

Attachments

December

2022

Attachments

Minutes/Notes

Ordinary Meeting of Council –November 2022

Shire of Yilgarn Tourism Advisory Committee-November 2022

Intractable Waste Disposal Facility, Mount Walton East Community Liaison
Committee – June 2022

Central East Accommodation and Care Alliance Inc-November 2022

Wheatbelt East Regional Organisation of Councils Inc Annual General Meeting-
November 2022

Wheatbelt East Regional Organisation of Councils-November 2022

Local Emergency Management Committee-November 2022

Agenda Attachments

9.1.1 WALGA Best Practice Review

9.1.5 Request for Comment-Reserve 40746 & within Marvel Loch
Townsite

9.2.1 Financial Statements

9.2.2 Accounts for Payment



Minutes

Ordinary Meeting of Council

*17 November
2022*

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding member declare the meeting open at 4.02pm

2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

President Wayne Della Bosca welcomed Councillors and observers to Ordinary Meeting of Council.

3. ATTENDANCE

Members
Cr W Della Bosca
Cr B Close
Cr J Cobden
Cr L Granich
Cr P Nolan
Cr L Rose

Council Officers	N Warren	Chief Executive Officer
	C Watson	Executive Manager Corporate Services
	G Brigg	Executive Manager Infrastructure
	B Forbes	Finance Manager
	L Della Bosca	Minute Taker

Apologies: Cr G Guerini

Observers: Kaye Crafter, Jackie Drzymulski, James McGovern, James Alexander, Omar Al Sadi and Ainslee McAlinden

Leave of Absence: Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4.1 PUBLIC QUESTION TIME

Mrs. Kaye Crafter attended Public Question Time and posed the following Question

Question: *Why are the public not invited to attend the Councillors Discussion Session.*

Answer: The Shire President referred the question to the CEO for comment. The CEO confirmed that the Discussion Session could possibly be open to the public with the same rules as an Ordinary Council meeting, with the room being closed to the public if a confidential matter needed to be discussed, however the matter would be up to Council to decide

Cr Cobden enquired why Mrs. Kaye Crafter was interested in attending the Discussion Sessions.

Mrs. Kaye Crafter felt the sessions would be of interest in relation to the agenda for the Council meeting if matters that are being brought to the Council meeting are discussed prior to the meeting in the Discussion Session.

The CEO confirmed that it is not always the case that Council meeting agenda items are discussed in the Discussion Session but would take the question on notice and a decision about opening the Discussion Session to the public will be sought.

Mrs. Jackie Drzymulski attended Public Question Time at posed the following questions;

Question: Has a decision been made about the 2022-2023 Community Funding Grants in relation to the Senior Citizen bowling matts?

Answer *The Shire President referred the question to the CEO for comment. The CEO confirmed that the Community Funding Grants 2022-2023 were included in the agenda for today's Council meeting, however the CEO could confirm that the application made for the senior citizens center did not fit the criteria for the funding. Further to the outcome of the grant funding the CEO confirmed that, due to the Senior Citizens center being a Shire facility, the Shire of Yilgarn would replace the items contained within the funding application from the budget assigned for such things.*

Question: While traveling along the Great Eastern Highway alongside Mr. and Mrs. Blairs house I witnessed a truck struggling with the hard shoulder, during the incident the truck due to the conditions of road crossed onto the opposite side, which if a vehicle was oncoming would have caused a serious accident. Can the Shire do anything about the serious road hazard on this section of the Great Eastern Highway.

Answer: *The Shire President referred the question to the CEO for comment. The CEO confirmed that the Great Eastern Highway is under Mains Roads jurisdiction. The CEO advised Council shares the same concerns, and would normally forward these matters onto the relevant Main Roads office, however with Main Roads representatives being present and providing a presentation, the CEO sought that the topic be covered during said presentation.*

Question: Can the Shire of Yilgarn advocate to WACHS to contract a second doctor for Shire of Yilgarn. On occasion it is hard to get an appointment to see the Doctor as he is very busy with all his work commitments to the community, Southern Cross Hospital and Merredin Hospital. Are there any incentives the Shire could offer a second doctor?

Answer: *The Shire President referred the question to the CEO for comment. The CEO confirmed that the Shire of Yilgarn already offers incentives for the current doctor and having just been to the Local Government Convention considers the Shire of Yilgarn to be in a fortunate position in being able to attract and retain one doctor,*

many Shires are operating without a local doctor and have been doing so for quite a while. The CEO appreciates that sometimes the current Dr may be unavailable due to emergency commitments, but maintains the work he does is invaluable for the community. The CEO did advise that WACHS could be contacted to advocate for other ancillary services to be supplied in the area.

5. PRESENTATIONS, PETITIONS, DEPUTATIONS

James Alexander-Project Development Manager, Omar Al Sadi- Project Manager and Ainslee McAlinden- Customer Service Manager for Main Roads WA Goldfield Esperance Region attended Council to present on the upcoming works along the Great Eastern Highway east of Southern Cross.

James Alexander began the presentation giving an over view of the works scheduled for Great Eastern Highway. Over the next 6 years, 174km of the Highway is to be progressively upgraded with \$250M funding. The funding is being shared between the Wheatbelt and Goldfields-Esperance Region, works will include road alignment improvements, seal widening, bridge replacements and upgrades. The Great Eastern Highway works are to be divided into 6 sections.

- Ghooli Stage 1-to commence in October 2022 and finish in March 2023 covering 12kms to 29kms east of Southern Cross, works to include upgrade of the Ghooli South Rd intersection, heavy vehicle bay upgrade and removal of the parking bay at Ghooli pump station.
- Ghooli Stage 2- to commence mid 2023 finishing end of 2023 covering 2kms to 12kms east of Southern Cross, works include land acquisition to the south, sealing of intersections, upgrade to the rest area near Southern Cross, sealing of the information bay and sight distance improvement at the crest 11kms east of Southern Cross.
- Karalee- to commence July 2024 and planned finish January 2025 covering 29kms to 48kms east of Southern Cross.
- Mt Palmer- to commence July 2025 and planned finish January 2026 covering 48kms to 66kms east of Southern Cross.
- Benari- to commence July 2026 and planned finish January 2027 covering 131kms to 145kms east of Southern Cross.
- Boondi- to commence July 2027 and planned finish January 2028 covering 66kms to 121 kms of Southern Cross.

Mr Alexander also mentioned the query raised during Pubic Question Time regarding the significant drop off from the sealed surface, and advised whilst he was not in the maintenance area, they would investigate on the way home, and report to the relevant officer.

James Alexander then invited questions.

Cr Wayne Della Bosca enquired why the work 12kms to 29kms east of Southern Cross has been marked as the first section of road to be upgraded when the road 2kms to 12kms east of Southern Cross is in a significantly worse condition.

James replied that although it is correct that the section of the Great Eastern Highway closer to Southern Cross is in greater need of upgrades than the second section, there are land acquisitions matters of which are taking some time to finalise.

Glen Brigg, Executive Manager Infrastructure, enquired if the 2022 Audit on the Great Eastern Highway was available yet, the last Audit in 2017 showed 47% of the Great Eastern Highway was past due for upgrade construction.

James replies that he would investigate and reply to Glen at a later date.

Glen Brigg enquired if the majority of the Great Eastern Highway is due for upgrade and the works are going to take six years, how are Main Roads going to keep the road together until upgrade.

James replied that the highway will still be maintained where needed until upgraded, the construction has been a long time coming.

Glen Brigg enquired, with the ever-increasing heavy vehicle traffic on the highway, how did Main Roads calculate the equivalent standard axle loadings in order to determine the standard of construction required, in order to withstand traffic into the future?

