating to \$28,045.28 to seal a 50 metre by 30 metre area and install 100 linear metres of kerbing. This would be more than sufficient to meet the minimum surface standard required by Synergy for the install and would help to improve the aesthetics of the area for travellers passing through.

It is the reporting officers opinion that the EV highway is a great opportunity to add another drawcard to Southern Cross and the Yilgarn district, which may help to attract a new and ever increasing type of traveller to the region, for a relatively small cost to Council.

The current 2021/2022 budget has no allocation of funds for this purpose. As the roll out of the EV highway is still in it's planning stages, seeking Council endorsement for the funds to complete the works in the current financial year may be premature. As such, it is recommended Council endorse the location, endorse entering into a peppercorn lease and endorse as a minimum, the sealing of 1 Altair Street, with the relevant funding, estimated to be around \$30,000 to \$35,000, to be endorsed either via separate agenda item should works be required prior to the 2021/2022 midyear review, or otherwise, through the 2021/2022 mid-year review or 2022/2023 annual budget process.

Whilst normally the disposition of land would require public notice, the Local Government (Functions and General) Regulations 1996, exempt the requirement as it will be disposed to an agency of the Crown.

Statutory Environment

Local Government Act 1995

3.58. Disposing of property

(1) In this section —

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

property includes the whole or any part of the interest of a local government in property, but does not include money.

(2) Except as stated in this section, a local government can only dispose of property to

- a. the highest bidder at public auction; or
- b. the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

- a. it gives local public notice of the proposed disposition —
 - i. describing the property concerned; and
 - ii. giving details of the proposed disposition; and
 - iii. inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and
- b. it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4)-Omitted

(5) This section does not apply to —

- d. any other disposition that is excluded by regulations from the application of this section.

Local Government (Functions and General) Regulations 1996

30. Dispositions of property excluded from Act s. 3.58

- (1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.
- (2) A disposition of land is an exempt disposition if—
 - c. the land is disposed of to—
 - i. the Crown in right of the State or the Commonwealth; or
 - ii. a department, agency, or instrumentality of the Crown in right of the State or the Commonwealth; or
 - iii. another local government or a regional local government;

Strategic Implications

Shire of Yilgarn Strategic Community Plan 2020-2030 – Environmental Objectives: Protecting, utilising and enhancing our beautiful natural heritage - Outcome 3.4 Increase investment I renewable energy (private and/or public) - 3.4.1 Investigate the feasibility of renewable energy projects to cater for the long term energy needs of the community

Policy Implications

Nil.

Financial Implications

Commitment to fund future works to undertake a seal of 1 Altair Street, Southern Cross, estimated to be approximately \$30,000 to \$35,000, with costs to be endorsed by Council at a later date.

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Ongoing costs associated with operation and maintenance of EV charging station	Moderate (9)	Synergy/State Government to operate and maintain the EV charging station.
Service Interruption	Nil	Nil	Nil
Compliance	Non-compliance with Section 3.58 of LG Act, regarding disposal of property	Moderate (6)	Regulations exempt requirement due to lease with agency of the Crown.
Reputational	Damage to reputation from not	Moderate (9)	Working with Synergy to ensure EV charging

	having an EV charging station available.		station for Southern Cross to be installed.
Property	Nil	Nil	Nil
Environment	Noise impacts from EV use	Moderate (6)	Negligible noise produced by transformer and EV charging station. Highway noise will reduce impact of any entering and exiting vehicles.

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

191/2021

Moved Cr Close/Seconded Cr Guerini

That Council;

- 1. Endorse 1 Altair Street, Southern Cross as the location for the State Governments EV Highway electric vehicle charging station;***
- 2. Commit to applying a 2-coat seal to the area required for the EV Charging station, being approximately 50 metres by 30 metres; and***
- 3. Commit to entering into a peppercorn lease with Synergy, or another agency of the Crown, for the use of 1 Altair Street, Southern Cross, for the purpose of an EV charging station. Council also endorses the Chief Executive Officer to negotiate the terms and conditions of the peppercorn lease, and consent to the President and Chief Executive Officer signing the agreement and applying the Shire of Yilgarn common seal.***

CARRIED BY ABSOLUTE MAJORITY (6/0)

14.1 Officers Report – Chief Executive Officer

14.1.3 Cropping Lease - Lots 36, 44 and 88 Great Eastern Highway

File Reference	2.4.1.1
Disclosure of Interest	None
Voting Requirements	Simple Majority
Attachments	Draft Agreement

Purpose of Report

For Council to determine the preferred candidate to take on the cropping lease of Lots 36, 44 and 88 Great Eastern Highway for a further three (3) years.

Background

The cropping lease for Lots 36, 44 and 88 (the Lots) expires on the 21st March 2022, as such, expressions of interest were sought via Crosswords and the Shire's website and notice board, from interested parties to take on the lease as of the 22nd March 2022 until the 21st March 2025.

Expressions of interest were accepted up until the 7th October 2021, after which three interested parties responded as follows:

- Shaun Pedrin – Interested in Lot 88, (would consider lots 36 and 44);
- Southern Cross Football Club – Interested in Lots 36, 44 & 88;
- Andrew and Sandra Parker – Interested in Lots 36, 44 & 88.

Comment

The draft agreement is attached for Councillors perusal.

The expression of interest detailed that the lots could be leased separately.

Statutory Environment

Nil

Strategic Implications

Nil

Policy Implications

Nil.

Financial Implications

Annual lease income.

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Cost of maintaining leased lots	Moderate (6)	Agreement requires lessee to maintain lots.
Service Interruption	Nil	Nil	Nil
Compliance	Non-compliance with Shire lease conditions with DoPLH	Moderate (6)	Agreement requires lessee to maintain lots
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Lessee creates environmental issues during tenure	Moderate (6)	Management conditions in agreement.

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

192/2021

Moved Cr Guerini/Seconded Cr Cobden

That Council endorse awarding the lease of Lots 36, 44 and 88 Great Eastern Highway, as used for cropping purposes for the period 22nd March 2022 to 21st March 2025 to Southern Cross Football Club and endorse the Chief Executive Officer signing the lease agreement on behalf of the Shire.

CARRIED (6/0)

Unconfirmed

14.1 Officers Report – Chief Executive Officer

14.1.4 Covalent Lithium Haulage Options

File Reference	3.2.1.27
Disclosure of Interest	None
Voting Requirements	Simple Majority
Attachments	Map of Haulage Route Options

Purpose of Report

For Council to consider two proposed haulage routes by Covalent Lithium for the ongoing haulage of lithium product from the Mount Holland mine.

Background

Covalent Lithium (Covalent) are in the process of constructing a mine and concentrator at Mt Holland (approximately 120km south of Southern Cross) that will produce approximately 435,000 tonnes (wet) of lithium concentrate.

This concentrate requires transportation to the Covalent lithium hydroxide refinery in Kwinana, Western Australia.

Covalent is evaluating road and rail options for the transportation of the concentrate to Kwinana, however under both scenarios Covalent is required to transport the concentrate from the mine site to Great Eastern Highway (nearest available rail intermodal facility is Moorine Rock).

Covalent has evaluated various routes to Moorine Rock and shortlisted two routes, of which are detailed in the attached map.

The configuration of the trucks utilising this route will depend on if road or rail is selected:

- Road – the preferred road contractor is proposing the use of pocket road trains with a payload of either 68 tonnes or subject to approvals a quad axel pocket road train with a payload of approximately 80 tonnes;
- Rail – the preferred rail contractor is proposing the use of triple road trains to Moorine Rock where the containers have a payload of approximately 33.5 tonnes per container.

Even if road is selected the preference (budget permitting) would be to design the road upgrades to meet the configuration required for rail to ensure this option is not precluded in the future.

The Shire of Yilgarn has advised Covalent that approval to utilise the selected route is contingent on the roads being upgraded and maintained by Covalent for the duration of the project.

Based on the requirements detailed in a report by RMECS (Rod Munns) covering route 1, it is determined that the condition of the roads along both options are variable with substantial

improvements required in many sections. This includes widening the existing sealed section of Parker Range Road.

Covalent have detailed the following regarding the two options:

Both routes utilise existing public roads that support the local agricultural and mining industry.

To maintain all weather access, minimise ongoing maintenance and reduce dust from haulage activities Covalent will seal the selected route.

The Wheatbelt North, Regional Strategies for Significant Local Government Roads (2021) report, specifically identifies each of the routes Option 1 and Option 2, as requiring upgrades to support mining and agricultural activities.

Comment

Covalent will be undertaking to determine the preferred route post the Shire of Yilgarn October Council meeting, however will be lodging relevant applications prior to the November Council meeting. As such, they have requested Council endorsement of their proposed haulage options.

It is the CEO's opinion that haulage Route 2 would provide a greater level of benefit to the Shire of the following reasons:

- The number of individual business entities located along Route 2 is significantly higher than those along Route 1, and as such, Route 2 would provide greater benefit in this regard;
- The business entities along Route 2 are predominately farming, and whilst farming and mining are both equally important to the Yilgarn district, farming doesn't suffer the significant market fluctuations that can see mining operations placed into care and maintenance or abandoned, meaning the Route 2 option has a better chance of providing long term benefits to the business community in the area;
- Covalent have their water pipeline traversing along Route 2, by having this as the haulage route, it would reduce the spread of assets of which Covalent would be required to maintain. Any road used for haulage would be required to be maintained by Covalent, and it would be assumed, that over a 50 year mine life and beyond, there is bound to be maintenance requirements for the pipeline, which will have an effect on the road surface, as such, it seems practicable to have assets liability's collocated and minimised;

In order to assist Covalent progress this project, it is proposed that Council endorse a preferred haulage route, being option 2, however commit to working with Covalent, regardless of their preferred option, to draft and implement a Council endorsed agreement covering road upgrades, maintenance and monetary contributions to allow Covalent's use of relevant Shire roads.

Statutory Environment

Nil

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	Nil	Nil	Nil.
Service Interruption	Damage to Road caused by haulage campaign	Moderate (6)	Maintenance agreement will be entered into
Compliance	Use of non-compliant vehicles on Shire roads.	Moderate (6)	Agreement to stipulate approved haulage vehicles types
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Lessee creates environmental issues during road upgrades or maintenance	Moderate (9)	Covalent required to seek all relevant approvals prior to commencing works..

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)

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
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

193/2021

Moved Cr Close/Seconded Cr Guerini

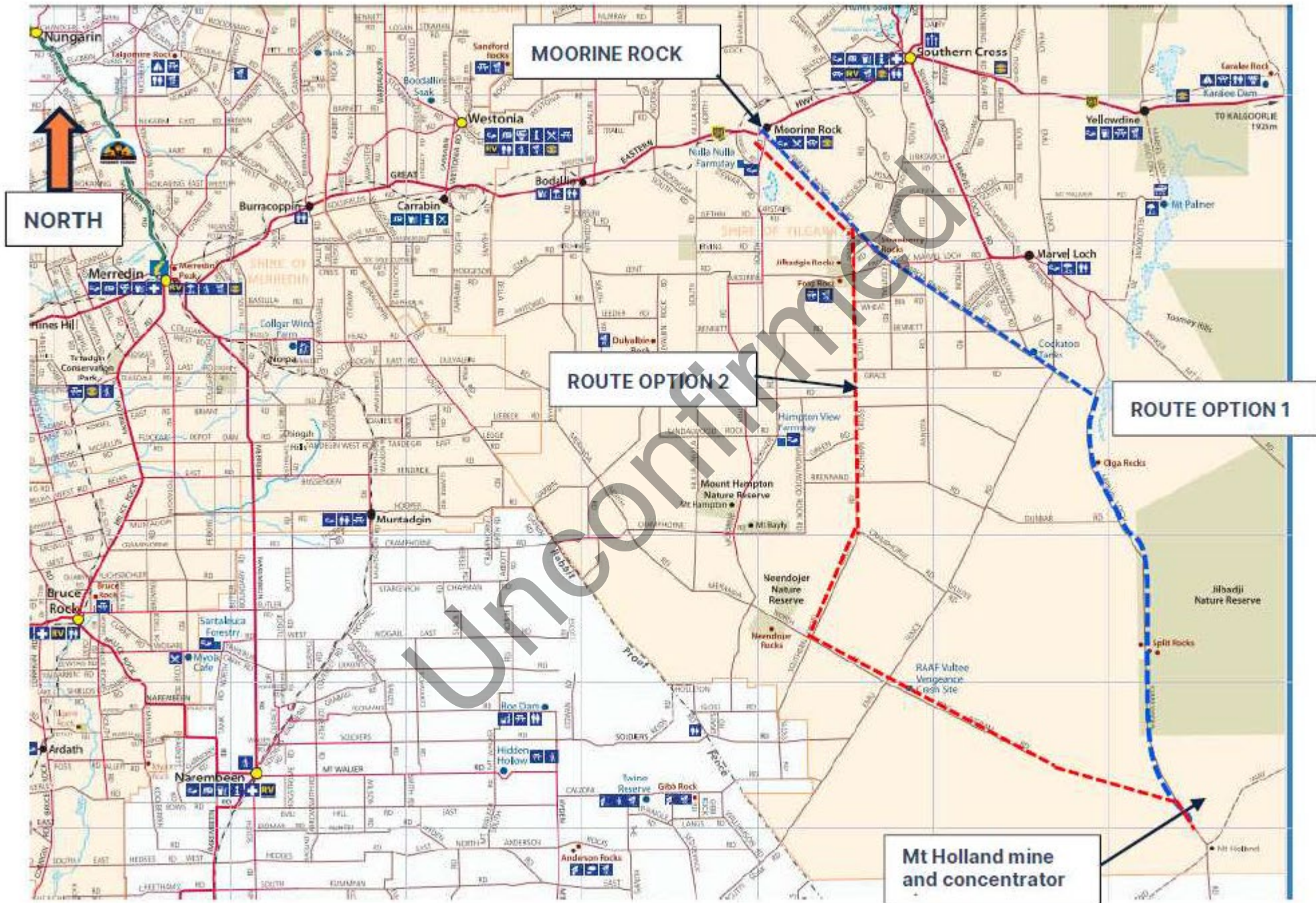
That Council endorse Covalent Lithium's Haulage Route Option 2, (Marvel Loch-Forrestania Rd, King-Ingram Road, Merenda North Rd, Southern Cross South Road, Armanasco Rd and Parkers Range Rd) as the Shire of Yilgarn's preferred haulage route for Covalent Lithium's lithium concentrate from the Mt Holland mine site;

And

That Council commit to working with Covalent Lithium, on either Haulage Route Option 1 or 2, to draft and implement a Council endorsed agreement covering road upgrades, maintenance and monetary contributions to allow Covalent Lithium's haulage of lithium concentrate on relevant Shire roads.

CARRIED (6/0)

Covalent Lithium Haulage Route Options



14.1 Officers Report – Chief Executive Officer

14.1.5 Extraordinary Election

File Reference	2.2.1
Disclosure of Interest	None
Voting Requirements	Simple Majority
Attachments	Nil

Purpose of Report

To advise Council of the need to hold an extraordinary election to fill one (1) vacant Councillor Position, and to endorse the proposed format of the extraordinary election.

Background

During the 2021 ordinary election process, the Shire of Yilgarn had four Councillor vacancies to fill, with only three nominations received, Councillors Wayne Della Bosca, Bryan Close and Gary Guerini were all elected unopposed.

In order to fill the remaining vacancy, an extraordinary election is to be conducted. Section 4.57 – “Less candidates than vacancies” of the local Government Act 1995 (the Act), states;

- (2) *If, at the close of nominations, the number of candidates is less than the number of offices to be filled at the election —*
- (a) *the candidate or candidates is or are elected; and*
 - (b) *an extraordinary election is to be held to fill the remaining office or offices as if it or they had become vacant on the day after the close of nominations.*

Section 4.9 of the Act states:

4.9. Election day for extraordinary election

- (2) *The election day fixed for an extraordinary election is to be a day that allows enough time for the electoral requirements to be complied with but, unless the Electoral Commissioner approves or section 4.10(b) applies, it cannot be later than 4 months after the vacancy occurs.*

- (3) *If at the end of one month after the vacancy occurs an election day has not been fixed, the CEO is to notify the Electoral Commissioner and the Electoral Commissioner is to —*
- i. fix a day for the holding of the poll that allows enough time for the electoral requirements to be complied with; and*
 - ii. advise the CEO of the day fixed.*

It is the CEO's preference, as to ensure correct procedure and timing is followed, is to seek a suitable date from the Electoral Commission.

At the time of writing the report, the Electoral Commission had been notified, but a response had not yet been received.

Section 4.20 of the Act states:

- (1) *Subject to this section the CEO is the returning officer of a local government for each election.*

Whilst there is provision to appoint another person as Returning Officer, or declare the Electoral Commissioner to be responsible for the conduct of the election, it is the CEO's intention to be the Returning Officer for the extraordinary election. As per Section 4.21 of the Act, when the CEO is the Returning Officer, they must appoint one or more deputy returning officers.

Section 4.61. of the Act states

- (1) *The election can be conducted as a —*

postal election which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or

voting in person election which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.

Whilst the ordinary election had intended to be held as a postal election, of which the Electoral Commission were engaged to conduct at Shire's cost, it is proposed to hold a voting in person election for the extraordinary election, of which will be run by the Shire. The voting in person election has a smaller statutory timeframe, and therefore, depending on the response from the Electoral Commission, the election can be held earlier than if a postal election was to be held.

Section 4.37 of the Act states;

- (1) *An electoral roll is to be prepared for the election.*
- (2) *If the district is not divided into wards the same electoral roll can be used for the election of an elector mayor or president and the election of a councillor or councillors.*
- (3) *A new electoral roll need not be prepared for the election if—*
- (a) *it is an extraordinary election the election day for which is less than 100 days after the election day for another election; and*

- (b) the CEO, with the approval of the Electoral Commissioner, decides that the roll that was used for the earlier election is suitable for use at the extraordinary election.

It is the CEO's intention to seek the Electoral Commissions approval to utilise the residents roll prepared for the ordinary elections, as this extraordinary election will have been conducted within 100 days from the date of the ordinary elections, being the 16th October 2021.

Comment

Council endorsement of the proposed format of the extraordinary election is sought as follows:

1. Council note the requirement to hold an extraordinary election and note the Electoral Commission, as per Section 4.9 of the Local Government Act 1995, will set a date for the poll to be conducted that allows enough time for the electoral requirements to be complied with;
2. Council endorse the Chief Executive Officer as Returning Officer for the next extraordinary election;
3. Council endorse holding the extraordinary election as a voting in person election.
4. Council endorse the CEO's intentions to seek the Electoral Commissions approval to use the same residents roll prepared for the 2021 Local Government Ordinary Elections.