James replied that simply the calculations had been made on recent traffic management plus 3%.

Kaye Crafter enquired about the width of the upgrade reconstruct as she, being a frequent traveler on the highway, has noticed the ever increasing drop off between the bitumen and gravel on certain sections of the Great Eastern Highway which is particularly worrying if on one of the sections a wide vehicle is encountered.

James replied that the road is going to be widened to 11 meters leaving plenty of room for wide loads and other traffic. In the meantime, he is going to follow up on shoulder maintenance, as the issue of drop-offs needs be resolved while waiting for the upgrade.

James thanked Council and observers for their time.

Cr Wayne Della Bosca thanked James Alexander, Omar Al Sadi and Ainslee McAlinden for attending Council.

James Alexander, Omar Al Sadi and Ainslee McAlinden left the meeting at 4.55pm

6. DECLARATION OF INTEREST

Cr Jodie Cobden declared an impartiality interest, pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, in agenda item 9.1.3, 2022-2023 Community Funding Program.

Cr Lisa Granich declared an impartiality interest, pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, in agenda item 9.1.3, 2022-2023 Community Funding Program.

Cr Linda Rose declared an impartiality interest, pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, in agenda item 9.1.3, 2022-2023 Community Funding Program.

7. CONFIRMATION OF MINUTES

7.1 Ordinary Meeting of Council, Thursday, 20 October 2022

261/2022

Moved Cr Close/Seconded Cr Cobden

That the minutes from the Ordinary Council Meeting held on the 20 October 2022 be confirmed as a true record of proceedings.

CARRIED (6/0)

7.2 Wheatbelt East Regional Organisation of Councils (WEROC) CEO Committee, Thursday 13 October 2022

262/2022

Moved Cr Cobden/Seconded Cr Rose

That Council minutes from the WEROC CEO Committee Meeting held on the 13 October 2022 be received.

CARRIED (6/0)

8. DELEGATES' REPORTS

Cr Wayne Della Bosca announced the following:

- Attended the CEACA meeting on the 9 November 2022

Cr Bryan Close announced the following;

- Attended the St Johns Ambulance committee meeting on the 15 November 2022

Cr Nolan announced the following;

- Attended the AgCare committee meeting on the 25 October 2022

Cr Rose announced the following:

- Attended the Yilgarn History Museum committee meeting on the 7 October 2022
- Attended the Local Government Convention on the 3-4 October 2022
- Attended the CEO Annual Review and Council Roads workshop on the 11 October 2022
- Attended the Shire of Yilgarn Tourism Committee meeting on the 9 November 2022

UNCONFIRMED

9.1 Officers Report – Chief Executive Officer

9.1.1 2022-2023 Christmas-New Year Closure

File Reference	2.4.1.10
Disclosure of Interest	None
Voting Requirements	Simple Majority
Author	Nic Warren – Chief Executive Officer
Attachments	Nil

Purpose of Report

To present to Council for approval, the closure of the Administration Office over the 2022/2023 Christmas and New Year holiday period.

Background

Over past years Council has closed the administration office over the Christmas and New Year period to allow staff to have time off with family and friends. This time of the year is normally quiet and the closure has little impact upon the community as it is now an accepted practice.

Comment

The recommended administration closure dates are as follows,

Monday	Tuesday	Wednesday	Thursday	Friday
19/12/2022 Open	20/12/2022 Open	21/12/2022 Open	22/12/2022 Open in Morning Closed Midday for Staff Function	23/12/2022 Closed
26/12/2022 Public Holiday	27/12/2022 Public Holiday	28/12/2022 Closed	29/12/2022 Closed	30/12/2022 Closed
2/01/2023 Public Holiday	03/01/2023 Open	04/01/2023 Open	05/01/2023 Open	06/01/2023 Open

The above closure dates will be posted at the Shire Office, advertised in “Crosswords” and placed on the Shire website, to ensure the community have sufficient notice.

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	Work fatigue of staff.	Low (3)	Closure period to allow good rest period and ability to refresh for 2023
Financial Impact	Nil	Nil	Nil
Service Interruption	Access to Shire administration Services will be reduced	Moderate (8)	Adequate public notice and accepted practice allows for community to ensure Shire administrative needs are addressed prior to closure
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

263/2022

Moved Cr Close/Seconded Cr Rose

That Council approves of the Shire Administration Office closing for the 2022/2023 Christmas and New Year break, from Midday on the 22 December 2022, and re-opening on the 3 January 2023, subject to staff undertaking adequate advertising to inform the community of the closure.

CARRIED (6/0)

9.1 Officers Report – Chief Executive Officer

9.1.2 Council Meeting Dates - 2023

File Reference	2.1.2.4
Disclosure of Interest	None
Voting Requirements	Simple Majority
Author	Nic Warren – Chief Executive Officer
Attachments	Nil

Purpose of Report

To present to Council for determination, the time and date of Ordinary Council meetings for 2023.

Background

Council is required to determine the time and date of Council meetings for 2023 to allow public notice to be provided in accordance with the *Local Government (Administration) Regulations 1996*.

Comment

Nil

Statutory Environment

Section 12 of the *Local Government (Administration) Regulations 1996* requires a Local Government to at least once a year give local public notice of the dates, time and place at which

-
- (a) The ordinary council meetings; and
- (b) The committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.

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	
Service Interruption	Nil	Nil	Nil
Compliance	Non-compliance with Regulations.	Moderate (6)	Once set, public notice to be undertaken to comply with 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

That in accordance with Section 12 of the Local Government (Administration) Regulations 1996 relating to the advertising of meeting times and dates of monthly Ordinary meetings, the following schedule of times and dates be adopted for the 2023 calendar year: -

Monthly Ordinary Council meetings to commence at 4:00pm on the following dates: -

<i>January 2022</i>	<i>No Meeting Scheduled</i>	
<i>Thursday, 16th</i>	<i>February 2023</i>	<i>Council Chambers Southern Cross</i>
<i>Thursday, 16th</i>	<i>March 2023</i>	<i>Council Chambers Southern Cross</i>
<i>Thursday, 20th</i>	<i>April 2023</i>	<i>Council Chambers Southern Cross</i>
<i>Thursday, 18th</i>	<i>May 2023</i>	<i>Council Chambers Southern Cross</i>
<i>Thursday, 15th</i>	<i>June 2023</i>	<i>Council Chambers Southern Cross</i>
<i>Thursday, 20th</i>	<i>July 2023</i>	<i>Council Chambers Southern Cross</i>
<i>Thursday, 17th</i>	<i>August 2023</i>	<i>Council Chambers Southern Cross</i>
<i>Thursday, 21st</i>	<i>September 2023</i>	<i>Council Chambers Southern Cross</i>
<i>Thursday, 19th</i>	<i>October 2023</i>	<i>Mt. Hampton Hall</i>
<i>Thursday, 16th</i>	<i>November 2023</i>	<i>Council Chambers Southern Cross</i>
<i>Thursday, 21st</i>	<i>December 2023</i>	<i>Council Chambers Southern Cross</i>

Prior to the commencement of the Council Meeting, a Councillor Briefing Session will be conducted at 3.00pm.

Council Decision

264/2022

Moved Cr Cobden/Seconded Cr Nolan

That in accordance with Section 12 of the Local Government (Administration) Regulations 1996 relating to the advertising of meeting times and dates of monthly Ordinary meetings, the following schedule of times and dates be adopted for the 2023 calendar year: -

Monthly Ordinary Council meetings to commence at 5:00pm on the following dates: -

<i>January 2023</i>	<i>No Meeting Scheduled</i>	
<i>Thursday, 16th</i>	<i>February 2023</i>	<i>Council Chambers Southern Cross</i>
<i>Thursday, 16th</i>	<i>March 2023</i>	<i>Council Chambers Southern Cross</i>
<i>Thursday, 20th</i>	<i>April 2023</i>	<i>Council Chambers Southern Cross</i>
<i>Thursday, 18th</i>	<i>May 2023</i>	<i>Council Chambers Southern Cross</i>
<i>Thursday, 15th</i>	<i>June 2023</i>	<i>Council Chambers Southern Cross</i>
<i>Thursday, 20th</i>	<i>July 2023</i>	<i>Council Chambers Southern Cross</i>
<i>Thursday, 17th</i>	<i>August 2023</i>	<i>Council Chambers Southern Cross</i>

<i>Thursday, 21st</i>	<i>September 2023</i>	<i>Council Chambers Southern Cross</i>
<i>Thursday, 19th</i>	<i>October 2023</i>	<i>Mt. Hampton Hall</i>
<i>Thursday, 16th</i>	<i>November 2023</i>	<i>Council Chambers Southern Cross</i>
<i>Thursday, 21st</i>	<i>December 2023</i>	<i>Council Chambers Southern Cross</i>

Prior to the commencement of the Council Meeting, a Councillor Briefing Session will be conducted at 4.00pm.

CARRIED (6/0)

Reasons the Council Decision is different to the Officer Recommendation

Council felt a later start to the Ordinary Meeting of Council could be beneficial for those on Council, and future Councillors, to balance work and Council commitments.

UNCONFIRMED

9.1 Officers Report – Chief Executive Officer

9.1.3 2022/2023 Community Funding Program

File Reference	8.2.6.22
Disclosure of Interest	Cr Jodie Cobden declared an impartiality interest, pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007. Cr Lisa Granich declared an impartiality interest, pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007. Cr Linda Rose declared an impartiality interest, pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007.
Voting Requirements	Simple Majority
Author	Nic Warren – Chief Executive Officer
Attachments	Nil

Purpose of Report

To consider the Community Funding Grant applications for the 2022/2023 Financial year.

Background

The Shire of Yilgarn Community Funding Program was developed to:

- To provide a source of funding for non-profit community organisations operating within the district;
- To assist community organisations in maximising their future development.
- To provide an impartial means by which community organisation can access Council funds.

As part of the 2022/2023 Budget Council resolved to make available \$16,000 (excluding GST), with two categories of Funding available - 'Essential Equipment' (up to \$2,000) and 'Travel & Training Assistance' (up to \$500).

Comment

For the 2022/2023 Community Funding program, the following eligible applications were received:

<i>Applicant</i>	<i>Equipment / item</i>	<i>Funded Amount</i>	<i>Club Contribution</i>
<i>Southern Cross Motorcycle Club</i>	<i>2 x urns, 3 x digital clock. Square POS stand, printer & 10 x bain marie trays.</i>	<i>\$1,720.39</i>	<i>\$0</i>
<i>Yilgarn Men's Shed</i>	<i>Ozito landscaping/maintenance equipment (lawnmower, blower,</i>	<i>\$1,336.01</i>	<i>\$0</i>

	<i>vacuum, trimmer and batteries) and 2 storage cupboards</i>		
<i>Yilgarn Agricultural Society</i>	<i>Square Terminal and Tablet</i>	<i>\$1,478.00</i>	<i>\$100.00</i>
<i>Bullfinch Shooting Club</i>	<i>2 ipads, 2 cases for ipads and 2 charging stations</i>	<i>\$1,406.00</i>	<i>\$0</i>
<i>Moorine Rock Tennis Club</i>	<i>Concrete Slab for Basketball half court</i>	<i>\$2,000.00</i>	<i>\$1,900.00</i>
<i>Yilgarn Netball Association</i>	<i>New junior uniforms and bibs</i>	<i>\$2,000.00</i>	<i>\$182.95</i>
<i>St Joseph's Primary School Parents & Friends</i>	<i>Laptop, bag, hard-drives and Microsoft office</i>	<i>\$1,200.00</i>	<i>\$0</i>

The total amount to be funded by the Shire of Yilgarn equates to \$11,140.40, which is within the \$16,000 included in the 2022/2023 budget.

Statutory Environment

Nil.

Strategic Implications

2020-2030 Strategic Community Plan

An Inclusive, Secure and welcoming community that encourages families, youth and the aged to remain and contribute to our Shire in the long term - Maintain / increase percentage of residents engaged in recreation, cultural and leisure activities for all demographics in the Shire
- Provide support to local sport, recreation and community groups

Policy Implications

Council Policy Manual 2020 - 6.9 Community Funding Program.

Financial Implications

Council has included \$16,000 in the 2022/23 Budget. The total of eligible applications received totals \$11,140.40.

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Community groups suffer due to lack of equipment or funding	Moderate (6)	Funding available to assist local clubs
Financial Impact	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil

Compliance	Nil	Nil	Nil
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

Risk Matrix						
Consequence		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

265/2022

Moved Cr Cobden/Seconded Cr Close

That Council approves the following grants from the Community Funding Program for the 2022/2023 financial year: -

<i>Applicant</i>	<i>Equipment / item</i>	<i>Amount</i>
<i>Southern Cross Motorcycle Club</i>	<i>2 x urns, 3 x digital clock. Square POS stand, printer & 10 x bain marie trays.</i>	<i>\$1,720.39</i>
<i>Yilgarn Men's Shed</i>	<i>Ozito landscaping/maintenance equipment (lawnmower, blower, vacuum, trimmer and batteries) and 2 storage cupboards</i>	<i>\$1,336.01</i>
<i>Yilgarn Agricultural Society</i>	<i>Square Terminal and Tablet</i>	<i>\$1,478.00</i>
<i>Bullfinch Shooting Club</i>	<i>2 ipads, 2 cases for ipads and 2 charging stations</i>	<i>\$1,406.00</i>
<i>Moorine Rock Tennis Club</i>	<i>Concrete Slab for Basketball half court</i>	<i>\$2,000.00</i>
<i>Yilgarn Netball Association</i>	<i>New junior uniforms and bibs</i>	<i>\$2,000.00</i>
<i>St Joseph's Primary School Parents & Friends</i>	<i>Laptop, bag, hard-drives and Microsoft office</i>	<i>\$1,200.00</i>

CARRIED (6/0)

9.1 Officers Report – Chief Executive Officer

9.1.4 Proposed purchase of Crown land –Lot 3 (No 35) Corboy Street, Bodallin

File Reference	3.1.1.2
Author	Liz Bushby, Town Planning Innovations
Disclosure of Interest	Financial Interest as receive planning fees for advice to the Shire – Section 5.60A of <i>Local Government Act 1995</i>
Voting Requirements	Simple Majority
Author	Liz Bushby, Town Planning Innovations
Attachments	1. Post Office Plans 2. Summary of Scheme Amendment process

Purpose of Report

Council is to consider providing a letter of support for Mr Singh who proposes to purchase Lot 3 (No 35) Coyboy Street, Bodallin from the State of Western Australia for future development of a local post office.

Background

- **Location**

Lot 3 is located in Bodallin. The closest intersection is Corboy Street and Chadwick Street – refer aerial over page.

- **Regional Road**

Corboy Street appears to form part of the Great Eastern Highway road network which is under the care and control of Main Roads Western Australia (MRWA). Any future development of Lot 3 should be referred to MRWA for advice.



- **Planning Application and proposed Crown land purchase**

Mr Kanwalpreet Singh has lodged a planning application seeking approval to develop Lot 3 (No 35) Corboy Street, Bodallin with a post office. The plans lodged are included as Attachment 1.