Statutory Environment

Local Government Act 1995

Strategic Implications

Shire of Yilgarn Strategic Community Plan 2020-2030

Civic Leadership

Objectives Dynamic and visionary leadership guiding our community into the future

Outcome 4.1 A trustworthy and cohesive Council that functions efficiently and effectively
4.1.2 Maintain a high level of corporate governance, responsibility and accountability.

Policy Implications

Nil.

Financial Implications

Costs associated with running a voting in person election to be taken from 2021/2022 governance budget.

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	Failure to comply with statutory requirements	Moderate (9)	Compliance with LG Act 1995
Reputational	Reputational damage from nomination and election process	Moderate (6)	Compliance with LG Act 1995
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

194/2021

Moved Cr Cobden/Seconded Cr Close

That Council:

- 1. Note the requirement to hold an extraordinary election and note the Electoral Commission, as per Section 4.9 of the Local Government Act 1995, will set a date for the poll to be conducted that allows enough time for the electoral requirements to be complied with;***
- 2. Endorse the Chief Executive Officer as Returning Officer for the next extraordinary election;***
- 3. Endorse holding the extraordinary election as a voting in person election.***
- 4. Endorse the CEO's intentions to seek the Electoral Commissions approval to use the same residents roll prepared for the 2021 Local Government Ordinary Elections.***

CARRIED (6/0)

14.2 Reporting Officer– Executive Manager Corporate Services

14.2.1 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 30 September 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

195/2021

Moved Cr Cobden/Seconded Cr Rose

That Council endorse the various Financial Reports as presented for the period ending 30 September 2021

CARRIED (6/0)

14.2 Reporting Officer– Executive Manager Corporate Services

14.2.2 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 41065 to 41074 totalling \$3,529.70
- Municipal Fund- EFT Numbers 11766 to 11861 totalling \$381,249.85
- Municipal Fund – Cheque Numbers 1781 to 1798 totalling \$321,748.06
- Municipal Fund Direct Debit Numbers 16071.1 to 16071.12 totalling \$20,529.98
- Municipal Fund Direct Debit Numbers 16122.1 to 116122.12 totalling \$21,781.07
- Municipal Fund Direct Debit Numbers 16154.1 to 116154.11 totalling \$20,607.29
- Trust Fund - Cheque Numbers 402582 to 402607, totalling \$53,516.92

The above 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		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

196/2021

Moved Cr Close/Seconded Cr Nolan

- ***Municipal Fund – Cheque Numbers 41065 to 41074 totalling \$3,529.70***
- ***Municipal Fund- EFT Numbers 11766 to 11861 totalling \$381,249.85***
- ***Municipal Fund – Cheque Numbers 1781 to 1798 totalling \$321,748.06***
- ***Municipal Fund Direct Debit Numbers 16071.1 to 16071.12 totalling \$20,529.98***
- ***Municipal Fund Direct Debit Numbers 16122.1 to 116122.12 totalling \$21,781.07***
- ***Municipal Fund Direct Debit Numbers 16154.1 to 116154.11 totalling \$20,607.29***
- ***Trust Fund - Cheque Numbers 402582 to 402607, totalling \$53,516.92***

The above are presented for endorsement as per the submitted list.

CARRIED (6/0)

14.2 Reporting Officer– Executive Manager Corporate Services

14.2.3 Amendment to 21/22 Schedule of Fees & Charges – Aerodrome Passenger Service Charge

File Reference	8.2.5.3
Disclosure of Interest	Nil
Voting Requirements	Absolute Majority
Attachments	Nil

Purpose of Report

Requests Councils endorsement of an amendment to the 2021/2022 Schedule of Fees & Charges to include additional items relating to Aerodrome Landing Fees.

Background

The adoption of the 2021/2022 Annual Budget included the adoption of the Schedule of Fees & Charges for the same financial year. The adopted schedule of fees & charges relating to the use of aerodrome facilities is limited to an annual landing fee for locally based aircraft owners and a per tonne landing fee for non-locally based aircraft.

Historically, landing fees have only been charge on aircraft who have filed a flight plan indicating the Southern Cross aerodrome is their destination. This has meant that many landings have gone uncharged as the flight has been of a purely local or private nature, ie. mining related geophysical survey and resource mapping flights originating and ending at the aerodrome and private flights either in transit or by a local pilot.

In May 2021 a trial of an Avdata Data Logger device was commenced. The data logger records both a pilot's vocal notification of their intent to approach and land at the Southern Cross Aerodrome and the aircraft's identifying transponder. This information is the sent to Avdata who invoices the registered aircraft owner the relevant landing fees.

Comment

The current Aerodrome fee structure only includes a per tonne (or part thereof) aircraft landing fee. This fee is intended as a way of recouping the cost associated with maintaining safe and suitable runway and apron facilities for aircraft, it does not include the operations and maintenance of the aerodrome's terminal facilities.

Operators of aerodrome facilities with terminals will usually charge a per passenger fee (PAX) for the use of these facilities. The following is an indication of what other Local Government authorities operating aerodromes with similar circumstances to the Shire of Yilgarn, ie. regular commercial or charter flights carrying paying passengers, charge:

Shire of Dundas

Details	Unit / Type	Fee	GST	Total
Disembarking & Departing Passengers	Per Passenger	11.82	1.18	13.00

Shire of Wiluna

Details	Unit / Type	Fee	GST	Total
<i>Passenger Service Charge - Inbound & Outbound</i>				
Regular Passenger Transport (RPT) Services	Per Passenger	27.27	2.73	30.00
Charter & Other Services	Per Passenger	34.55	3.45	38.00

Shire of Ravensthorpe

Details	Unit / Type	Fee	GST	Total
<i>Passenger Handling Fee</i>				
Adult	Per Passenger	41.82	4.18	46.00
Child	Per Passenger	13.91	1.39	15.30

Shire of Meekatharra

Details	Unit / Type	Fee	GST	Total
RPT Services - In lieu of Landing Fees	Per Passenger	13.64	1.36	15.00
Regular Charter - Plus Landing Fees	Per Passenger	13.64	1.36	15.00

As an indication of the cost of the Terminal maintenance pre and post fly-in fly-out (FIFO) operations recommencing, the following information is presented:

YEAR	BUDGET	ACTUAL
2016/17	6,000.00	1,040.69
2017/18	2,920.00	597.41
2018/19	5,932.00	1,699.46
2019/20	4,724.00	9,564.60
2020/21	5,485.00	5,884.18

It will be recommended that Council endorse an amendment to the 2021/2022 Schedule of fees and charges to include a "*Passenger Service Charge – Inbound & Outbound*" of \$15.00 including GST in the Transport / Aerodrome section of the schedule. It will further be recommended that the proposed passenger service charge be introduced effective 1st of February 2022 as this will allow time for FIFO carriers to implement the charge within their current contracts.

Statutory Environment

Local Government Act 1995

6.16. Imposition of fees and charges

- (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

* *Absolute majority required.*

- (2) A fee or charge may be imposed for the following —
 - (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
 - (b) supplying a service or carrying out work at the request of a person;
 - (c) subject to section 5.94, providing information from local government records;
 - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
 - (e) supplying goods;
 - (f) such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
 - (a) imposed* during a financial year; and
 - (b) amended* from time to time during a financial year.

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

The recommendation that follows is consistent with the legislative requirements.

Strategic Implications

Strategic Goal

Economic Objective – A prosperous future for our community.

Strategic Outcome

Economic Outcome 2.5 – Safety and quality of transport networks are maintained and improved.

Strategy

2.5.2 - Continue to maintain the Southern Cross Airstrip and facilities.

Policy Implications

Nil

Financial Implications

Additional fees associated with the operations of the Southern Cross Aerodromes terminal facilities will be raised, however at this time there is insufficient information to ascertain how much this will be.

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Ensure adequate funding is available to maintain and improve passenger terminal facilities at the Southern Cross Aerodrome/	Moderate (6)	Implement additional usage fee structures for the facility.
Service Interruption	Unavailability of terminal facilities due to poor maintenance.	Moderate (6)	Ensure adequate funding is allocated in a given years budget to ensure ongoing maintenance and improvements are carried out during periods of high use.
Compliance	Nil	Nil	Nil
Reputational	Nil	Nil	Nil
Property	Adequate maintenance and improvement of Councils built assets to ensure fit for use status.	Moderate (6)	Ensure adequate funding is allocated.
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

197/2021

*Moved Cr Rose/Seconded Cr Close
That Council*

- 1. approves an amendment to include a "Passenger Service Charge – Inbound & Outbound" of \$15.00 including GST per passenger, in the Transport / Aerodrome section of its 2021/2022 Schedule of Fees and Charges; and*
- 2. approves the date of introduction for the new Fee recommended above of the 1st of February 2022.*

CARRIED BY ABSOLUTE MAJORITY (6/0)

14.2 Reporting Officer– Executive Manager Corporate Services

14.2.4 Amendment to 21/22 Schedule of Fees & Charges – Standpipe Water Charges

File Reference	8.2.5.3
Disclosure of Interest	Nil
Voting Requirements	Absolute Majority
Attachments	Nil

Purpose of Report

Requests Councils endorsement of an amendment to the 2021/2022 Schedule of Fees & Charges to update standpipe water usage charges.

Background

The Water Corporation has recently increased the cost per kilolitre for water dispensed from Council's network of public standpipes from \$8.00 per kilolitre for high flow (40mm and above) to \$8.995 per kilolitre or an increase of 12.4%. The cost of water dispensed from low flow (below 40mm) standpipes has increase from \$2.50 per kilolitre to \$2.729 per kilolitre or an increase of 9.1%.

Additional to the per kilolitre cost of water, Council charges an additional \$0.50 to alleviate the administrative and maintenance costs associated with the Shire's standpipe network.

Comment

Council currently maintains a network of 14 standpipes, these include 12 high flow outlets and 6 low flow outlets.

Statutory Environment

Local Government Act 1995

6.16. Imposition of fees and charges

- (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

* Absolute majority required.

- (2) A fee or charge may be imposed for the following —
 - (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
 - (b) supplying a service or carrying out work at the request of a person;
 - (c) subject to section 5.94, providing information from local government records;

- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
 - (e) supplying goods;
 - (f) such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
- (a) imposed* during a financial year; and
 - (b) amended* from time to time during a financial year.

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

The recommendation that follows is consistent with the legislative requirements.

Strategic Implications

Nil

Policy Implications

Nil

Financial Implications

Recoup the additional cost of water to maintain as close as possible a net zero cost to Council

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Ensure service costs are adequately recovered.	Moderate (6)	Charge to be maintained at a suitable level required to recoup costs.
Service Interruption	Nil	Nil	Nil
Compliance	Nil	Nil	Nil
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

198/2021

*Moved Cr Cobden/Seconded Cr Rose
That Council*

1. *approves the amendment of the following standpipe fees:*

Standpipe	Fee	GST	Total
Beaton - 50mm	9.50	0.00	9.50
Bodallin - 50mm	9.50	0.00	9.50
Bodallin - 25mm	3.23	0.00	3.23
Bullfinch - 50mm	9.50	0.00	9.50
Bullfinch - 25mm	3.23	0.00	3.23
Castor - 25mm	3.23	0.00	3.23
Garrett - 50mm	9.50	0.00	9.50
Gatherer - 50mm	9.50	0.00	9.50
Ghooli - 50mm	9.50	0.00	9.50
Kooyanobbing - 50mm	9.50	0.00	9.50
Marvel Loch - 50mm	9.50	0.00	9.50
Moorine Rock - 50mm	9.50	0.00	9.50
Moorine Rock - 25mm	3.23	0.00	3.23
Noongar - 50mm	9.50	0.00	9.50
Noongar - 25mm	3.23	0.00	3.23
North Bodallin - 40mm	9.50	0.00	9.50
O'Neils - 25mm	3.23	0.00	3.23
Perilya - 50mm	9.50	0.00	9.50

- 2. approves the date of introduction for the new standpipe fees recommended above of the 1st of November 2021.*

CARRIED BY ABSOLUTE MAJORITY (6/0)

Unconfirmed

14.3 Reporting Officer– Executive Manager Infrastructure

14.3.1 Disposal of Councils two existing 2010 *HaulPro* Tandem Axel Side Tipping Trailers

File Reference	6.6.5.13
Disclosure of Interest -	Nil
Voting Requirements –	Simple Majority
Attachments -	Nil

Purpose of Report

To consider the disposal of Council’s two(2) x 2010 *HaulPro* Tandem Axel Side Tipping Trailers

Background

In Councils 2021-2022 Financial Year Budget an income amount of \$35,000 per trailer has been allowed for the disposal of council existing 2010 *HaulPro* Tandem Axel Side Tipping Trailers (asset numbers 1865 and 1866)

Comment

The two 2010 *HaulPro* tandem axel side tipping trailers will become surplus on the arrival of two new Howard and Porter side tipping trailers. Council endorsed to purchase two Howard and Porter side tipping trailers at its Ordinary Meeting of Council’s held in March 2021 in the 2020-2021 Financial Year. It is expected the new Howard and Porter side tipping trailers will be arriving mid to late November 2021. At the March 2021 Council was also advised that there would be a lengthy waiting period for the new trailers as a result of manufacturing back log and parts availability due to the COVID pandemic.

“42/2021

Moved Cr Close/Seconded Cr Cobden

That Council accepts the quote submitted from Howard and Porter for the purchase of two side tipping trailers for the quoted cost of \$198,540.00 (excluding GST),

and

That Councils includes a monetary amount in the 2021-2022 Financial Year Budget deliberation for the purchase of the two side tipping trailers.

CARRIED (7/0)”

In accordance to Councils Finance Policy 3.5 Purchasing and Tendering and the Local Government Act 1995 Section 3.57 Tenders for Providing Goods and Services (1) and 3.58 Disposing of Property (3), Tender 4/2021-2022 was advertised in Saturday’s 18th September

edition of Western Australia and local Crosswords with the closing date on Monday 4th October 2021.

The following tenders were received for the outright purchase of the two (2) 2010 *HaulPro* tandem axel trailers (*GST inclusive*):

Smith Broughton Auctioneers	\$110,000.00
B & RM Quadrio & Son	\$92,400.00
Apache Investments Australia Pty Ltd	\$88,000.00
R & E Nicholson & Son	\$70,400.00
WA Machinery Brokers	\$66,000.00
WE & D Maddock	\$66,000.00
Manheim Australia	\$60,000.00

As it can be seen from the above the tender submitted by Smith Broughton Auctioneers of \$110,000 (*GST inclusive*) is by far the better outright purchasing price for councils existing two 2010 *HaulPro* tandem axel side tipping trailers, with the next best being from a local supplier B & RM Quadrio & Son of \$92,400 (*GST inclusive*)

If council was to apply its Regional Price Preference Policy of 10% to suppliers located within the Shire of Yilgarn, there would still be a short fall of \$7,600 to the closers tender price submitted by B & RM Quadrio & Son.

In the condition of sale for the purchase of the side tipping trailers, companies submitting tenders have been advised that the tendered vehicles are current working vehicles and will not be available to the successful tenderer until a replacement vehicle has been sourced and delivered to Shire of Yilgarn

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

Council's Ten Year, Plant Replacement Program

Policy Implications

"Finance Policy 3.5 Purchasing and Tendering"

and

"Regional Price Preference Policy 3.5(A)"

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

Financial Implications

An income amount of \$35,000 per trailer for the sale of the 2010 *HaulPro* Tandem Axel Trailers has being allowed for in the 2021-2022 Financial Year

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	An income amount of \$35,000 per trailer for the sale of the 2010 <i>HaulPro</i> Tandem Axle Trailers has being allowed for in the 2021-2022 Financial Year	Moderate (9)	The 2010 <i>HaulPro</i> tandem axle trailers were advertised in Saturday's 18 th September edition of Western Australia and local Crosswords to maximise monetary income from the sale of these trailers
Service Interruption	Nil	Nil	Nil
Compliance	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) and Councils	Moderate (9)	Tender 4/2021-2022 was advertised in Saturday's 18 th September edition of Western Australia and local Crosswords with the closing date on Monday 4 th October

	Policy 3.5 Purchasing and Tendering,		2021 for the disposal of two x 2010 HaulPro Tandem Axle Trailers has
Reputational Property	Nil	Nil	Nil
	Disposal of councils two x 2010 HaulPro Tandem Axle Trailers	Moderate (9)	Companies tendering for the two x side tipping trailers have been advised that both vehicles are currently working vehicles and will not be available to the successful tenderer until a replacement vehicle has been sourced and delivered to Shire of Yilgarn
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

199/2021

Moved Cr Close/Seconded Cr Guerini

That councils accepts the tender submitted by Smith Broughton Auctioneers for the outright purchase of the two x 2010 HaulPro tandem axle trailers for the tendered amount of \$110,000.00

CARRIED (6/0)

14.4 Reporting Officer– Executive Manager Regulatory Services

14.4.1 Miscellaneous Mining Licence 77/320 – Request for Comment

File Reference	3.2.1.6
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Attachments	Aerial Map Tenure Map

Purpose of Report

To consider a response to the Department of Planning, Lands and Heritage – Lands Division, regarding an application for exploration licence 77/2334 over portions of reserves 19577, 19578, 20161, 20937, 21086 and various ucl lots within the Shire of Yilgarn.

Background

The Shire has received email correspondence from the Department of Planning, Lands and Heritage – Lands Division, which states:

Department of Planning, Lands and Heritage, Land Use Management (Department) has received a request from the Department of Mines, Industry Regulations and Safety (DMIRS) for consent to mine over 19577, 19578, 20161, 20937, 21086 and UCL lots within the Shire of Yilgarn.

Exploration Licence 77/2334 has been requested by DMIRS on behalf of Edna May Operations Pty Ltd.

The parcels of land that are subject of the above proposal are depicted on the attachments Tenure Maps and Aerial Map attached.

To facilitate this request further, please advise me of any objections or comments that the Shire of Yilgarn may have regarding DMIRS request.

Comment

Limited details have been provided to the Shire at this stage. None of the reserves listed in the exploration license are vested with the shire and the Department of Planning, Lands and Heritage are currently the responsible agency.

It should be noted, DPLH's approval, if granted, will be conditional on DMIRS liaising with relevant landowners, prior to the licence being issued.

Statutory Environment

Environmental Protection Act 1986

Strategic Implications

Goal

A prosperous future for our community.