The planning application for Lot 3 has not been signed by the owner of the land, which is the State of Western Australia.

Any planning application that has not been executed by the owner of the land is not valid, and cannot be accepted or processed by the Shire. It is understood that Mr Singh intends to liaise with the Department of Planning, Lands and Heritage (DPLH) to purchase the land.

Any person or private entity can lodge a Crown Land Enquiry form to DPLH to enquire about purchasing crown land. The form requires that person or entity to advise whether they have liaised with the local government, and to attach any letters of support by the relevant Shire.

The process to purchase Crown land is lengthy, and entails costs associated with document preparation fees, Landgate registration fees, land valuation (purchase price), compensation and negotiation costs (for any interest in the land such as native title), survey and plan preparation costs, and relocation or protection of services etc

- **Zoning and Land Use Permissibility**

Lot 3 is zoned ‘Rural/Mining’ under the Shire of Yilgarn Town Planning Scheme No 2 (the Scheme).

Part of the planning assessment for any future application for a post office involves determining which land use definition from the Scheme ‘best fits’ the proposal. A post office typically involves activities of an administrative or clerical nature, such as sorting letters and storing parcels.

A post office is most appropriately classified as an ‘office’ under the Scheme which is defined as:

‘means a building or part of a building used for the conduct of administration, the practice of a profession, the carrying on of agencies, a post office, bank, building society, insurance office, estate agency, typist and secretarial services, or services of a similar nature, and where not conducted on the site thereof, the administration of or the accounting in connection with a commercial or industrial undertaking.’

Under the Scheme, Table 1 lists land uses in a table format with different symbols listed under different zones.

Each symbol has a different meaning and determines whether Council has discretion to consider a land use in the corresponding zone (ie if the land use is permitted, not permitted, discretionary or requires advertising).

There is no symbol against the land use of ‘office’ in the Rural/Mining zone under Table 1, which means the land use is not permitted.

TABLE 1 - ZONING TABLE

		ZONES					
		Residential	Commercial	Industrial	Special Use	Townsite	Rural Mining
USE CLASSES							
32	Office		P	AA		AA	

Essentially this means that Council has no discretion to approve a post office on Lot 3, unless a Scheme Amendment was pursued to change the zoning or land use permissibility under Table 1.

Comment

At this early stage, due to the costs involved, there is no guarantee that the purchase of Lot 3 will proceed. If it does proceed, then either Mr Singh or the Shire would need to facilitate a Scheme Amendment before any development application for a post office can be legally considered.

TPI does not recommend that the Shire initiate a scheme amendment, due to the potential costs involved to provide supporting documents to address servicing, bushfire mitigation and access. If the Shire is supportive of Mr Singh funding a scheme amendment, then Council can consider waiving any scheme amendment fee to assist with the process.

A summary of the scheme amendment process is included as Attachment 2.

Notwithstanding the above, it is recognised that a post office would have wider community benefits. It is therefore recommended that the Shire support Mr Singh's ambitions to purchase Lot 3, with advice on the planning implications and constraints.

Statutory Environment

Planning and Development (Local Planning Schemes) Regulations 2015 - The *Planning and Development (Local Planning Schemes) Regulations 2015* were gazetted on 25 August 2015, and became effective on 19 October 2015.

The Regulations include 'Deemed Provisions' that automatically apply and override parts of the Shire of Yilgarn Town Planning Scheme No 3.

Clause 60 of the 'deemed provisions' requires that a person must not commence or carry out works on, or use, land in the Scheme area unless the person has obtained the development approval of the local government or it is exempt from the requirement for planning.

Clause 62 (1)(b) of the deemed provisions requires planning applications to be signed by the owner of the land on which the proposed development is to be located.

Shire of Yilgarn Town Planning Scheme No 3 – explained in the body of this report.

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

- **State Planning Policy 3.7 Planning in Bushfire Prone Areas**

Lot 3 is within a declared bushfire zone (shown in pink on the Department of Fire and Emergency Services mapping below).



Under State Planning Policy 3.7 any future development may be required to be supported by a Bushfire Attack Level Assessment unless otherwise exempted by Council. Exemptions can be considered under specific circumstances such as where workers are seasonal and spend limited time on site, where there is no land use intensification or where there is no increase of fire risk.

The Western Australian Planning Commission can require any scheme amendment to be accompanied by a Bushfire Management Plan and / or Bushfire Attack Level report.

Financial Implications

Nil.

Risk Implications

There are no direct risks associated with the purchase of Lot 3, as the request will be processed by DPLH. There is a risk that Mr Singh may not be able to obtain planning approval for a future post office, due to current planning constraints. This risk can be conveyed to Mr Singh so he can make an informed decision about potentially purchasing Lot 3.

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Nil	Nil	Nil
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

Risk Matrix						
Consequence		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

That Council:

1. *Note that:*

- (a) *A planning application has been lodged for a post office on Lot 3 (No 35) Corboy Street, Bodallin however it is not valid as it has not been signed by the owner of the land, being the State of Western Australia.*
- (b) *Lot 3 is zoned Rural/Mining under the Shire of Yilgarn Town Planning Scheme No 3. An office (which includes a post office) is not permitted in the Rural/Mining zone.*

2. ***Authorise the Chief Executive Officer to write to Mr Singh and:***
 - (a) ***Provide detailed advice on the planning constraints associated with Lot 3 due to the zoning, scheme provisions, declared bushfire prone area and need for consultation with Main Roads WA for any new access.***
 - (b) ***Convey general support for the purchase of Lot 3 through the Department of Planning, Lands and Heritage however advise that the proponent would need to pursue a formal amendment to the Shire of Yilgarn Town Planning Scheme No 3 to facilitate any future post office development, as Council does not have discretion to consider the proposal in the Rural/Mining zone under the existing Scheme provisions.***
 - (c) ***Advise that all costs associated with a Scheme Amendment are to be borne by the applicant, with the exception that the Shire will waive the Scheme Amendment fee.***

Council Decision

266/2022

Moved Cr Nolan/Seconded Cr Cobden

That Council:

1. ***Note that:***
 - (a) ***A planning application has been lodged for a post office on Lot 3 (No 35) Corboy Street, Bodallin however it is not valid as it has not been signed by the owner of the land, being the State of Western Australia.***
 - (b) ***Lot 3 is zoned Rural/Mining under the Shire of Yilgarn Town Planning Scheme No 3. An office (which includes a post office) is not permitted in the Rural/Mining zone.***
2. ***Authorise the Chief Executive Officer to write to Mr Singh and:***
 - (a) ***Provide detailed advice on the planning constraints associated with Lot 3 due to the zoning, scheme provisions, declared bushfire prone area and need for consultation with Main Roads WA for any new access.***
 - (b) ***Convey general support for the purchase of Lot 3 through the Department of Planning, Lands and Heritage however advise that the proponent would need to pursue a formal amendment to the Shire of Yilgarn Town Planning Scheme No 3 to facilitate any future post office development, as Council does not have discretion to consider the proposal in the Rural/Mining zone under the existing Scheme provisions.***

(c) Advise that all costs associated with a Scheme Amendment are to be borne by the applicant.

CARRIED (6/0)

Reasons the Council Decision is different to the Officer Recommendation

Council felt that the Shire of Yilgarn scheme amendment fees should not be waived.

UNCONFIRMED

9.1 Officers Report – Chief Executive Officer

9.1.5 Skeleton Weed YLAG Asset Disposal

File Reference	7.2.3.3
Disclosure of Interest	None
Voting Requirements	Simple Majority
Author	Nic Warren – Chief Executive Officer
Attachments	Nil

Purpose of Report

For Council to endorse the disposal of assets held by the Shire of Yilgarn on behalf of the Yilgarn Local Action Group to the Shire of Goomalling and Department of Primary Industries and Regional Development.