Outcome

Businesses in the Shire remain competitive and viable.

Strategy

Continue to provide an efficient and effective approval process.

Policy Implications

Nil

Financial Implications

Nil

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Compliance with relative environmental and mining legislation.	Moderate 6	DMIRS Assessment and Approval Processes
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Environmental Impacts from Mining Activities	Moderate 6	DMIRS Assessment and Approval Processes

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

Officer Recommendation and Council Decision

20082021

Moved Cr Close/Seconded Cr Nolan

Council endorse the following response to the Department of Planning, Lands and Heritage – Lands Division:

The Shire of Yilgarn have no objection exploration licence 77/2334 over portions of reserves 19577, 19578, 20161, 20937, 21086 and various ucl lots.

CARRIED (6/0)

14.4 Reporting Officer– Executive Manager Regulatory Services

14.4.2 Bush Fire Advisory Committee Appointments

File Reference	5.1.1.2
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Attachments	Draft - Bush Fire Advisory Committee Meeting - Minutes – October 2021

Purpose of Report

To endorse appointments made by the Bush Fire Advisory Committee at their meeting held on the 05th October 2021.

Background

At the Bush Fire Advisory Committee (BFAC) meeting held on the 05th October 2021, the Chief and Deputy Chief Fire Control Officer positions were declared vacant, with returning officer Jeremy Willis, DFES Acting Area Officer Central Wheatbelt declaring all seats vacant. The following nominations and appointments were made:

Chief Bushfire Control Officer

Nominations:

Ron Burro (Nominated Alan Nicholson)
R Burro accepted nomination.

No other nominations.

Appointed Chief Bush Fire Control Officer: Ron Burro

Deputy Chief Bush Fire Control Officer North

Nominations:

John Roberts (Nominated Ron Burro)
J Roberts accepted nomination

No other nominations.

Appointed Deputy Chief Bush Fire Control Officer North: John Roberts

Deputy Chief Bush Fire Control Officer South

Nominations:

Alan Nicholson (Nominated Graham Maddock)
A. Nicholson accepted nomination

No Other Nominations

Appointed Deputy Chief Bush Fire Control Officer South: Alan Nicholson

Comment

The draft minutes from the BFAC meeting are attached for Councillors perusal.

It is recommended that the appointments made by the BFAC are endorsed by Council to ensure the ongoing protection from bush fires within the Shire of Yilgarn.

Statutory Environment

*Bush Fires Act 1954
Part IV Control and extinguishment of bush fires
Division 1 Local governments*

38. Local government may appoint bush fire control officer

(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

Strategic Implications

Goal:

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

Outcome:

Maintain a liveable, safe and secure community

Strategy:

Continue to support our volunteer fire fighters

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	Bush Fires Act 1954	Low 4	Shire may appoint Chief bush fire control officer and deputy bush fire control officers.
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

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

Officer Recommendation and Council Decisions

201/2021

Moved Cr Rose/Seconded Cr Cobden

That Council appointment the following persons under Section 38(1) of the Bush Fires Act 1954:

Chief Bush Fire Control Officer:

Ron Burro

Deputy Chief Bush Fire Control Officer North:

John Roberts

Deputy Chief Bush Fire Control Officer South:

Alan Nicholson

CARRIED (6/0)

15 APPLICATION FOR LEAVE OF ABSENCE

202/2021

Moved Cr Guerini/Seconded Cr Rose

That Cr Cobden be granted leave of absence for the November 2021 Ordinary Meeting of Council

CARRIED (6/0)

16 MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

18 MEETING CLOSED TO THE PUBLIC-CONFIDENTIAL ITEMS

Nil

19 CLOSURE

Cr Della Bosca thanked the Mount Hampton Progress Association for hosting the Council Meeting at Mount Hampton Hall and the observers for attending the meeting.

As there was no further business to discuss, the Shire President declared the meeting closed at 5.02pm

I, Wayne Della Bosca confirm the above Minutes of the Meeting held on Thursday, 21 October 2021, are confirmed on Thursday, 18 November 2021 as a true and correct record of the October 2021 Ordinary Meeting of Council.

Cr Wayne Della Bosca
SHIRE PRESIDENT

MINUTES

SHIRE OF YILGARN ROADS COMMITTEE TUESDAY 9 NOVEMBER 2021

Minutes of the meeting of the Shire of Yilgarn Roads Committee, held on Tuesday, 9 November 2021 commencing at 8.30am in the Shire of Yilgarn Council Chambers.

1 ATTENDANCE

Cr B Close
Cr G Guerini
Cr P Nolan

N Warren, CEO
G Brigg, Executive Manager Infrastructure
R Bosenberg, Executive Manager Infrastructure

APOLOGIES

Nil

2 CONFIRMATION OF PREVIOUS MINUTES

Nil

3 ELECTION OF COMMITTEE CHAIRPERSON

Nominations were called for Chairperson of the Road Committee

Cr G Guerini nominated by Cr P Nolan, Accepted

No other nominations received, Cr G Guerini endorsed as Chairperson.

4 BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Actions from Previous Meetings

Member	Action Required	Action Taken
<i>Nil</i>		

MINUTES

SHIRE OF YILGARN ROADS COMMITTEE TUESDAY 9 NOVEMBER 2021

5 GENERAL BUSINESS

5.1 360 Logistics – Copperhead Mine Haulage

360 Logistics have sought Council endorsement for haulage of ore from Copperhead mine to the Barto Marvel Loch processor. Whilst Staff advised the preferred option would likely be use of Southern Cross South Road and a Private Haul Road pushed through from Aquarius, 360 Logistics have sought approval on a temporary basis to run trucks on the following route:

- Copperhead Mine onto Taylors Access road;
- Taylors Access Road LEFT onto Bullfinch Road;
- Bullfinch Road RIGHT onto Three Boys Road;
- Three Boys Road LEFT onto Great Eastern Highway;
- Great Eastern Highway RIGHT onto Emu Fence Road;
- Emu Fence Road RIGHT onto Barto Private Haul Road.

Access onto Bullfinch Road and Great Eastern Highway will be dependant on Main Roads WA approval.

The details of the campaign are as follows:

Commencement: Roughly late November / early December. The mine want us to start on Copperhead as soon as we have finished Aquarius which will be in 3-4 weeks' time.

Duration: Expect to move roughly 300kt to 500kt of ore, estimated at approximately 4-6 months

Haulage plan: Plan to have on average 8 x trucks on the job. Each truck will be able to do 5 x trips per day.

Planned tonnes: Under AMS3 permit, each double combination will cart roughly 60t per trip. If we are able to source A-trailers, we may operate some combinations as a C-train carting approximately 72t per trip.

360 Logistics have sought consent/comments ASAP to allow for adequate planning to be undertaken.

The matter was discussed, with members advised that discussions regarding haulage from Copperhead mine had been raised with Barto (Minjar) in February 2019, whereby it was advised that Council's preference was to use Southern Cross South Road with a Private Haul Road through the Aquarius Pit. This was confirmed via a Council determination in February 2019.

It seems little work has been put into this haulage route, and as such, it was the members opinion that Barto have had ample opportunity to address the deficiencies in

MINUTES

SHIRE OF YILGARN ROADS COMMITTEE TUESDAY 9 NOVEMBER 2021

the approved route, and that it would set an unwanted precedence should Council allow haulage (albeit temporary), contrary to existing approvals.

As such, the following motion was moved:

MOTION

Moved Cr Guerini, Seconded Cr Close

That the Roads Committee advise Council that the 360 Logistics proposal to run a temporary haulage campaign from Copperhead Mine in Bullfinch to the Marvel Loch processor, utilising Bullfinch Road, Three Boys Road, Great Eastern Highway, Emu Fence Road and the Barto Haul Road be rejected, with the following justifications:

- *Barto (Minjar) have been granted approval by Council in February 2019 to haul ore from Copperhead Mine to the Marvel Loch Processor, however were required to use Southern Cross South Road, with the existing haul road through Aquarius pit pushed through to the road;*
- *Barto have made no efforts to address the upgrade requirements to utilise the Council approved route, despite having over 24 months to undertake; and*
- *Allowing haulage campaigns through Southern Cross townsite, when suitable alternative routes exist, and against Council approvals sets a precedence of which will not be beneficial to Council.*

Carried

5.2 Mineral Resources Parkers Range Bypass Road

Cr Nolan raised concerns with the Mineral Resources Parkers Range Bypass Road in relation to alignment and signage, and also raised concerns with MRL haulage trucks road use activities. Cr Nolan asked that for future haulage campaigns, Council seek a requirement to have GPS installed and data shared.

The CEO advised that the EMI was working on a response to issues raised by Cr Nolan previously, which would be sent through in due course. The CEO would also seek information regarding the legalities around a Local Government requiring haulage companies to install and share GPS for haulage on roads.

5.3 Main Roads – Great Eastern Highway

Cr Close queried what was happening with the Main Roads roadworks on the Great Eastern Highway East of Southern Cross.

The CEO advised a Main Roads representative will be at the Council meeting on the 18th November, and Councillors will be able to ask questions regarding these works.

MINUTES

SHIRE OF YILGARN ROADS COMMITTEE TUESDAY 9 NOVEMBER 2021

6 NEXT MEETING

The next meeting of the Committee will be scheduled as needed

7 MEETING CLOSURE

The meeting was declared closed at 8:55am.

MINUTES OF MEETING
YILGARN HISTORY ADVISORY COMMITTEE
WEDNESDAY, 3RD NOVEMBER, 2021

ATTENDANCE:

Robin Stevens, Curator; Kaye Crafter, secretary, Lance Stevens, Historian; Cr Linda Rose; Kim Chrisp, Shire Rep. Leonie Gethin, Committee member.

APOLOGIES: Rollie Blair

MINUTES OF PREVIOUS MEETING:

The Minutes of the previous meeting, dated 1st September, 2021 were circulated and as there were no adjustments, were accepted by:

Lance Stevens, seconded by Leonie Gethin. CARRIED

BUSINESS ARISING FROM MINUTES:

Cr.Linda Rose will take the old white clock to Merredin to be get a quote to repair it. The clock is the original clock that was used in the Mining Register when it opened.

CURATORS REPORT:

The report was tabled by Robin Stevens, see attached document.

DISCUSSION FROM CURATORS REPORT:

It was decided to change to entry fees to \$5.00 as we have lost revenue since change the fee to donation. We feel that the ratepayers, through the Shire are supplementing the fees of our visitors. Our Museum is very important to us, the volunteers, and we feel all our hard work is not being appreciated.

HISTORIANS REPORT:

See attached document

FINANCIAL REPORT:

Opening balance:	7,500
Expenditure:	1,730.59
Outstanding Purchases:	
Brother Printer	535.41
Balance:	5,234.00
Museum Income Account	1,916.42
Museum Reserve account	35,462.38

Robin Stevens presented the Financial Report, and it was accepted by Linda Rose.

CARRIED

CORRESPONDENCE:

See attached document.

Accepted by Robin Stevens, seconded by Lance Stevens

CARRIED

DISCUSSION FROM CORRESPONDENCE REPORT:

Digital Photographing of our old Shire records- Kim Crisp will give us the name of a professional recorder to copy our books. The Shire are getting their old books recovered and photographed and saved to a thumb drive.

GENERAL BUSINESS:

Tractor and shed. After discussion, we have decided to arrange a visit to Rollies farm to view the tractor.

- We need to know:
- The cost of moving it to the Museum
- The condition of the tractor and if it needs a deep clean.
- How we can put it in position and what machines we need
- Is it safe to move without falling apart?
- We need to take into consideration the Occupational, Health and Safety regulations.
- Rollie also has an old plough that could be added to the tractor display.

Christmas break up- 27th November 2021 approx \$30per head. Will speak to Liz at the Palace regarding the menu.

We have worked out a tentative menu as follows:

Battered fish and chips

Cold Chicken

Cold ham

Tossed salad

Jellied Beetroot

Potato Salad

Plum pudding and custard

Fruit salad and Ice cream.

Cool drinks provided – Bar available

This Menu may change according to tastes and cost.

Keys for Museum- we think they may have been taken from the Office at the Museum. Kaye will report to the Police on Thursday morning.

Medal Display: We will take no further action regarding Insurance and valuing the collection as it is in a secure display case.

Holiday break: we will close the Museum on 18th December, 2021 and reopen on the 17th January, 2022

The meeting closed at 5.15pm

CURATORS REPORT – NOVEMBER 3RD, 2021

- a) September/October have been busy with visitors with 126 adults and 10 children during October. This brings the 2021 total so far to 1009 adults plus children. Unfortunately, the takings using “Donations” for entry, are well and truly down!
- b) Bricks around the old toilet site have been tidied up, with blue metal spread over the remaining area. This was completed before the judging of the Tidy Town Competition, and looks professional. Thank you Coke and Nathan. It is now ready for our new shed.
- c) Kim has ordered the new shed. John Newberry’s \$10,000 donation and some of the Museum’s Trust fund will be paying for the shed.
- d) The metal statue of the Aboriginal man throwing his spear, has arrived and looks great in the Aboriginal display. Michael Gethin has kindly donated the statue he had pleasure constructing.
- e) The new lockable cabinet for priceless books and files, is proving very successful.
- f) Our new “Brother” printer and scanner has arrived and been installed. Thankyou Cameron. It is so easy to use – though Kaye and Leonie have to stand on a foot stool!
- g) Nathan has measured the passage wall needing new peg board – which will actually be magnetic board – and is in the process of constructing it. This is necessary as the magnetic board is not the size of the area. It will be great to be able to display our early history again.
- h) Ambulance display Cabinet: Lance and our friend Arthur (retired carpenter) have constructed an 8 ft long x 3-2/1 ft high x 2 ft deep, simple in style, cabinet which sits neatly on the 2 stools on the side veranda. The Ambulance objects fit in so neatly, and display so well. Perspex has been used for the top and front panel. It looks fantastic. The total cost was only \$836.47 cents. The materials were bought through SX Hardware. Thanks to Kim for trying to find the Museum a readymade one.
- i) Thankfully, Ian has found the leak in the roof. It is so good to see a dry ceiling, wall and floor in the passage after rain!
- j) Nathan has given the front and side veranda their summer treatment which will protect the boards till early winter.
- k) I have referred a visitor’s complaint re access to the disabled ramp, to Kim and Shane.
- l) Tony Dal Busco has kindly presented to the Museum, three different cricket wickets used in grand finals during the 50/60’s by the Bullfinch Cricket Club. We have very little history of Bullfinch.

- m) We have also received recently, a photo of the Bullfinch swimming Pool taken in 1962!
The only one we have.
- n) Three representatives of the W.A. Museum Portals program visited last week, taking the history and photos of objects suitable for their online displays. The sugar scuttle and scoop, old pipe cabinet, and the two Woodberry bedroom chairs Dave made out of gelignite, stuffing and cretonne, were chosen.
- o) Tidy Town Judge and assistant visited on 20 September. Congratulations to Gary Kenward and his helpers: Southern Cross is a finalist in "Litter Prevention and Waste Management; General Appearance; and State Tidy Towns Title. The Museum received a verbal rave review of the Museum itself, but didn't place in the "Heritage & Culture" criteria! The winners will be announced at a luncheon at Optus Stadium on 26 November.
- p) "Donations" have been well under amounts received under the "3.00 per person" regime. On Sunday one husband and wife actually put in a 20c piece each! The "Donation" stand now has a new multi coloured sign:

WELCOME
DONATION ON ENTRY
~~2 X \$2.00 coins~~
~~1 x \$1.00 coin~~ \$ 5.00
(no less)
THANK YOU

I think this is a fair price to the public and to the Museum itself.

Once again, thank you to all our volunteers, Shire Staff and Shire Councillors for your support throughout the year. It is very much appreciated.

Happy Christmas

Robin
CURATOR

HISTORIAN REPORT
3RD NOVEMBER, 2021
YILGARN HISTORY MUSEUM
LANCE STEVENS

GINA SAMBO-re aboriginal history. I was able to give her what we know of aboriginal history. Gina is a sister of Elizabeth Sambo.

WILLIAM COSSON- Re Captain Oats, Bullfinch. He was a mine boss at Frasers South and a Mayor in Southern Cross.

LES EVERETT-Looking for early Sports Grounds at Marvel Loch and Mt Palmer.

ANTHONY BOUGHER-advised that he had found information regarding wells at Split Rocks on the Forrestania Rd, from government records.

DARRYL JOHNSON- was chasing information of Joseph Stead formerly at Nevoria. Was able to help.

ERIC HANCOCK- following up on Hunts Well at the Golf Club/Lake Koorkoordine – he doubts it is not a Hunts Well, but I will let him prove it is not.

WENDY PRITCHARD- information of the Butcher family of Bullfinch whose 5 sons played football for Southern Cross and Bullfinch.

GARY BENTLY- looking for burial site of Walter Ellis in 1956. He was buried in Merredin.

PANDGRILL @bigpond – sent photos but I couldn't identify them

YILGARN HISTORY MUSEUM FINANCIAL REPORT

For the Period 1st July 2021 to 31st October 2021

Museum Council Support Account:

Opening Balance	7,500.00
LESS: Outstanding Purchase Orders Carried Forward	
6661 Pavers & Other Works - Mismatch Workshop	(350.00)
Inv 19 - Remove Concrete & Replace Pavers	350.00
	<u>7,500.00</u>

Expenditure as at 31 Oct 2021

1. Software Upgrades	0.00
2. Subscriptions & Memberships	68.18
3. Furniture & Equipment	915.52
4. Functions & Events	0.00
5. General	746.89
	<u>1,730.59</u>

Current Year Purchase Orders Outstanding:

7173 Brother Multifunction Laser Printer	535.41
--	--------

Balance of Council Support Remaining - Inc Committed PO's 5,234.00

Museum Income Account: 1,916.42

Museum Reserve Account:

Opening Balance	35,431.12
Interest Earnt	31.26
Transfer of Income Received to Reserve	0.00
Transfer from Reserve - Committee Approved	0.00
Closing Balance at Report Date	<u>35,462.38</u>

CORRESPONDENCE
YILGARN HISTORY MUSEUM
3RD NOVEMBER 2021

EMAIL PAMPHLETS AND BROCHURES

- RWAHS
- AMAGA
- SLIMLINE WAREHOUSE
- TOURISM MEETING MINUTES
- CROSSWORDS

LANCE-

- LES EVERETT – Asking about Yilgarn Cricket pitches.
- PETER GREEN- re Photos
- ANTHONY BOUCHER- Split Rocks
- WILLIAM COSSON- re Captain Oats, Bullfinch
- DARRYL – Joseph Stead
- DEAN GOURDIS – RE Club Hotel
- JUDY PURKISS – requesting info on William Harold Bolton 1858 – 1913'.
We have Alfred William Bolton in our Cemetery.
- GINA SAMBO – requested information regarding the Sambo Family
which Lance was able to provide.

GENERAL CORRESPONDENCE:

- Casey Tours – had 2 visits
- Painted Dog Research – Questionnaire re CRC
- Roz Lipscombe – re photos etc 21/10/21 and Tourism Portal
- Hunts Wells, Eric Hancock
- Ian CRC. Phillips, York – email of photos of copy stands for
photographing our books.

THANK YOU LETTERS

- Nanette Chamberlain, re: olive Potts and some photos
- Lesley Smith nee Coyle re: Bullfinch and photos



SHIRE OF YILGARN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 October 2021

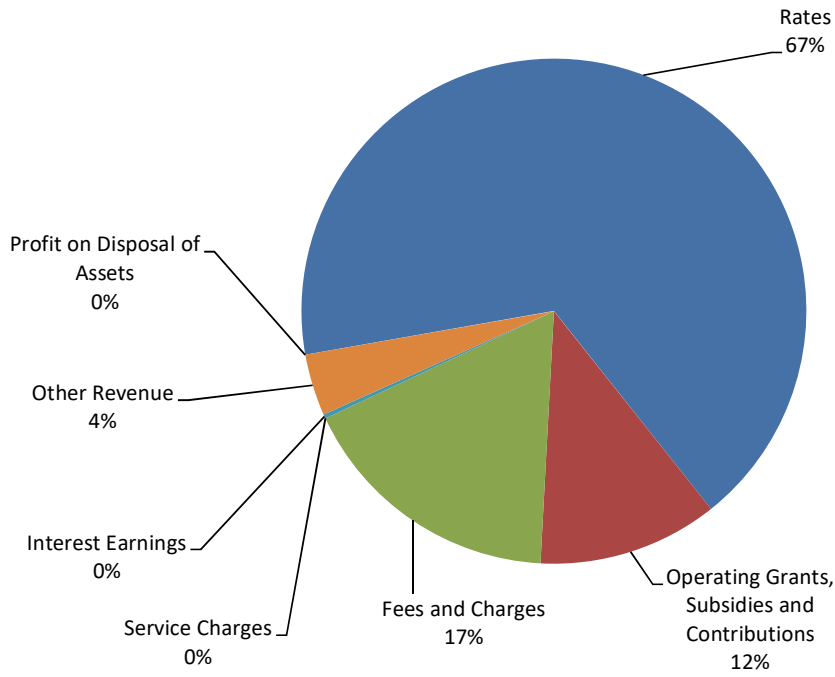
LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

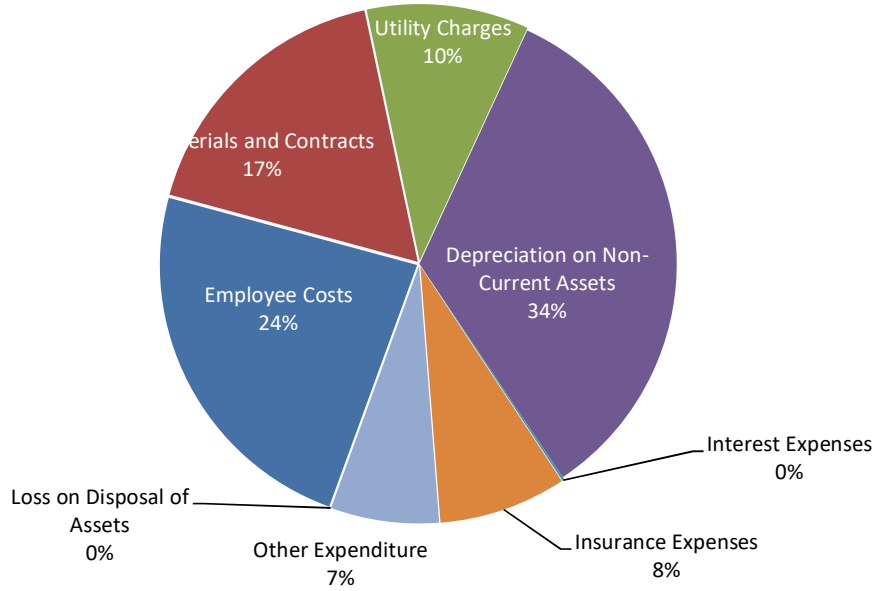
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SHIRE OF YILGARN
Information Summary
For the Period Ended 31 October 2021
Operating Revenue



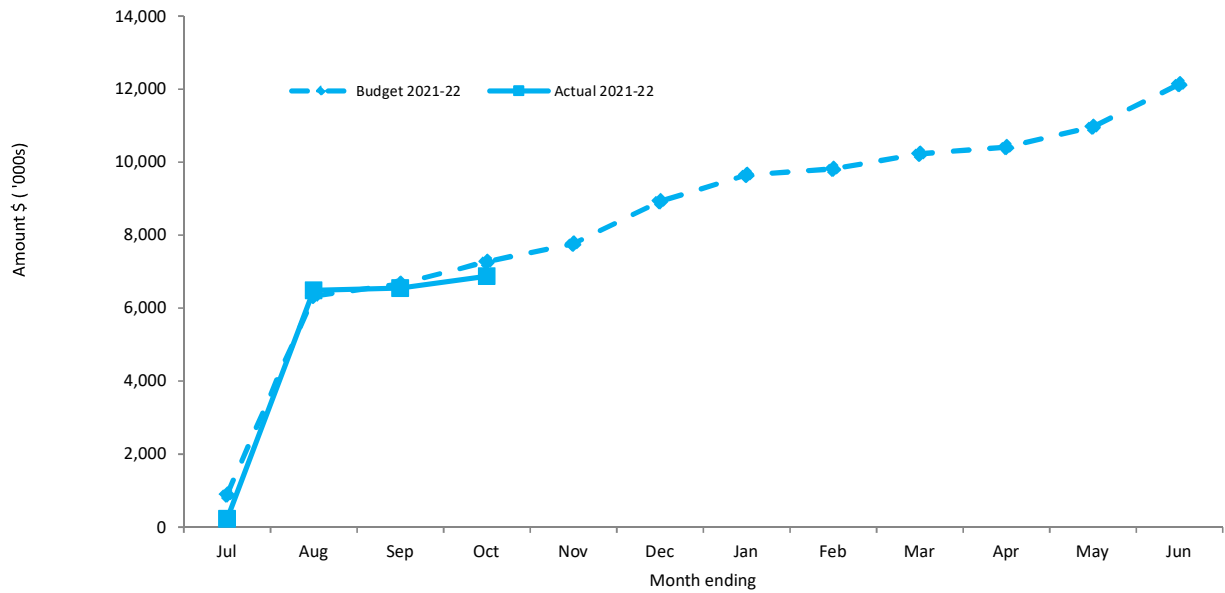
Operating Expenditure



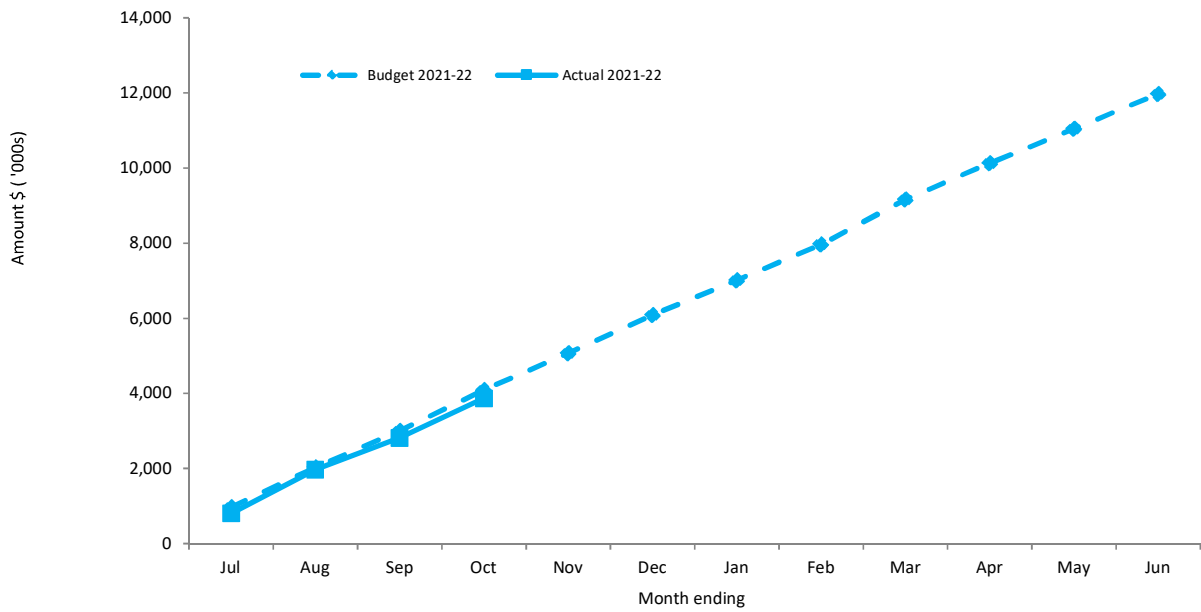
**SHIRE OF YILGARN
Information Summary
For the Period Ended 31 October 2021**

This information is to be read in conjunction with the accompanying Financial Statements and Notes.

Budget Operating Revenues -v- Actual (Refer Note 2)



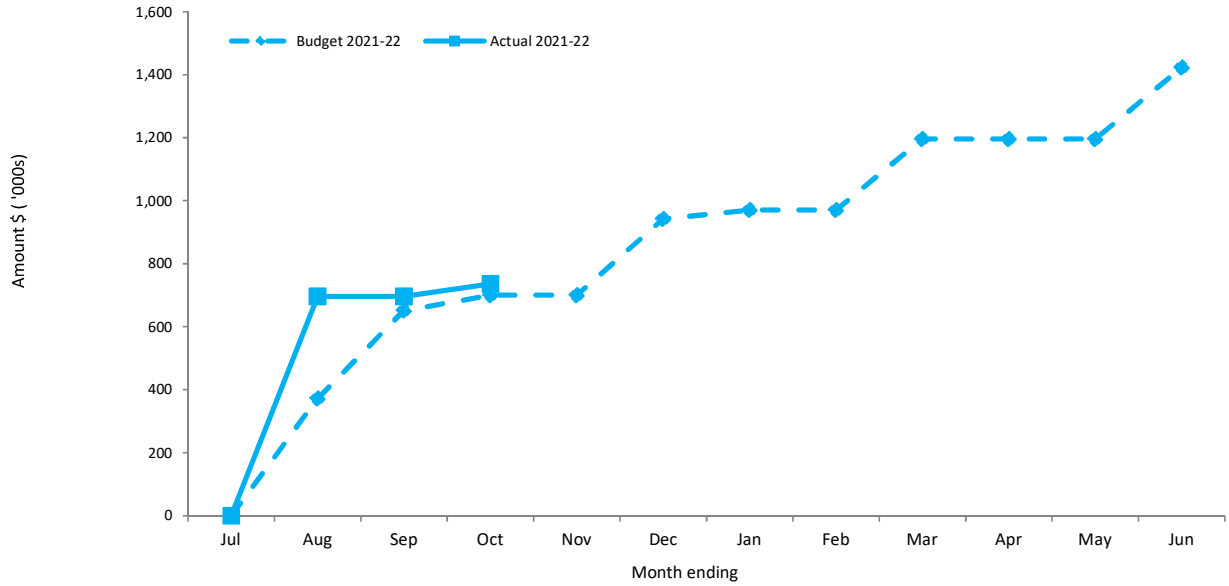
Budget Operating Expenses -v- YTD Actual (Refer Note 2)



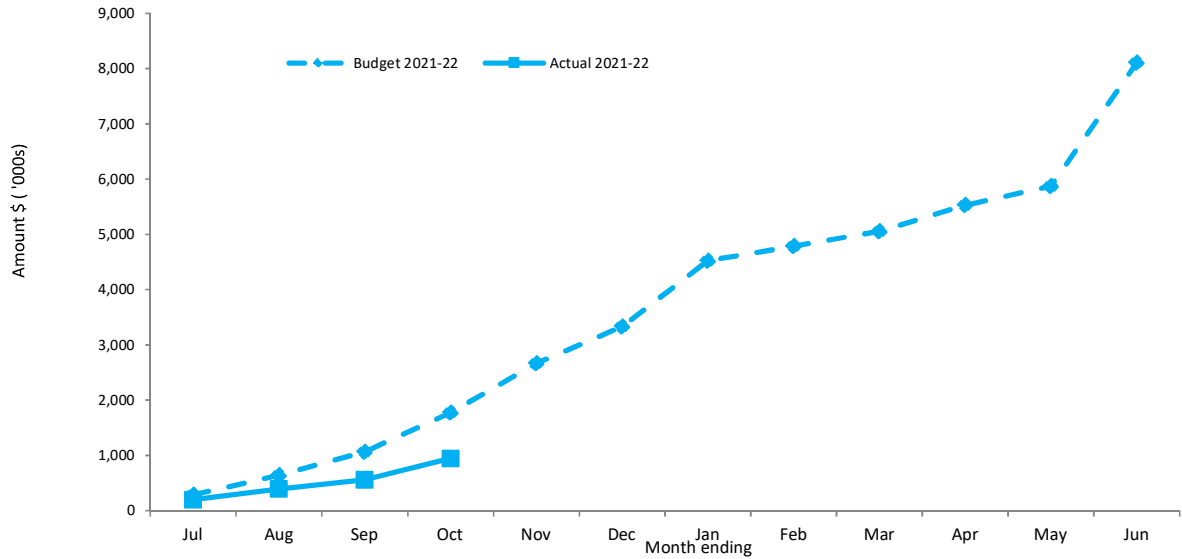
**SHIRE OF YILGARN
Information Summary
For the Period Ended 31 October 2021**

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 October 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	4,767,545	627,687	15%	
Revenue from operating activities							
General Purpose Funding - Rates	9	4,070,680	4,070,680	4,108,821	38,141	1%	
General Purpose Funding		1,589,716	775,915	488,175	(287,740)	(37%)	▼
Governance		-	-	-	-		
Law, Order and Public Safety		82,776	23,756	23,134	(622)	(3%)	
Health		1,500	500	296	(204)	(41%)	
Education and Welfare		176,489	81,176	81,959	783	1%	
Housing		75,920	25,292	25,430	138	1%	
Community Amenities		649,459	612,770	635,553	22,783	4%	
Recreation and Culture		24,816	9,810	19,015	9,205	94%	
Transport		703,250	231,656	227,114	(4,542)	(2%)	
Economic Services		994,770	448,252	460,953	12,701	3%	
Other Property and Services		168,260	66,703	70,139	3,436	5%	
		8,537,636	6,346,510	6,140,589			
Expenditure from operating activities							
Governance		(470,913)	(189,940)	(165,799)	(24,141)	(13%)	
General Purpose Funding		(325,351)	(109,104)	(82,854)	(26,250)	(24%)	
Law, Order and Public Safety		(358,153)	(147,352)	(130,545)	(16,807)	(11%)	
Health		(313,734)	(100,000)	(85,335)	(14,665)	(15%)	
Education and Welfare		(395,524)	(131,384)	(134,435)	3,051	2%	
Housing		(137,546)	(44,428)	(44,286)	(142)	(0%)	
Community Amenities		(1,196,649)	(288,716)	(275,077)	(13,639)	(5%)	
Recreation and Culture		(1,709,582)	(561,691)	(554,600)	(7,091)	(1%)	
Transport		(5,406,805)	(1,802,164)	(1,685,628)	(116,536)	(6%)	
Economic Services		(1,563,635)	(514,668)	(587,030)	72,362	14%	▲
Other Property and Services		(74,370)	(203,746)	(125,330)	(78,416)	(38%)	▼
		(11,952,262)	(4,093,193)	(3,870,920)			
Operating activities excluded from budget							
Add back Depreciation		3,822,408	1,272,618	1,305,064	32,446	3%	
Adjust (Profit)/Loss on Asset Disposal	8	(162,180)	46,066	-	(46,066)	(100%)	▼
Adjust Provisions and Accruals		-	-	-	-		
Amount attributable to operating activities		245,602	3,572,001	3,574,734			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	11	3,599,775	922,131	695,595	(226,536)	(25%)	▼
Proceeds from Disposal of Assets	8	-	-	40,000	40,000		
Land and Buildings	13	(329,195)	(95,866)	(65,312)	(30,554)	(32%)	▼
Infrastructure Assets - Roads	13	(3,226,022)	(943,497)	(632,390)	(311,107)	(33%)	▼
Infrastructure Assets - Other	13	(603,380)	(333,268)	(360,053)	26,785	8%	
Plant and Equipment	13	(1,498,200)	(523,500)	(61,856)	(461,644)	(88%)	▼
Furniture and Equipment	13	(29,500)	(13,832)	(13,591)	(241)	(2%)	
Amount attributable to investing activities		(2,086,522)	(987,832)	(397,607)			
Financing Activities							
Proceeds from New Debentures		-	-	-	-		
Transfer from Reserves	7	15,000	-	-	-		
Repayment of Debentures	10	(95,504)	(47,752)	(47,611)	(141)	(0%)	
Transfer to Reserves	7	(2,884,563)	(12,320)	(6,592)	(5,728)	(46%)	
Amount attributable to financing activities		(2,965,067)	(60,072)	(54,203)			
Closing Funding Surplus(Deficit)	3	(666,129)	6,663,955	7,890,470			

▲▼ 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 October 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	4,767,545	627,687	15%	
Revenue from operating activities							
Rates	9	4,070,680	4,070,680	4,108,821	38,141	1%	
Operating Grants, Subsidies and Contributions	11	1,994,276	1,039,656	706,858	(332,798)	(32%)	▼
Fees and Charges		1,708,492	975,028	1,050,653	75,625	8%	
Service Charges		-	-	-	-		
Interest Earnings		74,875	24,956	17,323	(7,633)	(31%)	
Reimbursements		69,234	19,852	16,772	(3,080)	(16%)	
Other Revenue		608,092	204,352	240,161	35,809	18%	▲
Profit on Disposal of Assets	8	11,987	11,986	-	(11,986)	(100%)	
		8,537,636	6,346,510	6,140,589			
Expenditure from operating activities							
Employee Costs		(3,066,059)	(993,566)	(915,798)	(77,768)	(8%)	
Materials and Contracts		(2,879,824)	(888,774)	(676,128)	(212,646)	(24%)	▼
Utility Charges		(864,715)	(286,572)	(394,576)	108,004	38%	▲
Depreciation on Non-Current Assets		(3,822,408)	(1,272,618)	(1,305,064)	32,446	3%	
Interest Expenses		(10,589)	(10,589)	(5,683)	(4,906)	(46%)	
Insurance Expenses		(317,697)	(272,592)	(310,510)	37,918	14%	▲
Other Expenditure		(816,803)	(310,430)	(263,162)	(47,269)	(15%)	▼
Loss on Disposal of Assets	8	(174,167)	(58,052)	-	(58,052)	(100%)	▼
		(11,952,262)	(4,093,193)	(3,870,920)			
Operating activities excluded from budget							
Add back Depreciation		3,822,408	1,272,618	1,305,064	32,446	3%	
Adjust (Profit)/Loss on Asset Disposal	8	(162,180)	46,066	-	(46,066)	(100%)	▼
Adjust Provisions and Accruals		-	-	-	-		
Amount attributable to operating activities		245,602	3,572,001	3,574,734			
Investing activities							
Grants, Subsidies and Contributions	11	3,599,775	922,131	695,595	(226,536)	(25%)	▼
Proceeds from Disposal of Assets	8	-	-	40,000	40,000		
Land Held for Resale		-	-	-	-		
Land and Buildings	13	(329,195)	(95,866)	(65,312)	(30,554)	(32%)	▼
Infrastructure Assets - Roads	13	(3,226,022)	(943,497)	(632,390)	(311,107)	(33%)	▼
Infrastructure Assets - Other	13	(603,380)	(333,268)	(360,053)	26,785	8%	
Plant and Equipment	13	(1,498,200)	(523,500)	(61,856)	(461,644)	(88%)	▼
Furniture and Equipment	13	(29,500)	(13,832)	(13,591)	(241)	(2%)	
Amount attributable to investing activities		(2,086,522)	(987,832)	(397,607)			
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)	(47,752)	(47,611)	141	0%	
Transfer to Reserves	7	(2,884,563)	(12,320)	(6,592)	5,728	46%	
Amount attributable to financing activities		(2,965,067)	(60,072)	(54,203)			
Closing Funding Surplus (Deficit)	3	(666,129)	6,663,955	7,890,470			

▲▼ 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.