Background

The Yilgarn Local Action Group, (YLAG), is a volunteer committee responsible for the management of Skeleton Weed within the Shire of Yilgarn.

The YLAG have two employed staff, who undertake a skeleton weed control program set by the Department of Primary Industries and Regional Development (DPIRD).

The Shire of Yilgarn originally became involved with the YLAG, by providing administrative support. This involved primarily holding funds for use by the YLAG. This has however evolved into the Shire employing the YLAG staff and holding YLAG assets.

The recent Funding Agreements from DPIRD have sought for the Shire to indemnify the Department for any loss associated with the program. Advice from the Shire's insurer, LGIS, has detailed our policy does not cover third party liabilities, and as such, with the indemnification of the Department, the Shire could be held liable for any loss resulting from the undertaking of the program.

Furthermore, with the implementation of the Work Health and Safety Act 2020, the Shire and Management hold significant liability for the safety of the YLAG employees, something that is thought to be outside of the original "administrative" involvement of the Shire with YLAG.

As such, the Shire of Yilgarn has advised the Department of Primary Industries and Regional Development (DPIRD) of its refusal to sign the funding agreements and therefore cease an operational involvement with the Skeleton Weed program within the Yilgarn area. There are two other Local Governments taking the same action with their YLAG's.

As a result, DPIRD have arranged for the Shire of Goomalling to take over control of the YLAG staff until the end of June 2023.

As such, the current Shire held YLAG assets are to be transferred to the Shire of Goomalling and DPIRD as per the Departments wishes.

Comment

As per Section 3.58 of the Local Government Act 1995, for these assets to be disposed of, public notice is required.

It is intended to dispose of the assets for nil remuneration. The assets were purchased using YLAG funds, and as such, there is a nil effect to the Shire in disposing of these assets for nil return.

At the October 2022 Ordinary Council meeting, the following resolution was carried:

260/2022

Moved Cr Cobden/Seconded Cr Guerini

That Council endorse commencing the valuation and public notice requirements, as per Section 3.58(3) of the Local Government Act 1995, to dispose of the following assets to the relevant entities for nil remuneration:

- *2019 Toyota Hilux SR 4x4 (YL364) to be disposed to the Shire of Goomalling; and*
- *Boom Spray to be disposed to the Department of Primary Industries and Regional Development.*

CARRIED (5/0)

Valuations were received from Redbook for the vehicle and Yilgarn Agencies for the boom spray, with the following values provided:

Asset name	Valuation	To be disposed to:
2019 Toyota Hilux SR 4x4 (YL364)	\$46,550.00	Shire of Goomalling
Boom spray equipment	\$24,500.00	Department of Primary Industries and Regional Development

The proposed disposal was advertised in the Kalgoorlie Miner on Wednesday 2/11/2022, in addition to notices placed on the Shire of Yilgarn Website, Facebook page and notice boards.

Notices called for public submissions by the 16th November 2022.

At the time of agenda settlement, no submissions were received. A verbal update will be provided to Councillors during the Council meeting, once the submission period ends.

Councillors are however reminded, the assets were purchased with scheme money and therefore it is unlikely any submission received would result in Council not transferring the assets.

Statutory Environment

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) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —

(a) the names of all other parties concerned; and

(b) the consideration to be received by the local government for the disposition; and

(c) the market value of the disposition —

(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or

(ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

(5) This section does not apply to —

- (a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or
- (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
- (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
- (d) any other disposition that is excluded by regulations from the application of this section.

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	Nil	Nil	Nil
Compliance	Non-compliance with LG Act regarding disposal of assets	Moderate (6)	Disposal of assets as per Section 3.58 of LG Act.
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

267/2022

Moved Cr Close/Seconded Cr Cobden

That Council, having complied with the requirements of Section 3.58(3) of the Local Government Act 1995, endorse the disposal of the following assets to the relevant entities for nil remuneration:

- *2019 Toyota Hilux SR 4x4 (YL364) to be disposed to the Shire of Goomalling; and*
- *Boom Spray to be disposed to the Department of Primary Industries and Regional Development.*

CARRIED (6/0)

9.1 Officers Report – Chief Executive Officer

9.1.6 Application to Keep More Than the Prescribed Number of Dogs – 82 Antares Street

File Reference	5.2.1.8
Disclosure of Interest	None
Voting Requirements	Simple Majority
Author	Nic Warren – Chief Executive Officer
Attachments	Nil

Purpose of Report

For Council to consider an application to keep more than the prescribed number of dogs at 82 Antares Street, Southern Cross.

Background

The Shire is in receipt of an application from the tenant at 82 Antares Street, Southern Cross, to keep more than the prescribed number of dogs at the premises, being three.

The Shire of Yilgarn Dogs Local Law 2017 Clause “3.2 *Limitation on the number of dogs*” states:

- (2) *The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act—*
- (a) *2 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated within a townsite; or*
 - (b) *4 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated outside a townsite.*

The dogs applied for are:

Breed	Sex	Sterilised	Name	Age
American Bulldog*	Male	No	Conan	2 Years
American Bulldog*	Male	No	Gracie	2.5 years
Staffy Cross	Male	No	Shadow	7 years

*Currently registered to the premises

In response to the application seeking the need to keep more than the prescribed number of dogs, the applicant has advised the lady whom was looking after the dog for the last 4 years is now unable to for personal reasons, and since the applicant and another family member originally owner the dog, the dog has returned to the applicant care.

Comment

The last application received by the Shire of Yilgarn to keep more than the prescribed number of dogs was tabled at the June 2017 Ordinary Council meeting. The application sought to keep three small terrier dogs across two lots (one title) and also provided a note from a medical practitioner stating the three dogs would be beneficial for the owner's wellbeing, however they were not assistance animals. Councillors voted against the application.

In keeping with the previous precedence, it is recommended that Council should again reject the application to keep more than the prescribed number of dogs at 82 Antares Street, Southern Cross.

It is to be noted, the applicant may seek to appeal the decision through the State Administrative tribunal.

Statutory Environment

Dog Act 1976

Part V — The keeping of dogs

26. Limitation as to numbers

- (1) *A local government may, by a local law under this Act —*
- (a) *limit the number of dogs that have reached 3 months of age that can be kept in or at premises in the local government's district;*

Shire of Yilgarn Dogs Local Law 2017

3.2 Limitation on the number of dogs

- (2) *The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act—*
- (a) *2 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated within a townsite; or*
 - (b) *4 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated outside a townsite.*

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	Nil	Nil	Nil
Compliance	Nil	Nil	Nil
Reputational	Decision making not in keeping with previous precedence	Moderate (6)	Decision in keeping with previous precedence.
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

268/2022

Moved Cr Close/Seconded Cr Granich

That Council rejects the application to keep more than the prescribed number of dogs at 82 Antares Street, Southern Cross, citing the previous precedence set in this regard as the reasoning behind the decision.

CARRIED (6/0)

9.1 Officers Report – Chief Executive Officer

9.1.7 Yilgarn Tourism Advisory Committee -Recommendation to use Reserve Funds

File Reference	1.3.10.5
Disclosure of Interest	None
Voting Requirements	Absolute Majority
Author	Nic Warren – Chief Executive Officer
Attachments	Nil

Purpose of Report

For Council to consider a recommendation from the Yilgarn Tourism Advisory Committee to utilise Reserve funds for the purpose of Tourism related expenditure.

Background

At the Yilgarn Tourism Advisory Committee meeting, held on the 9 November 2022, the purchase and installation of a public information board and bin covers was discussed. The designs for each are as per images below.