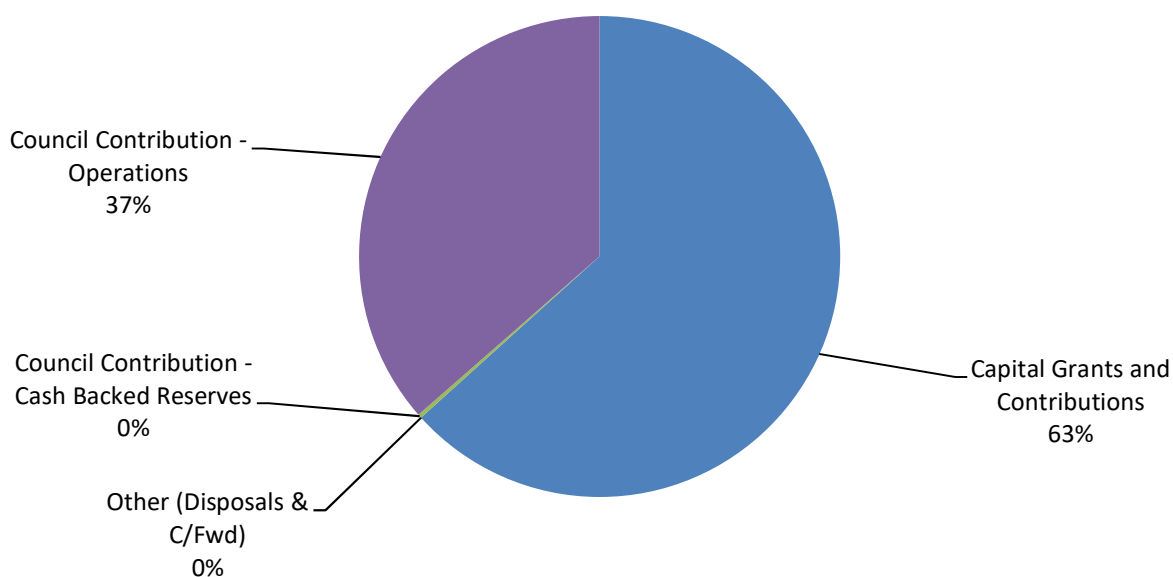
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF YILGARN
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 October 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	65,312	-	95,866	329,195	65,312	30,554
Infrastructure Assets - Roads	13	632,390	-	943,497	3,226,022	632,390	311,107
Infrastructure Assets - Footpaths	13	528	-	20,140	60,453	528	19,612
Infrastructure Assets - Refuse	13	-	-	-	7,500	-	-
Infrastructure Assets - Sewerage	13	4,000	-	9,332	28,000	4,000	5,332
Infrastructure Assets - Drainage	13	-	-	4,796	14,427	-	4,796
Infrastructure Assets - Parks & Ovals	13	242,367	-	227,600	374,000	242,367	(14,767)
Infrastructure Assets - Other	13	113,158	-	71,400	119,000	113,158	(41,758)
Plant and Equipment	13	61,856	-	523,500	1,498,200	61,856	461,644
Furniture and Equipment	13	13,591	-	13,832	29,500	13,591	241
Capital Expenditure Totals		1,133,202	-	1,909,963	5,686,297	1,133,202	776,761
Capital acquisitions funded by:							
Capital Grants and Contributions				922,131	3,599,775	695,595	
Other (Disposals & C/Fwd)				-	-	-	
Council Contribution - Cash Backed Reserves				15,000	15,000	-	
Council Contribution - Operations				972,832	2,071,522	437,607	
Capital Funding Total				1,909,963	5,686,297	1,133,202	

Budgeted Capital Acquisitions Funding



SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 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 October 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 October 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 October 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 October 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 October 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.

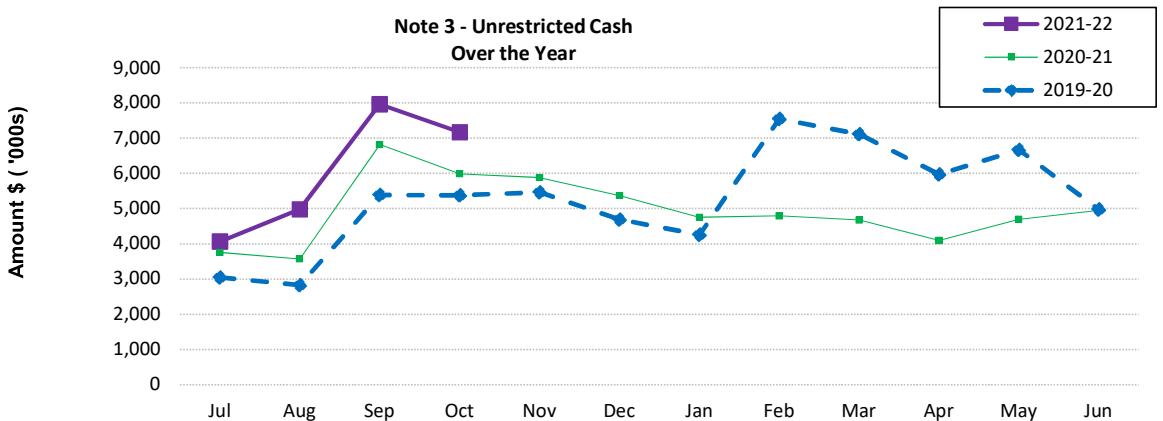
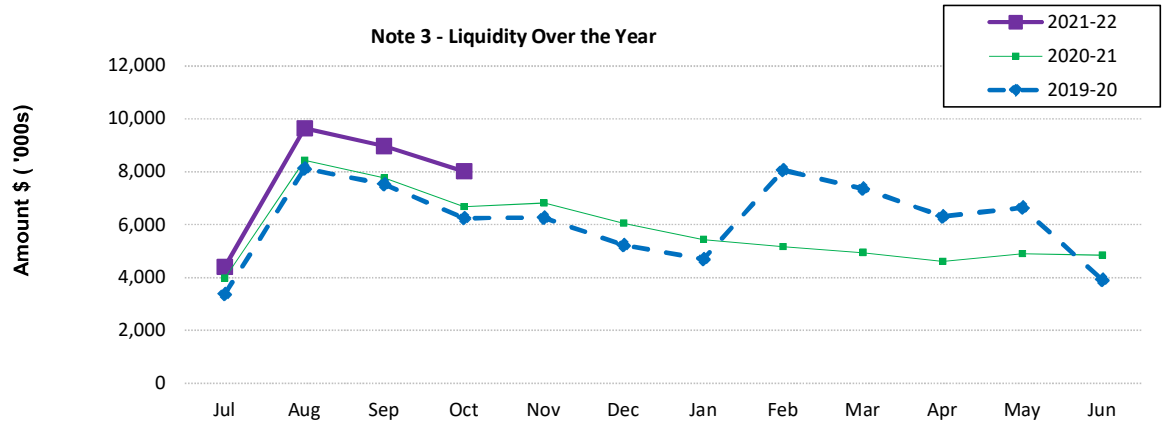
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues					
	\$	%			
General Purpose Funding - Other	(287,740)	(37%)	▼	Timing	Second quarter 2021 Federal Assistance Grants not yet received
Operating Expense					
Economic Services	72,362	14%	▲	Timing	Prodominantely due to significant increase in budgeted water costs for standpipes, due to changes in Water Corp rates
Other Property and Services	(78,416)	(38%)	▼	Timing	Schedule wide expenditure unders
Capital Revenues					
Grants, Subsidies and Contributions	(226,536)	(25%)	▼	Timing	Receipt of grant funds delayed due to pending audit of Road to Recoveries return.
Proceeds from Disposal of Assets	40,000	(100%)	▼	Timing	Sale of EMCS executive vehicle occurred in November
Capital Expenses					
Land and Buildings	(30,554)	(32%)	▼	Timing	Budgeted works in progress; awaiting quotes and due process.
Infrastructure - Roads	(311,107)	(33%)	▼	Timing	Schedule wide expenditure unders
Infrastructure - Other	26,785	8%			
Plant and Equipment	(461,644)	(88%)	▼	Timing	Delivery of new plant delayed due to COVID-19.

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

	Note	Last Years Closing 30 Jun 2021	This Time Last Year 31 Oct 2020	Current 31 Oct 2021
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	4,953,984	5,987,064	7,168,310
Cash Restricted	4	5,678,524	4,550,500	5,685,115
Receivables - Rates	6	669,884	1,163,589	1,245,917
Receivables - Other	6	139,971	315,841	130,211
GST receivable		79,348	(2,225)	69,267
Inventories		21,516	29,057	2,593
Accrued income		5,765	-	-
		11,543,226	12,043,826	14,301,413
Less: Current Liabilities				
Payables		(623,035)	(314,517)	(235,967)
Provisions		(399,032)	(267,406)	(399,032)
Borrowings		(95,494)	-	(47,883)
Right of Use Assets		(14,210)	(14,218)	(9,710)
Contract Liabilities		(356,819)	(32,820)	(356,819)
		(1,488,589)	(628,961)	(1,049,410)
Less: Cash-Backed Reserves	7	(5,678,524)	(4,550,500)	(5,685,115)
Less: Borrowings		95,494	-	47,883
Add back Leave Reserve		295,938	295,070	296,281
Net Current Funding Position		4,767,545	7,159,435	7,911,052



SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Muni Funds - Bank Working Acc	97,078			97,078	Westpac	0.00%	At Call
Muni Funds - Bank Investment Acc	1,324,767			1,324,767	Westpac	0.01%	At Call
Trust Fund Bank			230,102	230,102	Westpac	0.00%	At Call
Cash On Hand	1,350			1,350			
(b) Term Deposits							
Muni Funds - Notice Saver (31 Days)	5,745,115			5,745,115	Westpac	0.25%	31 Days from Call
Reserve Funds - Notice Saver (90 Days)		5,685,115		5,685,115	Westpac	0.35%	90 Days from Call
Total	7,168,310	5,685,115	230,102	13,083,527			

Comments/Notes - Investments

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 5: Budget Amendments

Amendments to original budget since budget adoption. Surplus/(Deficit)

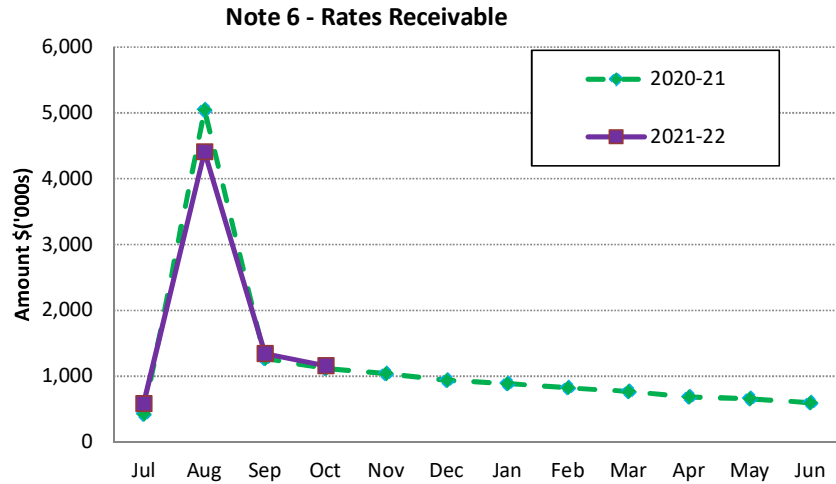
GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Original Budget Running Balance
				\$	\$	\$	\$
Budget Adoption							
	Resurfacing of Southern Cross netball courts		Capital Expenses	-	-	29,500	-
	Remedial works to community cropping paddock fencing		Capital Expenses	-	-	20,000	-
	New server and desktop computers for Southern Cross medical centre		Capital Expenses	-	-	27,700	-
	Transfer from capital reserves (Health Services)		Capital Revenue	-	27,700	-	-
Changes Due to Timing							
	Nil						

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

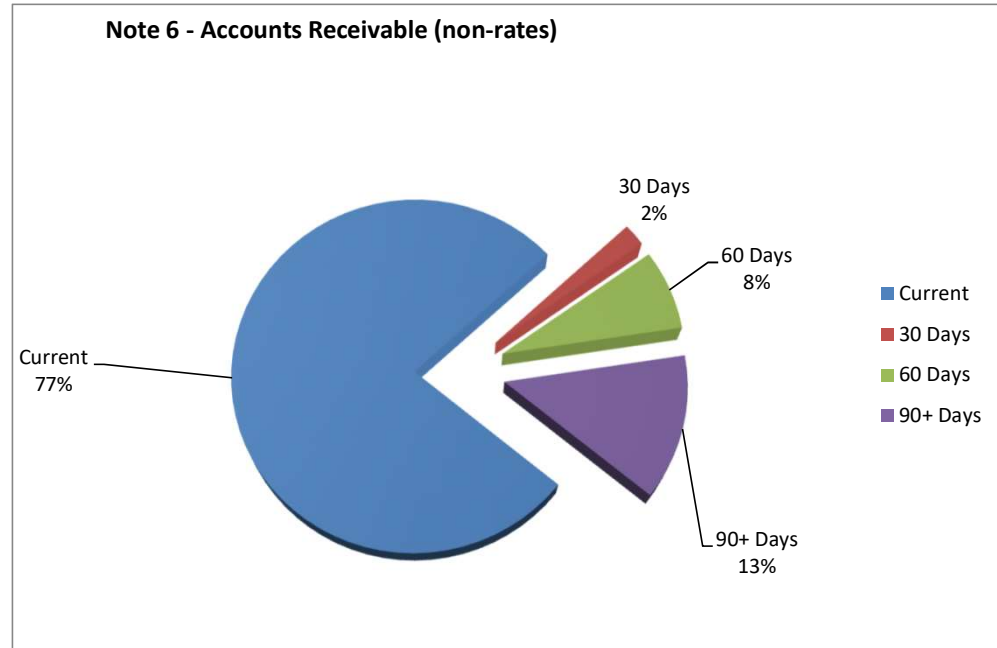
Note 6: Receivables

Receivables - Rates Receivable	31 Oct 2021	30 June 2021	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	684,032	1,196,640	Receivables - General	111,663	2,964	10,634	19,099	144,360
Add: Levied this year	4,108,821	3,970,906	Provision for impairment					(14,149)
	4,792,853		Balance per Trial Balance					130,211
Less: Collections to date	(3,546,937)	(4,483,514)	Sundry Debtors					130,211
Equals Current Outstanding	1,245,917	684,032	Receivables - Other					69,267
Net Rates Collectable	1,245,917	684,032	Total Receivables General Outstanding					199,478
% Collected	74.00%	86.76%						

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables Rates



Comments/Notes - Receivables General

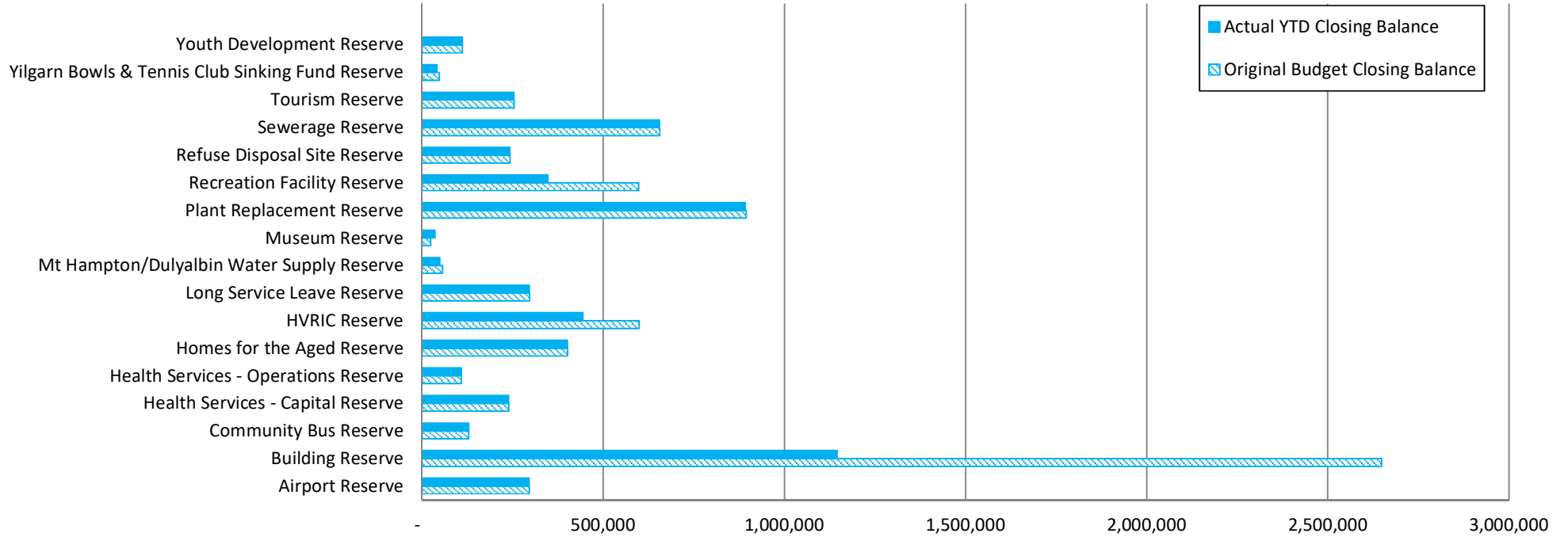
SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

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	-	343	1,033	-	-	-	296,277	295,587
Building Reserve	1,144,951	-	1,329	1,504,007	-	-	-	2,648,958	1,146,280
Community Bus Reserve	128,567	-	149	450	-	-	-	129,017	128,716
Health Services - Capital Reserve	238,970	-	126	836	-	-	-	239,806	239,096
Health Services - Operations Reserve	108,571	-	277	380	-	-	-	108,951	108,848
Homes for the Aged Reserve	400,304	-	465	1,401	-	-	-	401,705	400,768
HVRIC Reserve	443,296	-	515	1,555,551	-	-	-	598,847	443,811
Long Service Leave Reserve	295,938	-	344	1,036	-	-	-	296,974	296,281
Mt Hampton/Dulyalbin Water Supply Reserve	48,843	-	57	7,671	-	-	-	56,514	48,899
Museum Reserve	35,431	-	41	3,124	-	(15,000)	-	23,555	35,472
Plant Replacement Reserve	891,301	-	1,035	3,120	-	-	-	894,421	892,335
Recreation Facility Reserve	346,483	-	402	251,213	-	-	-	597,696	346,886
Refuse Disposal Site Reserve	241,958	-	281	847	-	-	-	242,805	242,238
Sewerage Reserve	654,121	-	759	2,290	-	-	-	656,411	654,880
Tourism Reserve	252,883	-	294	885	-	-	-	253,768	253,176
Yilgarn Bowls & Tennis Club Sinking Fund Reserve	40,575	-	47	6,808	-	-	-	47,383	40,622
Youth Development Reserve	111,089	-	129	389	-	-	-	111,478	111,218
	5,678,524	-	6,592	2,884,563	-	(15,000)	-	8,548,087	5,685,115

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 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 October 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									
#12 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 October 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	\$										
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							(167,360)				(160,000)
Amount from General Rates							4,072,950				4,035,109
Ex-Gratia Rates							35,871				33,104
							4,108,821				4,068,213

Comments - Rating Information

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 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	47,611	5,443	95,504	10,589
	47,611	5,443	95,504	10,589

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 11: Grants and Contributions

Grant Provider	Type	Opening Balance (a)	Original Budget		YTD Budget	Annual Budget (d)	Post Variations (e)	Expected (d)+(e)	YTD Actual		Unspent Grant (a)+(b)+(c)	
			Operating	Capital					Revenue	(Expended) (c)		
			\$	\$	\$			\$	\$	\$		
General Purpose Funding												
Grants Commission - General	WALGGC	Operating	-	810,013.00	-	405,006.00	810,013.00	-	810,013.00	282,915.00	(282,915.00)	-
Grants Commission - Roads	WALGGC	Operating	-	671,828.00	-	335,914.00	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	-	64,176.00	-	16,044.00	64,176.00	-	64,176.00	17,889.00	(17,889.00)	-
Education & Welfare												
DRD Grant - Community Resource Centre Operations	Regional Development	Operating	-	103,959.00	-	51,978.00	103,959.00	-	103,959.00	52,655.00	(52,655.00)	-
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	-	800.00	-	800.00	800.00	-	800.00	-	-	-
Community Amenities												
Grants - Various Community Development Programs	Various	Operating	-	1,000.00	-	332.00	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	-	51,332.00	154,000.00	-	154,000.00	-	-	-
Roads To Recovery	Roads to Recovery	Non-operating	220,000.00	-	906,164.00	226,541.00	906,164.00	-	906,164.00	-	(214,359.67)	5,640.33
Regional Road Groups	Regional Road Group	Non-operating	-	-	808,624.00	323,450.00	808,624.00	-	808,624.00	323,455.00	(323,455.00)	-
Street Light Operations	Main Roads WA	Operating	-	10,250.00	-	-	10,250.00	-	10,250.00	-	-	-
Economic Services												
Skeleton Weed LAG Program	State Skeleton Weed Committee	Operating	-	170,000.00	-	170,000.00	170,000.00	-	170,000.00	170,000.00	(34,279.63)	135,720.37
TOTALS			350,300.00	1,994,276.00	3,599,775.00	1,961,787.00	5,594,051.00	-	5,594,051.00	1,402,454.00	(1,611,393.30)	141,360.70
SUMMARY												
Operating	Operating Grants, Subsidies and Contributions		-	1,994,276.00	-	1,039,656.00	1,994,276.00	-	1,994,276.00	706,859.00	(571,138.63)	135,720.37
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		-	-	-	-	-	-	-	-	-	-
Non-operating	Non-operating Grants, Subsidies and Contributions		350,300.00	-	3,599,775.00	922,131.00	3,599,775.00	-	3,599,775.00	695,595.00	(1,040,254.67)	5,640.33
TOTALS			350,300.00	1,994,276.00	3,599,775.00	1,961,787.00	5,594,051.00	-	5,594,051.00	1,402,454.00	(1,611,393.30)	141,360.70

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 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 Oct 2021
	\$	\$	\$	\$
Police Licensing	(44)	44	-	-
Builders Levy	28,143	309	(12,482)	15,970
Transwa Bookings	3,575	2,788	(5,643)	720
Council Nomination Deposit	-	240	(240)	-
Staff Personal Dedns	45,770	12,278	(31,456)	26,592
Housing Tenancy Bonds	7,280	-	(2,100)	5,180
Hall Hire Bonds And Deposits	1,115	-	(250)	865
Security Key System - Key Bonds	1,830	-	(300)	1,530
Clubs & Groups	219	5,017	-	5,236
Third Party Contributions	6,338	-	(508)	5,830
Rates Overpaid	17,711	5,650	(8,216)	15,145
Retention Monies	153,034	-	-	153,034
Medical Services Provision	-	-	-	-
YBTC Sinking Fund	6,667	-	(6,667)	-
	271,638	26,326	(67,862)	230,102









SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 13: Capital Acquisitions

Assets	Job / Account	YTD Actual			Original Budget			
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
Land & Buildings								
Education & Welfare								
	Homes For The Aged - Units 1 & 2 - Capital Works	J08401	-	-	-	(3,973)	(1,984)	1,984
	Homes For The Aged - Units 3 & 4 - Capital Works	J08402	-	-	-	(3,973)	(1,984)	1,984
	Homes For The Aged - Units 5 & 6 - Capital Works	J08403	-	-	-	(3,973)	(1,984)	1,984
	Homes For The Aged - Units 7 & 8 - Capital Works	J08404	-	-	-	(8,973)	(4,484)	4,484
	Homes For The Aged - Units 9 & 10 - Capital Works	J08405	-	-	-	(14,752)	(7,372)	7,372
	Homes For The Aged - Units 11 & 12 - Capital Works	J08406	-	-	-	(11,156)	(5,574)	5,574
	Education & Welfare Total		-	-	-	(46,800)	(23,382)	23,382
Housing								
	Rented housing - 103 Altair Street	J09753	(8,732)	-	(8,732)	(7,000)	-	(8,732)
	Rented housing - 6 Libra Plance	J09752	(31)	-	(31)	(15,868)	-	(31)
Recreation And Culture								
Public Halls and Civic Centres								
	Southern Cross Community Centre, Capital Works	E11151	(57,021)	0	(57,021)	-	-	(57,021)
	Bodallin Hall, Capital Works	J11154	-	-	-	(8,000)	(8,000)	8,000
Swimming Areas and Beaches								
	Southern Cross Swimming Pool, Capital Works	E11250	-	-	-	(30,000)	(30,000)	30,000
Other Recreation & Sport								
	LRCI Rnd 2 - Southern Cross Recreation Complex, Audio/Visual System	J11335	-	-	-	(3,500)	(3,500)	3,500
	LRCI Rnd 2 - Southern Cross Recreation Complex, Reverse Cycle Airconditioner	J11340	-	-	-	(4,000)	(4,000)	4,000
	LRCI Rnd 2 - Southern Cross Sporting Complex, Capital Works	SPRT10	-	-	-	(36,821)	-	-
	Southern Cross Golf Club, Capital Works	E11359	-	-	-	(34,500)	(20,700)	20,700
Heritage								
	Yilgarn History Museum, Capital Works	J11502	-	-	-	(15,000)	-	-
	Recreation And Culture Total		(65,784)	-	(65,784)	(154,689)	(66,200)	416









SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 13: Capital Acquisitions

Assets	Job / Account	YTD Actual			Original Budget		
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance
		\$	\$	\$	\$	\$	\$
Transport							
 Depot, Capital Works	J14602	-	-	-	(50,000)	-	-
 Depot (Yard Surfaces), Capital Works	J14604	-	-	-	(18,885)	(6,284)	6,284
Transport Total		-	-	-	(68,885)	(6,284)	6,284
Economic Services							
 Caravan Park, Capital Works	J13203	472	-	472	(26,821)	-	472
Economic Services Total		472	-	472	(26,821)	-	472
Other Property & Services							
Public - Administration							
 Administration Centre, Capital Works	J14601	-	-	-	(32,000)	-	-
Public - Administration Total		-	-	-	(32,000)	-	-
Land & Building Total		(65,312)	-	(65,312)	(329,195)	(95,866)	30,554
Furniture & Office Equip.							
Community Amenities							
 Cemetery, Furniture & Equipment	E10653	(5,851)	-	(5,851)	(7,000)	(7,000)	1,149
Community Amenities Total		(5,851)	-	(5,851)	(7,000)	(7,000)	1,149
Transport							
 Depot, Furniture & Equipment	E12352	-	-	-	(20,500)	(6,832)	6,832
Transport Total		-	-	-	(20,500)	(6,832)	6,832
Economic Services							
 Caravan Park, Furniture & Equipment	J13206	(7,740)	-	(7,740)	-	-	(7,740)
 Skeleton Weed, Furniture & Equipment	E13751	-	-	-	(2,000)	-	-
		(7,740)	-	(7,740)	(2,000)	-	(7,740)
Furniture & Office Equip Total		(13,591)	-	(13,591)	(29,500)	(13,832)	241





















SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 13: Capital Acquisitions

Assets	Job / Account	YTD Actual			Original Budget			
		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)	(1,800)	1,800
	Recreation And Culture Total		-	-	-	(3,000)	(1,800)	1,800
Transport								
	Side Tipper Trailer (Replace Asset 1865, YL 7059)	E12350	-	-	-	(1,353,000)	(451,000)	451,000
	Transport Total		-	-	-	(1,353,000)	(451,000)	451,000
Economic Services								
	LRCI Rnd 2 - Southern Cross Caravan Park, New Backup Generator	J13205	(8,676)	-	(8,676)	(17,500)	(17,500)	8,824
	Economic Services Total		(8,676)	-	(8,676)	(17,500)	(17,500)	8,824
Other Property & Services								
	Toyota Kluger GXL AWD 3.5L (replace asset 2047) - YL 50	E14656	(53,180)	-	(53,180)	(53,200)	(53,200)	20
	Toyota Prado (replace asset 2038) YL 1	E14656	-	-	-	(62,000)	-	-
	Other Property & Services Total		(53,180)	-	(53,180)	(115,200)	(53,200)	20
Plant , Equip. & Vehicles Total			(61,856)	-	(61,856)	(1,498,200)	(523,500)	461,644
Infrastructure - Roads (Non Town)								
	R2030 - Koolyanobbing Rd SLK 14.0 - 17.0, Construct To 7M Seal	RRG18	(270,930)	-	(270,930)	(627,651)	(376,593)	105,663
	R2030 - Koolyanobbing Rd SLK 11.0 - 14.0, 10mm Bitumen Reseal	RRG19	(17,634)	-	(17,634)	(104,729)	(34,910)	17,276
	R2030 - Moorine South Rd SLK 25.5 - 41.0, 10mm Bitumen Reseal	RRG20	(90,907)	-	(90,907)	(480,555)	(160,185)	69,278







SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 13: Capital Acquisitions

Assets	Job / Account	YTD Actual			Original Budget		
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance
		\$	\$	\$	\$	\$	\$
 R2R22 - Cramphorne Rd SLK 8.5 - 10.0 , Construct To 7M Seal	R2R22	(115,255.87)	-	(115,256)	(220,225)	(132,135)	16,879
 R2R23 - Bodallin South Rd SLK 6.5 - 7.7, Construct To 7M Seal	R2R23	-	-	-	-	-	-
 R2R27 - Bodallin North Rd SLK 0.0 - 11.0, 10mm Bitumen Reseal	R2R27	(12,542)	-	(12,542)	(328,576)	(109,527)	96,985
 R2R28 - Bodallin South Rd SLK 7.7 - 9.2, Construct To 7M Seal	R2R28	(820)	-	(820)	(388,463)	-	(820)
 R2R29 - Bodallin South Rd SLK 6.5 - 7.7, 10mm Bitumen Reseal	R2R29	(2,712)	-	(2,712)	(42,157)	(14,052)	11,340
 R2R30 - Southern Cross South Rd SLK 19.6 - 21.1, Formation & Gravel Overlay	R2R30	(34,894)	-	(34,894)	(71,812)	-	(34,894)
 R2R31 - Gatley Rd SLK 0.0 - 2.0 - Formation & Gravel Overlay	R2R31	(48,135)	-	(48,135)	(96,766)	(96,765)	48,630
 RRU12 - Kent Rd SLK 18.3 - 20.3 - Formation & Gravel Overlay	RRU12	(220)	-	(220)	(92,784)	-	(220)
 RRU17 - Nulla Nulla South Rd SLK 30.0 - 32.5 - Formation & Gravel Overlay	RRU17	(220)	-	(220)	(98,401)	-	(220)
 LRCI Rnd 2 - Beaton Rd (Bullfinch Rd To Three Boys Rd), Construct To 7M Seal	RRU22	(20,310)	-	(20,310)	(19,330)	(19,330)	(980)
 RRU24 - Moorine Rocks Rd SLK 0.0 - 2.0, Formation & Gravel Overlay	RRU24	(220)	-	(220)	(82,268)	-	(220)
 RRU25 - Emu Fence Rd SLK 139.5 - 141.5, Formation & Gravel Overlay	RRU25	(220)	-	(220)	(84,756)	-	(220)
 RRU26 - Koolyanobbing Rd SLK 34.6 - 36.6, 10Mm Bitumen Reseal	RRU26	(1,924)	-	(1,924)	(56,406)	-	(1,924)
 RRU27 - Brennand Rd SLK 11.5 - 13.5 - Formation & Gravel Overlay	RRU27	(220)	-	(220)	(106,360)	-	(220)
 RRU28 - Southern Cross South Rd SLK 0.0 - 2.6, 10Mm Bitumen Reseal	RRU28	(8,828)	-	(8,828)	(97,684)	-	(8,828)
Infrastructure - Roads (Non Town) Total		(625,992)	-	(625,992)	(2,998,923)	(943,497)	317,505
Infrastructure - Roads (Non Town) Total		(625,992)	-	(625,992)	(2,998,923)	(943,497)	317,505
Infrastructure - Roads (Town)							
 Acheneer St (Antares St to Sirius St), Bitumen Reseal	TRU05	(220)	-	(220)	(49,772)	-	(220)
 Beaton Rd (Southern Cross Rd To Three Boys Rd), Bitument Reseal	TRU09	(3,160)	-	(3,160)	(42,450)	-	(3,160)
 Arcturus St SLK 0.0 - 1.2, Bitumen Reseal	TRU10	(974)	-	(974)	(52,412)	-	(974)
 Pegasi St & Arcturus St Car Parks, Bitumen Reseal	TRU11	(2,044)	-	(2,044)	(14,924)	-	(2,044)
 Sirius St & Truck Parking Bay, Bitumen Reseal	TRU12	-	-	-	(67,541)	-	-
Infrastructure - Roads (Town) Total		(6,398)	-	(6,398)	(227,099)	-	(6,398)
Infrastructure - Roads (Town) Total		(6,398)	-	(6,398)	(227,099)	-	(6,398)
Infrastructure - Road Total		(632,390)	-	(632,390)	(3,226,022)	(943,497)	311,107






SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

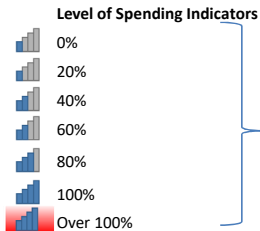
Note 13: Capital Acquisitions

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	-	-	-	-	-	
	LRCI Rnd 2 - Spica St (Centaur St to Phoenix St), Concrete Footpath	J12104	(528)	-	(528)	(60,453)	(20,140)	19,612
	Infrastructure - Footpaths Total		(528)	-	(528)	(60,453)	(20,140)	19,612
	Infrastructure - Footpaths Total		(528)	-	(528)	(60,453)	(20,140)	19,612
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	(4,000)	-	(4,000)	(17,500)	(5,832)	1,832
	Marvel Loch, Sewerage Access Chamber Upgrades	E10450	-	-	-	(10,500)	(3,500)	3,500
	Infrastructure - Sewerage Total		(4,000)	-	(4,000)	(28,000)	(9,332)	5,332
	Infrastructure - Sewerage Total		(4,000)	-	(4,000)	(28,000)	(9,332)	5,332
Infrastructure - Drainage								
Community Amenities								
	Southern Cross, Drainage Improvements	J10901	-	-	-	(14,427)	(4,796)	4,796
	Infrastructure - Drainage Total		-	-	-	(14,427)	(4,796)	4,796
	Infrastructure - Drainage Total		-	-	-	(14,427)	(4,796)	4,796