The idea for the information board was raised by a committee member at the July 2022 committee meeting, with it being noted that there was nowhere central in Southern Cross for events and other community type information to be displayed for the community and travellers. The committee had a general consensus that an information board would provide travellers

with a means of identifying what may be on in the area, especially those who are not well versed with technology. Staff were tasked with obtaining a quote for the supply.

The use of the information board would be governed by the Shire, such that information to be displayed would need to be submitted to the Shire, and must fit the criteria of being related to an event or community related information. This would ensure the board did not become aesthetically unappealing and information remained current.

At the July committee meeting, it was also raised as to the purchase of bin covers. Again, providing an opportunity to display Tourism related information. Staff were tasked with obtaining a quote for the supply.

At the November Committee meeting, it was determined that the bin covers would be used to display local attraction, including lakes, rock formations and historical sites, with a small amount of text describing the sites on one panel, a map identifying its location on another panel and an image or two depicting the site on the remaining two sides.

Staff had sought quotes for the supply, including design work, of one gabled information board and six bin covers. The price was \$38,505.50. The Shire would also need to allow \$3,500 for the installation.

The installations would occur along Antares Street, being the location the majority of tourists would frequent, to maximise exposure.

Comment

The 2022/2023 budget does not have an allocation for this expenditure, however, the Shire's Tourism Reserve currently holds \$253,916.43.

As per the description in the 2022/2023 Shire of Yilgarn Budget, the Tourism reserve is "To be used to fund tourism in the Yilgarn District".

A change to the adopted budget requires a decision of Council by absolute majority.

At the November committee meeting, the following recommendation was carried:

Moved O. Truran, Seconded K. Crafter

That the Yilgarn Tourism Advisory Committee request the Shire of Yilgarn Council to utilise \$42,005.50 from the Tourism Reserve, to fund the purchase and installation of one gabled public information board and six bin covers, to be utilised along Antares Street, for the purpose of providing tourists with information relating to events and attractions throughout the district.

Carried 5/0

Statutory Environment

Local Government Act 1995

Strategic Implications

Shire of Yilgarn Strategic Community Plan 2020-2030 – Economic – Tourism Opportunities Maximised – Re-establish a Yilgarn Tourism Committee to advise /recommend to Council on actions to promote tourism in the district.

Policy Implications

Nil.

Financial Implications

\$42,005.50 from the Tourism Reserve

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Lack of support to local business in attracting tourists to area.	Moderate (6)	Tourism related infrastructure including information for travellers assists with building the Shires Tourism profile, and attracting travellers to the area.
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)

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

269/2022

Moved Cr Cobden, Seconded Cr Close

That Council notes the request from the Yilgarn Tourism Advisory Committee and endorses, by absolute majority, the use of \$42,005.50 from the Tourism Reserve, to fund the purchase and installation of one gabled public information board and six bin covers, to be utilised along Antares Street, for the purpose of providing tourists with information relating to events and attractions throughout the district.

CARRIED BY ABSOLUTE MAJORITY (6/0)

9.1 Officers Report – Chief Executive Officer

9.1.8 Proposed Single House and Ancillary Dwelling –Lot 241 (No 27) Polaris Street, Southern Cross

File Reference	3.1.7.5
Author	Liz Bushby, Town Planning Innovations
Disclosure of Interest	Financial Interest as receive planning fees for advice to the Shire – Section 5.60A of <i>Local Government Act 1995</i>
Voting Requirements	Absolute Majority
Attachments	1. Plans 2. Photographs of proposed single house

Purpose of Report

Council is to consider a planning application for a single house and ancillary dwelling on Lot 241 (No 27) Polaris Street, Southern Cross. Both buildings are second hand Transportable Dwellings that are proposed to be refurbished with all new external materials.

The proposed main dwelling has been refurbished. The ancillary dwelling is in the process of being refurbished.

Background

- **Location**

Lot 241 is located in Southern Cross townsite. The closest intersection is Polaris Street and Pavonis Street.

A location plan is included over page for convenience.



Comment

- **Zoning and Land Use Permissibility**

Lot 241 is zoned 'Residential' with an 'R10' density code under the Shire of Yilgarn Town Planning Scheme No 2 (the Scheme).

The density code dictates the permissible site requirements, such as setbacks, under the Residential Design Codes (R Codes) which operate as a State Planning Policy.

Part of the planning assessment for any application involves determining which land use definition from the Scheme 'best fits' the proposal. The application proposes two transportable dwellings for use as a single house and ancillary dwelling.

A 'single house' is defined in the Residential Design Codes as '*a dwelling standing wholly on its own green title or survey strata lot, together with any easement over adjoining land for support of a wall or for access or services and excludes dwellings on titles with areas held in common property*'.

An 'ancillary dwelling' is defined in the Residential Design Codes as '*self-contained dwelling on the same lot as a single house which may be attached to, integrated with or detached from the single house*'.

Under the Scheme, Table 1 lists land uses in a table format with different symbols listed under different zones.

Each symbol has a different meaning and determines whether Council has discretion to consider a land use in the corresponding zone (ie if the land use is permitted, not permitted, discretionary or requires advertising).

Under Table 1, a single house is permitted in a Residential zone. Ancillary accommodation (now defined as ancillary dwelling in the R Codes) is listed as an 'AA' use in the Residential zone which means it requires development approval.

Notwithstanding the above, the Scheme has a separate definition for a Transportable Dwelling which is defined as *'means a residential dwelling which has been constructed (whether within the District or elsewhere, and whether occupied or not), and which is capable of being transported and reconstructed for use as a residential dwelling.'*

A Transportable Dwelling is defined in the Scheme, but it is not listed under Table 1. TPI recommends that the Transportable Dwellings be processed as a 'use not listed' (in Table 1) as:

- (i) The Scheme has a specific definition for Transportable Dwellings so differentiates them from a single house and ancillary accommodation due the nature of the structure(s);
- (ii) The Scheme has specific controls and provisions pertaining to Transportable Dwellings.

In processing the two dwellings as a 'use not listed' Council has three options under Clause 3.2.5 as follows:

Option 1 - Determine that the use is consistent with the objectives and purposes of the Residential zone and is therefore permitted.

TPI does not recommend Option 1. As a 'single house' and 'ancillary accommodation' is listed under Table 1 (and a Transportable Dwelling is not), there may be a planning argument that those definitions more closely describe the proposed land uses.

Where a land use is listed in Table 1, it can be excluded from being considered as a more general land use.

Option 2 - Determine that the proposed use may be consistent with the objectives and purpose of the Residential zone and thereafter follow the "SA" procedures of Clause 6.3 in considering an application for planning approval.

TPI recommends Option 2 which requires the application to be advertised for public comment.

Option 3 - Determine that the use is not consistent with the objectives and purposes of the particular zone and is therefore not permitted.

TPI does not recommend Option 3 for the reasons outlined in Option 1.

- **Consultation**

Shire Administration has advertised the application for public comment, and written to nearby and surrounding landowners.

Advertising closes on the 24 November 2022. At the time of writing this report no submissions had been received.

- **State Planning Policy 7.3 - Residential Design Codes**

The Residential Design Codes (R-Codes) operate as a State Planning Policy produced by the Western Australian Planning Commission. The R-Codes provide a basis for the control and assessment of residential development throughout Western Australia.

The R Codes have two separate options for the assessment of development including 'Deemed to Comply' criteria and 'Design Principles'.

Under the Residential Design Codes there are specific 'Deemed to Comply' requirements for single dwellings and ancillary dwellings. The 'Deemed to Comply' requirements relate to building setbacks, site open space, privacy and overlooking, site works, retaining walls, and other general site controls.