SHIRE OF YILGARN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 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)	(6,600)	3,944
	LRCI Rnd 2 - Constellation Park, Shade Shelters & Seating	J11338	-	-	-	(60,000)	(36,000)	36,000
	LRCI Rnd 2 - Southern Cross Skate Park, Construction	J11321	(166,400)	-	(166,400)	(146,000)	(146,000)	(20,400)
	Constellation Park, Playground Equipment	J11330	(21,411)	-	(21,411)	(92,000)	-	(21,411)
	LRCI Rnd 2 - Southern Cross Recreation Ground, Lighting Tower	J11333	(51,900)	-	(51,900)	(65,000)	(39,000)	(12,900)
	Infrastructure - Parks & Ovals Total		(242,367)	-	(242,367)	(374,000)	(227,600)	(14,767)
	Infrastructure - Parks & Ovals Total		(242,367)	-	(242,367)	(374,000)	(227,600)	(14,767)
Infrastructure - Other								
Other Recreation And Sport								
	LRCI Rnd 2 - Yilgarn Bowls & Tennis Club, Renew Synthetic Surface	J11334	(113,158)	-	(113,158)	(119,000)	(71,400)	(41,758)
	LRCI Rnd 2 - Yilgarn Bowls & Tennis Club, Renew Synthetic Surface Total		(113,158)	-	(113,158)	(119,000)	(71,400)	(41,758)
	Infrastructure - Other Total		(113,158)	-	(113,158)	(119,000)	(71,400)	(41,758)
	Capital Expenditure Total		(1,133,202)	-	(1,133,202)	(5,686,297)	(1,909,963)	776,761



Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
41075	08/10/2021	BULLFINCH PROGRESS ASSOCIATION	REIMBURSEMENT - MANAGEMENT OF BULLFINCH CARAVAN PARK	A		1,100.00
41076	08/10/2021	LGRCEU	PAYROLL DEDUCTIONS	A		20.50
41077	08/10/2021	SHIRE OF YILGARN	PAYROLL DEDUCTIONS	A		1,215.00
41078	08/10/2021	SHIRE OF YILGARN	CHEMIST LEASE - RETAINED IN TRUST (T13) SEPTEMBER 2021	A		550.00
41079	22/10/2021	LGRCEU	PAYROLL DEDUCTIONS	A		20.50
41080	22/10/2021	SHIRE OF YILGARN	PAYROLL DEDUCTIONS	A		1,265.00

REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	4,171.00
TOTAL		4,171.00

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11862	08/10/2021	CEO	PHONE BUNDLE REIMBURSEMENT - SEPTEMBER 2021	A		58.97
EFT11863	08/10/2021	GOWILD PTY LTD AS TRUSTEE FOR SM & LK MARAFIOTI FAMILY TRUST T/AS AARRANS TIMBER FLOORING SOLUTIONS	PROGRESS PAYMENT FLOORING UPGRADE - COMMUNITY CENTRE	A		40,890.00
EFT11864	08/10/2021	A.D. ENGINEERING INTERNATIONAL PTY LTD	PLANT SERVICING - 4G TRAILER	A		528.00
EFT11865	08/10/2021	AFGRI EQUIPMENT AUSTRALIA PTY LTD	VEHICLE PARTS	A		666.90
EFT11866	08/10/2021	WA Distributors Pty Ltd	CLEANING CONSUMABLES	A		442.50
EFT11867	08/10/2021	AMPAC DEBT RECOVERY (WA) PTY LTD	AMPAC DEBT RECOVERY - SEPTEMBER 2021	A		12.85
EFT11868	08/10/2021	AUSTRALIA POST	POSTAL CHARGES - SEPTEMBER 2021	A		330.32
EFT11869	08/10/2021	BANNER EXCAVATIONS & ROCKBREAKING	EARTHMOVING SERVICES	A		6,776.00
EFT11870	08/10/2021	BGC QUARRIES	GRAVEL SUPPLY	A		31,017.03
EFT11871	08/10/2021	BOC GASES	GAS CONTAINER HIRE & GAS SUPPLY - SEPTEMBER 2021	A		48.94
EFT11872	08/10/2021	EMCS	PHONE BUNDLE REIMBURSEMENT - SEPTEMBER 2021	A		90.00
EFT11873	08/10/2021	AN & A CARNICELLI	GRAVEL PURCHASE	A		5,500.00
EFT11874	08/10/2021	AUST. GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	A		523.44
EFT11875	08/10/2021	K.L CHRISP AND S.P CHRISP	VEHICLE SERVICING	A		857.00
EFT11876	08/10/2021	CIVIC LEGAL PTY LTD	LEGAL SERVICES	A		8,855.00
EFT11877	08/10/2021	BRYAN CLOSE	ORDINARY COUNCIL MEETING - SEPTEMBER 2021	A		400.00

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Payments made from the Municipal Account for the Period 1st October 2021 to 31st October 2021 Presented to
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11878	08/10/2021	AUSTRALIAN TAXATION OFFICE	SEPTEMBER 2021 - BAS	A		49,175.00
EFT11879	08/10/2021	COURIER AUSTRALIA	TOLL FREIGHT	A		281.29
EFT11880	08/10/2021	DEPARTMENT OF ENVIRONMENT REGULATION	ANNUAL SEWERAGE POND LICENSE FEE - 2021/2022	A		812.00
EFT11881	08/10/2021	THE JE & AM EIFFLER FAMILY TRUST T/AS JE & AM EIFFLER	RETURNING MONIES INCORRECTLY DEPOSITED TO SHIRE BANK ACCOUNT - LESS ADMIN FEE	A		153.42
EFT11882	08/10/2021	THE TRUSTEE FOR THE M & N TRUST T/A EVERGREEN SYNTHETIC GRASS	REPLACEMENT OF SOUTHERN CROSS BOWLING GREEN SURFACE	A		123,958.80
EFT11883	08/10/2021	GILBA DOWNS	ROAD TRAIN HIRE	A		13,662.00
EFT11884	08/10/2021	GREAT EASTERN FREIGHTLINES	FREIGHT	A		190.49
EFT11885	08/10/2021	JB HIFI SOLUTIONS	EMRS - COMMUNICATION DEVICE	A		2,009.00
EFT11886	08/10/2021	JODIE MAREE COBDEN	ORDINARY COUNCIL MEETING - SEPTEMBER 2021	A		400.00
EFT11887	08/10/2021	JD AND AL POLLARD FAMILY TRUST	GRAVEL PUSHUP	A		29,040.00
EFT11888	08/10/2021	WESFARMERS KLEENHEAT GAS PTY LTD	GAS SUPPLIED - LPG BULK	A		974.31
EFT11889	08/10/2021	STATE LIBRARY OF WESTERN AUSTRALIA	BETTER BEGINNINGS PROGRAM 2021/2022	A		38.50
EFT11890	08/10/2021	WA LOCAL GOVERNMENT ASSOCIATION	REGISTRATION FOR LOCAL GOVERNMENT WEEK 2021	A		3,665.00
EFT11891	08/10/2021	MARKETFORCE	ADVERTISING PRE QUALIFIED SUPPLIER INVITATION - KAL MINER	A		859.91
EFT11892	08/10/2021	MISMATCH WORKSHOP	LANDFILL OPERATIONS	A		2,300.00
EFT11893	08/10/2021	OFFICE NATIONAL	OFFICE STATIONARY INCLUDING OFFICE FURNITURE	A		1,297.97

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EFT11894	08/10/2021	IXOM OPERATIONS PTY LTD	CHLORINE BOTTLE RENTAL - SEPTEMBER 2021	A		409.20
EFT11895	08/10/2021	PAYWISE PTY LTD	PAYROLL DEDUCTIONS - NOVATED LEASE	A		483.21
EFT11896	08/10/2021	PHILIP SPENCER NOLAN	ORDINARY COUNCIL MEETING - SEPTEMBER 2021 + ICT ALLOWANCE 2021/2022	A		1,580.00
EFT11897	08/10/2021	RAILWAY TAVERN	CATERING AND REFRESHMENTS	A		241.00
EFT11898	08/10/2021	WA CONTRACT RANGER SERVICES	RANGER SERVICES - SEPTEMBER 2021	A		958.38
EFT11899	08/10/2021	REDFISH TECHNOLOGIES	COMMUNITY CENTRE - PA SYSTEM UPGRADE	A		6,436.10
EFT11900	08/10/2021	CARAVAN PARK GUEST	CARAVAN PARK REFUND - OCTOBER 2021 - CANCELLATION	A		35.00
EFT11901	08/10/2021	SEMINARS AUSTRALIA P/L	TRAINING - CSO	A		365.00
EFT11902	08/10/2021	SUSAN ELIZABETH SHAW	ORDINARY COUNCIL MEETING - SEPTEMBER 2021	A		400.00
EFT11903	08/10/2021	SHAC ELECTRICAL SERVICES	ELECTRICAL SERVICES - INCLUDING CONSTELLATION PARK LIGHTING UPGRADE	A		10,167.50
EFT11904	08/10/2021	SHEQSY PTY LTD	GPS PACKAGE - OCTOBER 2021	A		197.84
EFT11905	08/10/2021	YILGARN SHIRE SOCIAL CLUB	PAYROLL DEDUCTIONS	A		102.00
EFT11906	08/10/2021	EAGLE PETROLEUM TRADING AS STALLION FUELS	FUEL CARD - SEPTEMBER 2021	A		76.03
EFT11907	08/10/2021	SOUTHERN CROSS HARDWARE AND NEWS	HARDWARE PURCHASES - SEPTEMBER 2021	A		4,066.65
EFT11908	08/10/2021	SOUTHERN CROSS MOTOR MART	VEHICLE PARTS	A		72.70

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Payments made from the Municipal Account for the Period 1st October 2021 to 31st October 2021 Presented to
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11909	08/10/2021	B & S CLOSE FAMILY INVESTMENTS PTY LTD T/AS SOUTHERN CROSS TYRE & AUTO SERVICES	VEHICLE PARTS AND SERVICES	A		16,454.40
EFT11910	08/10/2021	SYNERGY	POWER - SEPTEMBER 2021	A		16,315.67
EFT11911	08/10/2021	T-QUIP	GRADER PARTS	A		235.70
EFT11912	08/10/2021	BOB WADDELL & ASSOCIATES PTY LTD	CONSULTANCY SERVICES	A		2,112.00
EFT11913	08/10/2021	WAYNE ALAN DELLA BOSCA	ORDINARY COUNCIL MEETING - SEPTEMBER 2021 + REGIONAL ROAD GROUP COMMITTEE MEETING	A		800.00
EFT11914	08/10/2021	YILGARN AGENCIES	BUILDING SUPPLIES	A		2,756.94
EFT11915	08/10/2021	YILGARN NETBALL ASSOCIATION	YILGARN NETBALL ASSOCIATION 2021 MEDALLION SPONSORSHIP	A		115.60
EFT11916	08/10/2021	AIM NEDIA GROUP PTY LTD T/AS YILGARN PLUMBING AND GAS	PLUMBING SERVICES	A		4,151.76
EFT11917	22/10/2021	CEO	REIMBURSEMENT - FUEL PURCHASE	A		108.43
EFT11918	22/10/2021	GOWILD PTY LTD AS TRUSTEE FOR SM & LK MARAFIOTI FAMILY TRUST T/AS AARRANS TIMBER FLOORING SOLUTIONS	PROGRESS PAYMENT FLOORING UPGRADE - COMMUNITY CENTRE	A		21,700.00
EFT11919	22/10/2021	ABCO PRODUCTS	CLEANING CONSUMABLES	A		1,051.81
EFT11920	22/10/2021	WA DISTRIBUTORS PTY LTD	CLEANING CONSUMABLES	A		446.00
EFT11921	22/10/2021	AVON WASTE	RUBBISH COLLECTION - SEPTEMBER 2021	A		13,036.29
EFT11922	22/10/2021	BGC QUARRIES	GRAVEL SUPPLY	A		46,478.52
EFT11923	22/10/2021	BITUTEK PTY LTD	GRAVEL PREPERATION	A		1,650.00
EFT11924	22/10/2021	BLACKMAN FABRICATIONS	HAND RAILS BEATON ROAD + HYRDA STREET COVER PLATE	A		4,798.48

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Payments made from the Municipal Account for the Period 1st October 2021 to 31st October 2021 Presented to
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11925	22/10/2021	AUST. GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	A		523.44
EFT11926	22/10/2021	CARAVAN INDUSTRY ASSOCIATION WA	ADVERTISING - YILGARN	A		440.00
EFT11927	22/10/2021	COURIER AUSTRALIA	TOLL FREIGHT	A		56.03
EFT11928	22/10/2021	DELL AUSTRALIA PTY LTD	COMPUTER EQUIPMENT	A		7,477.80
EFT11929	22/10/2021	EFTSURE PTY LTD	PAYMENT VERIFICATION SUBSCRIPTION 21/22	A		5,016.00
EFT11930	22/10/2021	AUSTRALIAN OPCO PTY LTD T/AS FCM TRAVEL SOLUTIONS	CARAVAN PARK REFUND - OVERCHARGED AND CANCELLATION	A		1,240.00
EFT11931	22/10/2021	DEPARTMENT OF FIRE & EMERGENCY SERVICES	2021/22 ESL IN ACCORDANCE WITH THE FIRE & EMERGENCY SERVICES ACT 1998 PART 6A - EMERGENCY SERVICES LEVY - SECTION 36L & 36M	A		5,641.79
EFT11932	22/10/2021	GARY MICHAEL GUERINI	ORDINARY COUNCIL MEETING - SEPTEMBER 2021 + TRAVEL	A		446.53
EFT11933	22/10/2021	POOL MANAGER	REIMBURSEMENT FOR FUEL PURCHASES	A		23.37
EFT11934	22/10/2021	GILBA DOWNS	ROADTRAIN HIRE	A		17,622.00
EFT11935	22/10/2021	GREAT EASTERN FREIGHTLINES	ROADTRAIN HIRE	A		14,454.00
EFT11936	22/10/2021	LANDGATE	VALUATION EXPENSES	A		120.50
EFT11937	22/10/2021	LGIS LIABILITY	LIABILITY INSURANCE 2ND INSTALMENT - 2021/2022	A		22,811.04
EFT11938	22/10/2021	LGIS PROPERTY	PROPERTY INSURANCE 2ND INSTALMENT - 2021/2022	A		48,800.01

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11939	22/10/2021	LGISWA	WORKCARE INSURANCE 2ND INSTALMENT - 2021/2022	A		36,671.67
EFT11940	22/10/2021	LIBERTY OIL RURAL PTY LTD	BULK DIESEL	A		28,400.00
EFT11941	22/10/2021	IG & RM MADDOCK	SKELETON WEED ADMIN OFFICER - JUNE THROUGH SEPTEMBER 2021	A		2,772.00
EFT11942	22/10/2021	MARKET CREATIONS	MARKETING SERVICES	A		6,440.50
EFT11943	22/10/2021	AVN NORTHAM PTY LTD AS TRUSTEE FOR THE KNIPETRADING TRUST T/AS MERREDIN TOYOTA	NEW EMCS VEHICLE - LESS TRADE-IN	A		14,907.72
EFT11944	22/10/2021	METRO COUNT VEHICLE CLASSIFIER SYSTEMS	DEPOT FURNITURE	A		1,778.70
EFT11945	22/10/2021	MISMATCH WORKSHOP	LANDFILL OPERATIONS	A		2,300.00
EFT11946	22/10/2021	OFFICE NATIONAL	OFFICE STATIONARY	A		49.93
EFT11947	22/10/2021	PAYWISE PTY LTD	PAYROLL DEDUCTIONS - NOVATED LEASE	A		483.21
EFT11948	22/10/2021	WA CONTRACT RANGER SERVICES	RANGER SERVICES	A		864.88
EFT11949	22/10/2021	SHAC ELECTRICAL SERVICES	ELECTRICAL SERVICES	A		1,076.00
EFT11950	22/10/2021	THE TRUSTEE FOR BELMONT UNIT TRUST T/AS DAIMLER TRUCKS PERTH	VEHICLE PARTS	A		208.13
EFT11951	22/10/2021	YILGARN SHIRE SOCIAL CLUB	PAYROLL DEDUCTIONS	A		102.00
EFT11952	22/10/2021	FOODWORKS - SRI DEVESH PTY LTD	FOODWORKS PURCHASES - SEPTEMBER 2021	A		815.71

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Payments made from the Municipal Account for the Period 1st October 2021 to 31st October 2021 Presented to
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11953	22/10/2021	P & D STEPHEN TRANSPORT PTY LTD	GRAVEL HAULAGE	A		43,286.82
EFT11954	22/10/2021	SUNNY BRUSHWARE SUPPLIES	TRACTOR EQUIPMENT	A		5,621.88
EFT11955	22/10/2021	TOTAL EDEN WATERING SYSTEMS PTY LTD	GARDENING SUPPLIES	A		1,535.85
EFT11956	22/10/2021	TUTT BRYANT EQUIPMENT	VEHICLE PARTS	A		861.41
EFT11957	22/10/2021	BOB WADDELL & ASSOCIATES PTY LTD	CONSULTANCY SERVICES	A		462.00
EFT11958	22/10/2021	WATER CORPORATION.	WATER - OCTOBER 2021 + STANDPIPES	A		215,561.85
EFT11959	22/10/2021	WESTRAC EQUIPMENT PTY LTD	VEHICLE PARTS	A		260.07
EFT11960	22/10/2021	TELSTRA	SMS SERVICE - SEPTEMBER 2021	A		193.00
EFT11961	22/10/2021	YILGARN AGRICULTURAL SOCIETY	YILGARN AG SHOW TROPHY CONTRIBUTION 2021	A		100.00
EFT11962	22/10/2021	AIM NEDIA GROUP PTY LTD T/AS YILGARN PLUMBING AND GAS	PLUMBING SERVICES	A		566.65
EFT11964	26/10/2021	SANDRA LEE CIABARRI	PAINTING SERVICES	A		10,152.00
EFT11965	26/10/2021	TOTAL EDEN WATERING SYSTEMS PTY LTD	GARDENING EQUIPMENT	A		3,034.46

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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	986,795.80
TOTAL		986,795.80

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Payments made from the Municipal Account for the Period 1st October 2021 to 31st October 2021 Presented to
Council, 18th November 2021

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
1799	13/10/2021	WESTPAC BANKING CORPORATION	NET PAYROLL PPE - 12/10/2021	A		86,094.03
1800	18/10/2021	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	COMMANDER TELEPHONE FEES - DATA, EQUIPMENT, VOICE - SEPTEMBER 2021	A		1,366.27
1801	07/10/2021	MOTORCHARGE LIMITED	FUEL CARD - SEPTEMBER 2021	A		1,855.65
1802	12/10/2021	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	COMMANDER TELEPHONE FEES - BONDER HIRE OCTOBER 2021	A		250.00
1803	12/10/2021	TELSTRA	PHONE - SEPTEMBER 2021 - SKELETON WEED MOBILE	A		122.20
1804	21/10/2021	TELSTRA	PHONE - SEPTEMBER 2021 - MANAGER MOBILES	A		687.82
1805	18/10/2021	TELSTRA	PHONE - SEPTEMBER 2021 - SHIRE	A		996.21
1806	01/10/2021	SOUTHERN CROSS GENERAL PRACTICE	MONTHLY PAYMENT TO THE DOCTOR - OCTOBER 2021	A		6,600.00
1807	14/10/2021	WESTPAC BANKING CORPORATION	EMCS CREDIT CARD - SEPTEMBER 2021	A		1,626.50
1808	14/10/2021	WESTPAC BANKING CORPORATION	CEO CREDIT CARD - SEPTEMBER 2021	A		642.66
1809	01/10/2021	DEPARTMENT OF TRANSPORT	DOT LICENSING - 01/10/2021	A		5,149.05
1810	08/10/2021	DEPARTMENT OF TRANSPORT	DOT LICENSING FROM 04/10/2021 TO 08/10/2021	A		10,089.20
1811	15/10/2021	DEPARTMENT OF TRANSPORT	DOT LICENSING FROM 11/10/2021 TO 15/10/2021	A		3,931.50
1812	22/10/2021	DEPARTMENT OF TRANSPORT	DOT LICENSING FROM 18/10/2021 TO 22/10/2021	A		21,283.05
1813	28/10/2021	WESTPAC BANKING CORPORATION	NET PAYROLL PPE - 26/10/2021	A		86,985.46
1814	08/10/2021	CANON FINANCE AUSTRALIA PTY LTD	CANON PHOTOCOPIER LEASE - OCTOBER 2021	A		333.96
1815	29/10/2021	DEPARTMENT OF TRANSPORT	DOT LICENSING FROM 25/10/2021 TO 29/10/2021	A		14,722.25

Date: 05/11/2021
Time: 2:19:46PM

SHIRE OF YILGARN

USER: Wes Furney
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Payments made from the Municipal Account for the Period 1st October 2021 to 31st October 2021 Presented to
Council, 18th November 2021

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	242,735.81
TOTAL		242,735.81

Date: 05/11/2021
Time: 2:28:55PM

SHIRE OF YILGARN

USER: Wes Furney
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Payments made from the Municipal Account for the Period 1st October 2021 to 31st October 2021 Presented to
Council, 18th November 2021

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD16194.1	12/10/2021	The Trustee for AWARE SUPER	Payroll deductions	A		12,840.03
DD16194.2	12/10/2021	FUTURE SUPER FUND	Payroll deductions	A		675.97
DD16194.3	12/10/2021	PRIME SUPER	Payroll deductions	A		451.80
DD16194.4	12/10/2021	BT SUPER FOR LIFE ACCOUNT	Payroll deductions	A		1,214.37
DD16194.5	12/10/2021	REST (RETAIL EMPLOYEES SUPERANNUATION TRUST)	Superannuation contributions	A		757.48
DD16194.6	12/10/2021	BEATON FARMING CO SUPERANNUATION FUND	Superannuation contributions	A		687.10
DD16194.7	12/10/2021	BT PANORAMA SUPER	Superannuation contributions	A		2,323.32
DD16194.8	12/10/2021	THE TRUSTEE FOR MACQUARIE SUPERANNUATION PLAN	Superannuation contributions	A		547.82
DD16194.9	12/10/2021	AUSTRALIAN SUPER	Superannuation contributions	A		409.46
DD16194.10	12/10/2021	HESTA SUPER FUND	Superannuation contributions	A		409.46
DD16194.11	12/10/2021	HOSTPLUS EXECUTIVE SUPERANNUATION FUND	Superannuation contributions	A		342.92

REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	20,659.73
TOTAL		20,659.73

Date: 05/11/2021
Time: 2:30:52PM

SHIRE OF YILGARN

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Payments made from the Municipal Account for the Period 1st October 2021 to 31st October 2021 Presented to
Council, 18th November 2021

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD16266.1	26/10/2021	The Trustee for AWARE SUPER	Payroll deductions	A		13,105.81
DD16266.2	26/10/2021	FUTURE SUPER FUND	Payroll deductions	A		675.97
DD16266.3	26/10/2021	PRIME SUPER	Payroll deductions	A		451.80
DD16266.4	26/10/2021	BT SUPER FOR LIFE ACCOUNT	Payroll deductions	A		1,255.10
DD16266.5	26/10/2021	REST (RETAIL EMPLOYEES SUPERANNUATION TRUST)	Superannuation contributions	A		731.46
DD16266.6	26/10/2021	BEATON FARMING CO SUPERANNUATION FUND	Superannuation contributions	A		687.10
DD16266.7	26/10/2021	BT PANORAMA SUPER	Superannuation contributions	A		2,315.58
DD16266.8	26/10/2021	THE TRUSTEE FOR MACQUARIE SUPERANNUATION PLAN	Superannuation contributions	A		538.70
DD16266.9	26/10/2021	AUSTRALIAN SUPER	Superannuation contributions	A		396.49
DD16266.10	26/10/2021	HESTA SUPER FUND	Superannuation contributions	A		396.49
DD16266.11	26/10/2021	HOSTPLUS EXECUTIVE SUPERANNUATION FUND	Superannuation contributions	A		321.77

REPORT TOTALS

Bank Code	Bank Name	TOTAL
A	MUNICIPAL FUND	20,876.27
TOTAL		20,876.27

Date: 05/11/2021
Time: 2:32:12PM

SHIRE OF YILGARN

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**Payments made from the Trust Account for the Period 1st October 2021 to 31st October 2021 Presented to Council,
18th November 2021**

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
402608	19/10/2021	PUBLIC TRANSPORT AUTHORITY	TRANSWA TICKET SALES SEPTEMBER 2021	E		473.28
402609	19/10/2021	SHIRE OF YILGARN	TRANSWA COMMISSION SEPTEMBER 2021	E		94.42
402610	27/10/2021	GARY MICHAEL GUERINI	COUNCIL NOMINATION 2021 - REFUND	E		80.00
402611	27/10/2021	WAYNE ALAN DELLA BOSCA	COUNCIL NOMINATION 2021 - REFUND	E		80.00
402612	27/10/2021	BRYAN CLOSE	COUNCIL NOMINATION 2021 - REFUND	E		80.00

REPORT TOTALS

Bank Code	Bank Name	TOTAL
E	TRUST FUND	807.70
TOTAL		807.70

RECORDS MANAGEMENT

Guidelines for Elected Members

Introduction

Elected members have a unique and pivotal role within the local government and the community. They represent the interests of electors, residents and ratepayers, participate in local government decision making at council and committee meetings, and facilitate communication between the community and the Council.

The State Records Commission policy regarding the records of local government elected members requires the creation and retention of records of the:

"...communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business."

This policy applies regardless of a record's format or where it was received.

Under the *Local Government Act 1995*, the CEO of a local government is responsible for ensuring that all records of that local government are kept in accordance with relevant legislation. Accurately created and managed records provide reliable, legally verifiable evidence of decisions and actions.

Records created or received by elected members that relate to local government business must be captured as part of the local government's corporate memory in accordance with the local government's Recordkeeping Plan.

1 What is a record?

A **record** can be defined as any record of information, in any medium, including letters, files, emails, word processed documents, databases, photographs, text messages, and social media posts relevant to the business of the organization. **Government records** are those records created or received by a government organization, or by an employee or contractor in the course of their work for that organization.

2 Why do I need to keep records?

Records provide evidence of what an organization has done, and why. Keeping records of business activity enables an organization to account for its actions, meet legislative requirements, and make informed and consistent decisions.

Government records include:

- Correspondence and communications
- File notes made after verbal communications, meetings, phone calls etc.

- Video and audio recordings
- Photographs
- Email
- Social Media posts (e.g. Facebook, Twitter)
- Databases
- Websites
- Messages from Apps (e.g. WhatsApp, Messenger)
- TXT messages

When to create and capture a record:

- Information is related to council business
- An action is required
- A decision or commitment is made
- Business need: for future reference by yourself or others
- Historical: identifies Council activity over time.

3 Which records should be captured?

YES – forward to your local government administration
<p>Communications, such as:</p> <ul style="list-style-type: none"> • complaints and compliments • correspondence concerning corporate matters • submissions, petitions and lobbying • information for Council's interest relating to local government business activity and functions
Lobbying – correspondence or petitions, relating to lobbying matters
Telephone, meetings and other verbal conversations – regarding local government projects or business activities
<p>Social Media – where the posts:</p> <ul style="list-style-type: none"> • create interest from the public or media • communicate decisions or commit the local government to an action • seek feedback • address issues of safety, and/or • relate to sensitive or contentious issues
Work diaries / Appointment books – containing information that may be significant to the conduct of the elected member on behalf of the local government
Allowances, benefits and gifts records
Addresses / Speeches / Presentations – delivered as part of an elected member's official duties

NO – do not need to be forwarded to your local government
Duplicate copies – of Council meeting agenda, minutes and papers
Draft documents or working papers – which are already captured at the local government
Publications – such as newsletters, circulars and journals
Invitations – to community events where an elected member is <i>not</i> representing Council or the local government
Telephone, meetings and other verbal conversations which: <ul style="list-style-type: none"> • convey routine information only; or • do not relate to local government business or functions
Electioneering – or party-political information
Personal records – not related to an elected member’s official duties

4 Confidential Documents / Records

Records held within an information management system (IMS) or on hard copy files can be restricted so that only the appropriate officers can access them. If the elected member believes that some of the documentation required for capture into the IMS is of a highly sensitive or confidential nature, the Elected Member should advise the CEO to treat the information as confidential and restrict access to those records.

5 What do I do with records once they are created?

Records of business activity should be entered into Councils official recordkeeping system by forwarding them to Councils Administrative Services Officer (ASO) for processing, confidential records should be forwarded to the CEO.

By doing this, records relating to particular work matters are kept together and are available for all relevant staff to refer to.

RECORDS MANAGEMENT

Guidelines for Staff

Introduction

The *State Records Act 2000* (the Act) governs recordkeeping within State and local government organizations in Western Australia. Under the Act, every employee of a government organization (including temporary staff and contractors) will have some responsibility for creating and keeping records relating to their work.

1 What is a record?

A **record** can be defined as any record of information, in any medium, including letters, files, emails, word processed documents, databases, photographs, text messages, and social media posts relevant to the business of the organization. **Government records** are those records created or received by a government organization, or by an employee or contractor in the course of their work for that organization.

2 Why do I need to keep records?

Records provide evidence of what an organization has done, and why. Keeping records of business activity enables an organization to account for its actions, meet legislative requirements, and make informed and consistent decisions.

3 What are my responsibilities as a government employee?

Every employee of a government organization (including temporary staff, contractors and consultants) has a responsibility to create records of their work for the government organization. While specific responsibilities will differ depending on the work role, employees should ensure that records of their activities, transactions and decisions are captured onto the official record.

4 When should I create a record?

A record should be created when an activity or transaction takes place, or a decision is made, which relates to the organization's business activity. If you are not sure whether to create a record, **ask yourself:**

- Does the matter relate to my work?
- Did I write, receive or send this in the course of my work?
- Is action required?
- Is this something I have used to do my work or to reach a decision?
- Will I need this information again?
- Will someone else need this information at some stage?

If the answer is “**yes**” to any one of these questions, a record should be created.

Examples of records might include:

- Meeting agenda and minutes
- A file note of a meeting to discuss a specific issue
- A memo on a rate assessment noting a phone conversation
- An email from a manager, authorising purchase of an item
- A letter sent to a client in response to a query
- An email raising a workplace safety issue
- A social media post about changes to the organisation's services

5 What do I do with records once they are created?

Records of business activity should be entered into Councils official recordkeeping system by the employee generating the record or forwarded to Councils Administrative Services Officer (ASO) for processing.

By doing this, records relating to particular work matters are kept together and are available for all relevant staff to refer to.

6 How long do I need to keep records?

Records can only be disposed of in accordance with a disposal authority that has been approved by the State Records Commission. It is illegal to dispose of records unless authorized to do so.

POLICY:	RECORDS MANAGEMENT
POLICY NO:	6.11
SECTION:	GENERAL ADMINISTRATION
INCEPTION DATE:	NOVEMBER 2021
DUE FOR REVISION:	SEPTEMBER 2022

POLICY OBJECTIVE

The purpose of this policy is to provide guidance and direction on the creation and management of records and to clarify responsibilities for recordkeeping within the Shire of Yilgarn.

This policy and related recordkeeping guidelines are the framework for ensuring records are created and retained appropriately to meet accountability requirements, legislative compliance and adherence to best practice standards.

POLICY STATEMENT

Records are recognised as an important information resource within the Shire of Yilgarn, and it is accepted that sound records management practices will contribute to the overall efficiency and effectiveness of the organisation.

The effective management of records will also:

- Protect the interests of the Shire of Yilgarn and the rights of its employees, customers and stakeholders
- Support informed decision making
- Provide evidence of achievements
- Increase efficiency in administration and service delivery across the organisation

1 Ownership

All records created or received during the course of business belong to the Shire of Yilgarn not to the individuals who created them.

All contractual arrangements will ensure the Shire's ownership of records.

2 Creation of Records

All employees, contractors and elected members will ensure that full and accurate records are created to provide evidence of business transactions and decisions and that these records will be registered in the Shire of Yilgarn's recordkeeping system.

3 Capture and Control of Records

All records created and received in the course of Shire business will be captured at the point of creation (wherever possible), regardless of format, with required metadata into the recordkeeping system or appropriate business system.

Records created when using social media applications will also be captured in the Shire of Yilgarn's recordkeeping system.

Records will not be maintained in email folders, shared drives, personal drives, external storage media or personal cloud services (such as Dropbox, OneDrive, Box, Google Drive), as these lack the necessary functionality to protect business information and records over time.

4 Security and Protection of Records

Records will be maintained in a safe and secure environment ensuring their usability, reliability, authenticity and preservation for as long as they are needed.

Records will not be removed from the Shire's sites unless in accordance with the approved retention and disposal schedule, they are being transferred to the Shire's archive storage, or they are in the custody of an officer performing official business. It is preferred that wherever possible only copies of records are removed by those officers performing official business.

5 Access to Records

Access to the Shire's records by staff and contractors will be in accordance with designated access and security classifications and in accordance with the requirements of their role.

Access to the Shire's records by the general public will be in accordance with the *Local Government Act 1995* and the *Freedom of Information Act 1992*.

Access to the Shire's records by Elected Members will be via the Chief Executive Officer in accordance with the *Local Government Act 1995*.

6 Appraisal, Retention and Disposal of Records

All records kept by the Shire of Yilgarn will be disposed of in accordance with the General Disposal Authority for Local Government Records, published by the State Records Commission of Western Australia.

Staff and Elected Members must not personally undertake destruction of any records.

Records identified for destruction will be subject to review and approval by the Chief Executive Officer and Executive Manager Corporate Services.

Copies/duplicates may be disposed of after use by staff and Elected Members

ensuring any such records that contain personally identifiable information or information that is not publicly available are returned to the Chief Executive Officer or Executive Manager Corporate Services for secure disposal.

7 Roles and Responsibilities

7.1. Elected Members

Elected Members will create and keep records of communications or transactions which convey information relating to the Shire's business or functions. These records will be forwarded to the Administrative Services Officer for capture into the Shire's recordkeeping system.

7.2. Chief Executive Officer

The Chief Executive Officer will ensure there is a system for the capture and management of records that is compliant with the *State Records Act 2000* and best practice standards.

7.3. Executive and Managers

Executive and managers will ensure that all staff (and contractors) under their supervision comply with this policy, associated records management procedures/guidelines and the Shire of Yilgarn's Recordkeeping Plan.

7.4. All Staff

All staff (including contractors) will create and receive records relating to the business activities they perform and are required to:

- 7.4.1. Make records to document and support business activities.
- 7.4.2. Ensure that records are captured and registered into the recordkeeping system or appropriate business system
- 7.4.3. Ensure that records are secure at all times.

8 Legislation and Standards

Legislation and standards applicable to recordkeeping in Western Australian Local Government organisations include:

- 8.1. State Records Act 2000
- 8.2. Corruption and Crime Commission Act 2003
- 8.3. Criminal Code Act Compilation Act 1913
- 8.4. Electronic Transactions Act 2011
- 8.5. Evidence Act 1906
- 8.6. Freedom of Information Act 1992
- 8.7. Interpretation Act 1984
- 8.8. Local Government Act 1995
- 8.9. State Records Commission: Principles and Standards
- 8.10. Australian Standard on Records Management: AS ISO 15489

9 Definitions

9.1. Record

A record is information recorded in any form that is created, received and maintained by an organisation in the course of conducting its business activities and kept as evidence of such activity.

A record may have any or all of the following attributes:

- 9.1.1. Information which is of evidentiary or historical value and is not recorded elsewhere;
- 9.1.2. Formal communications and/or transactions between officers or between an officer and another party; or
- 9.1.3. It may document the rationale behind organisational policy, decisions or directives.

9.2. Ephemeral Records

Ephemeral records are duplicated records and/or those that have only short-term value to the Shire of Yilgarn, with little or no ongoing administrative, legal, fiscal, evidential or historical value. They may include insignificant drafts and rough notes, or records of routine enquiries.

9.3. Recordkeeping Plan

The Recordkeeping Plan ensures that records are created, managed and maintained over time and disposed in accordance with legislation. It is the primary means of providing evidence of compliance with the *State Records Act 2000*. All government organisations must have a Recordkeeping Plan that is approved by the State Records Commission.

9.4. General Disposal Authority (GDA)

The General Disposal Authority for Local Government records (the schedule) is designed to provide consistency throughout Local Government in disposal activities and decisions. It is a continuing authority for the disposal and archival of records which document a Local Government's operations.

9.5. Personally Identifiable Information (PII)

PII refers to information, or an opinion, that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual, whether the information or opinion is true or not; and whether the information or opinion is recorded in a material form or not.