Both transportable dwellings comply with the 'deemed to comply' requirements of the Residential Design Codes as applicable to a single house and ancillary dwelling.

- **Assessment Comments**

As the application complies with the Residential Design Codes, the main planning consideration is whether the proposed development will have any negative impact on the amenity of the locality or general streetscape.

A summary and assessment as per the Scheme provisions is included below.

Clause	Scheme Requirement	TPI (Officer Comment)
5.3.1	Subject to the provisions of this clause, a Transportable Dwelling may not be transported to and placed on a lot within the District and thereafter occupied as a	This clause does not specifically state that a transportable dwelling requires development approval.

	residential dwelling whether in whole or in part.	
5.3.2	<p>Notwithstanding the provisions of Sub-Clause 5.3.1, Council may permit a Transportable Dwelling to be placed on a lot within the District and used as a residential dwelling if, in the opinion of Council, the Transportable Dwelling:-</p> <p>a) complies with all applicable statutes, by-laws and regulations relating to dwelling houses applicable both to the Transportable Dwelling and the lot upon which it is to be situate following transportation and will not detrimentally affect the amenity of the locality in which the Transportable dwelling is to be situate;</p> <p>b) has been constructed of new materials and has been designed and built specifically to be capable of being dismantled, transported and reconstructed.</p>	<p>Whilst amenity is a subjective issue, TPI is of the view that the proposed development will not have a negative impact having regard that:</p> <ul style="list-style-type: none"> - The proposed development complies with the ‘deemed to comply’ requirements of the Residential Design Codes. - All external cladding and materials will be new. - Significant front setbacks are proposed. <p>The transportable dwellings are second hand. The proposed house has been re-clad with all new external materials. The ancillary dwelling is proposed to be re-clad with all new external materials. Both dwellings will be completely refurbished prior to being transported to site.</p>
5.3.3	<p>The approval to be obtained from Council pursuant to Sub-clause 5.3.2 may be granted on condition, which conditions may include a condition requiring the applicant to provide a bond to Council as surety for the completion of the Transportable Dwelling to a standard of presentation acceptable to Council within such period of time as Council may deem fit.</p>	<p>Despite this provision it is legally problematic to impose conditions on development approvals for bonds.</p> <p>There are other mechanisms to deal with compliance issues under the relevant planning legislation.</p> <p>A condition can be imposed on any development approval to ensure that both dwellings are refurbished prior to be transported to the lot.</p>

Statutory Environment

Planning and Development (Local Planning Schemes) Regulations 2015 - The *Planning and Development (Local Planning Schemes) Regulations 2015* were gazetted on 25 August 2015, and became effective on 19 October 2015.

The Regulations include 'Deemed Provisions' that automatically apply and override parts of the Shire of Yilgarn Town Planning Scheme No 3.

Clause 67 outlines 'matters to be considered by Council' including and not limited to the aims and provisions of the Scheme, orderly and proper planning, any approved state policy, a local planning strategy, a local planning policy, the compatibility of the development with its setting including to development on adjoining land, amenity, loading, access, traffic and any submissions received on a proposal.

Clause 82(1) gives the local government the ability to delegate its powers to the Chief Executive Officer. Clause 82(2) requires any delegation to be by Absolute Majority.

Clause 61 lists development that is exempt from the need for planning approval, including a single house and ancillary dwelling that complies with the Residential Design Codes, and is not a heritage place.

Division 2, Schedule 2, Part 2 outlines the procedure for making, advertising and adopting a local planning policy.

Shire of Yilgarn Town Planning Scheme No 3 – explained in the body of this report.

Clause 1.8.2 : Where a word or term is defined in the Residential Planning Codes then notwithstanding anything else in the Scheme that word or term when used in respect of residential development has the meaning given to it in the Residential Planning Codes.

Clause 3.2.4 : Where in the Zoning Table a particular use is mentioned it is deemed to be excluded from any other use class which by its more general terms might otherwise include such particular use.

Strategic Implications

Approval of the development may set a precedent for similar refurbished transportable dwellings to be established in the residential zone in the Southern Cross townsite.

Policy Implications

The Shire has a Policy Manual dating back to at least June 2012, and the policies appear to have been reviewed on an annual basis.

Based on the Shire Minutes, the Policy Manual was initially divided into two parts to cover policies of the Council that related to matters other than staff, and Council Staff Policies that specifically related to staff and employment.

The Policy Manual has been adopted in accordance with Section 2.7(2) of the *Local Government Act 1995*.

At some point, the Policy Manual was expanded to include some town planning and building policies, however those policies have not been adopted in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015 (Planning Regulations)*.

Essentially this means that the Shires existing planning and building policies do not hold significant weight in terms of any planning assessment. TPI recommends that the Shire review all existing planning and building policies to address this situation.

A summary and comments of relevant Shire Policies is included below.

Policy	Policy Requirement	TPI (Officer Comment)
4.2 Building on Residential Townsite Lots	<p>Planning consent will not be granted by the Council to applicants wishing to construct more than one (1) residential building on a residential lot within the townsite of the Shire unless;</p> <p>a) setbacks and uses of the proposed buildings meet the requirements of the Shire of Yilgarn Town Planning Scheme (as amended from time to time), the National Building Code of Australia, and any other relevant Town Planning, Building or Health regulations;</p> <p>b) the residential buildings are constructed in a similar manner in terms of style, finish, appearance and method of construction as determined by the Council. Applicants are required to present such details including plans and photographs of proposed and existing buildings for Council assessment.</p>	<p>The proposed dwellings comply with the setback requirements of the Residential Design Codes.</p> <p>This section of Polaris Street contains vacant lots. The applicant has lodged photographs of the proposed dwelling, but does not have photos of the ancillary dwelling as it is being reclad with new external walls and windows.</p> <p>Refer Attachment 2.</p>

Policy 4.9 Transportable Dwellings and Additional Rural/Mining Dwellings Policy	Where a second hand or used transportable dwelling is proposed to be transported and placed on a lot in the district, it is still required to seek and obtain Council approval.	The applicant has lodged a planning application seeking approval.
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Financial Implications

The Shire pays consultancy fees to Town Planning Innovations.

Risk Implications

There are no known risks associated with the proposed development.

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Nil	Nil	Nil
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

Risk Matrix						
Consequence		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)

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Officer Recommendation and Council Decision

270/2022

Moved Cr Nolan/Seconded Cr Cobden

That Council:

1. *Determine that the proposed transportable dwellings may be consistent with the objectives and purpose of the Residential zone and thereafter follow the 'SA' procedures of Clause 6.3 in considering an application for planning approval.*
2. *Note that:*
 - (a) *Shire Administration has commenced advertising of the planning application for Lot 241 (No 27) Polaris Street, Southern Cross. The application is being advertised for public comment until the 24 November 2022.*
 - (b) *The dwellings comply with all the 'deemed to comply' site requirements applicable under State Planning Policy 7.3 : Residential Design Codes.*
3. *Pursuant to Clause 82(1) and 82(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine the application for transportable dwellings (a single house and ancillary dwelling) on Lot 241 (No 27) Polaris Street, Southern Cross.*

CARRIED BY ABSOLUTE MAJORITY (6/0)

9.1 Officers Report – Chief Executive Officer

9.1.9 Tender - Satellite Townsite Playground Upgrades

File Reference	6.6.6
Disclosure of Interest	None
Voting Requirements	Simple Majority
Author	Nic Warren – Chief Executive Officer
Attachments	Confidential – Final Tender Assessment

Purpose of Report

To inform Council of the outcome from the request for tenders for the Satellite Townsite Playground Upgrade project, and for Council to endorse the preferred Tenderer.

Background

At the May 2022 Ordinary Council meeting, Councillors endorsed two projects to be completed under the Local Roads and Community Infrastructure funding, provided by the Federal Government.

The following resolution was carried:

60/2022

Moved Cr Cobden/Seconded Cr Close

That Council endorses the submission of the following projects to the Australian Government's Department of Infrastructure, Transport, Regional Development and Communications for approval under the Local Roads and Community Infrastructure Round 3 Program:-

- 1. Southern Cross Sports Complex Upgrade \$1,237,044.00***
- 2. Yilgarn Satellite Townsite Playground/Open Space Upgrades \$650,000.00***

CARRIED (7/0)

The Yilgarn Satellite Townsite Playground/Open Space Upgrades project (the Project) sought to replace or install playground and open space equipment at the Satellite townsites, to provide current facilities to the local communities and travellers.

As the Project was estimated to be above \$250,000, as per the Shire's Tendering and Purchasing Policy, tenders were required to be called for the Project.

Staff produced a detailed tender request and design brief for the project.

Tenders were called, as per the requirements of the Local Government Act 1995, with submissions closing on the 10 October 2022.

Comment

At the close of the statutory advertising period, submissions were received from the following entities:

- Hansen Pty Ltd T/A Forpark Australia;
- Erutan Pty Ltd (Nature Playgrounds)
- Oasis Outdoor Structures; &
- Omnitech Playgrounds.

The Tender document advised the following criteria would be utilised to assess and rate submissions

Description of Value and Qualitative Valuation Criteria	Total Assessment Weighting
<p>1. Total Value</p> <p>a) Total value of project.</p>	25%
<p>2. Relevant Experience</p> <p>a) Provide details of similar work.</p> <p>b) Provide scope of the Tenderer's involvement including details of outcomes.</p> <p>c) Provide details of issues that arose during the project and how these were managed.</p> <p>d) Demonstrate competency and proven track record of achieving outcomes.</p> <p>e) Project reference sheet.</p>	10%
<p>3. Design, Materials and Install Methodology</p> <p>a) Design of open space/playground areas</p> <p>b) Proposed materials (quality)</p> <p>c) Installation methodology</p> <p>d) Ability to meet the design brief</p>	40%
<p>4. Estimated Project Timeframes</p> <p>a) Completion by June 2023</p>	5%

<p>5. Tenderers Resources</p> <p>a) Curriculum vitae of key staff inclusive of membership to any professional or business association, qualifications etc;</p> <p>b) Any contingency measures or backup of resources including personnel (where applicable).</p> <p>c) OHS Survey.</p> <p>d) Safety Record.</p> <p>e) Resources Schedule.</p>	10%
<p>6. References</p> <p>a) Two References (10%)</p>	10%

The submissions were assessed and rated against the allocated weightings as follows:

Criteria	Forpark Australia	Nature Playgrounds	Oasis Outdoor Structures	Omnitech Playgrounds
Total Value 25%	25	22.5	17.75	22.5
Relevant Experience 10%	9	7	2	5
Design, Materials and Install Methodology 40%	32	27	32	28
Estimated Project Timeframes 5%	5	5	5	0
Tenderers Resources 10%	10	6	3	4.5
References 10%	10	9	10	10
TOTAL	91	76.5	70	70

The detailed assessment will be provided to Councillors separately as it contains commercially confident information.

Copies of the tender submissions are available for Councillors perusal upon request, and are not provided as attachments as they contain commercially confidential information.

Based on the assessment of the submissions, the preferred tenderer is Hansen Pty Ltd T/A Forpark Australia, with a total fixed sum value of \$495,039.71 including gst.

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

Local Roads and Community Infrastructure funding allocation in the 2022/2023 Annual Budget.

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Possibility of poor value for money	Moderate (9)	Tendering process ensure the Shire is testing the open market to ensure the best value for money supplier.
Service Interruption	Nil	Nil	Nil
Compliance	Non-compliance with purchasing legislation and Policy	Moderate (9)	Call for tenders as per requirements of Policy and Legislation.
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

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

Officer Recommendation and Council Decision

271/2022

Moved Cr Cobden/Seconded Cr Granich

That Council note the submissions received for the Yilgarn Satellite Townsite Playground/Open Space Upgrades project, and endorse the award of tender to Hansen Pty Ltd T/A Forpark Australia, with a fixed sum tendered price of \$495,039.71.

CARRIED(6/0)

9.2 Reporting Officer– Executive Manager Corporate Services

9.2.1 Financial Reports

File Reference	8.2.3.2
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Author	Ben Forbes-Finance Manager
Attachments	Financial Reports

Purpose of Report

To consider the Financial Reports

Background

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

The following reports are attached and have been prepared as at the 31 October 2022

- Rates Receipt Statement
- Statement of Investments
- Monthly Statement of Financial Activity

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

Comment

Nil

Statutory Environment

Local Government (Financial Management) Regulations 1996

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

(1A) In this regulation —

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

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

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

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

Strategic Implications

Nil

Policy Implications

Nil

Financial Implications

Nil

Risk Implications

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

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

Officer Recommendation and Council Decision

272/2022

Moved Cr Close/Seconded Cr Cobden

That Council endorse the various Financial Reports as presented for the period ending 31 October 2022.

CARRIED (6/0)

9.2 Reporting Officer– Executive Manager Corporate Services

9.2.2 Accounts for Payment

File Reference	8.2.1.2
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Author	Wes Furney-Finance Officer
Attachments	Accounts for Payment

Purpose of Report

To consider the Accounts Paid under delegated authority.

Background

- Municipal Fund – Cheques 41170 to 41179 totalling \$7101.00
- Municipal Fund - EFT 13217 to 13309 totalling \$583,038.96
- Municipal Fund – Cheques 2029 to 2047 totalling \$327,497.31
- Municipal Fund Direct Debit Numbers:
 - 17282.1 to 17282.12 totalling \$23,218.13
 - 17339.1 to 17339.12 totalling \$22,407.28
- Trust Fund - Cheques 402667 to 402670 totalling \$1,375.57

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)

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Officer Recommendation and Council Decision

273/2022

Moved Cr Close/Seconded Cr Rose

- *Municipal Fund – Cheques 41170 to 41179 totalling \$7101.00*
- *Municipal Fund - EFT 13217 to 13309 totalling \$583,038.96*
- *Municipal Fund – Cheques 2029 to 2047 totalling \$327,497.31*
- *Municipal Fund Direct Debit Numbers:*
 - *17282.1 to 17282.12 totalling \$23,218.13*
 - *17339.1 to 17339.12 totalling \$22,407.28*
- *Trust Fund - Cheques 402667 to 402670 totalling \$1,375.57*

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

CARRIED (6/0)

9.2 Reporting Officer– Executive Manager Corporate Services

9.2.3 Record Keeping Plan Review

File Reference	1.4.5.6
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Author	Cameron Watson – Exec Manager Corporate Services
Attachments	Record Keeping Plan 2022 Record Keeping Plan Evaluation Checklist

Purpose of Report

This report presents Council with the reviewed and amended Recordkeeping Plan (RKP) for consideration and adoption prior to submission to the State Records Commission via the State Records Office for approval.

Background

The current Recordkeeping Plan was not presented to Council for endorsement and approved by the State Records Office in January 2015.

Due to the recent COVID-19 pandemic, approval has been given by the State Records Office to extend the 5-year review requirements

Comment

The State Records Act 2000 states that Recordkeeping Plans are to be reviewed at least once every five years. Government organisations are required to review their RKPs and submit a report of the review to the State Records Commission, via the State Records Office, prior to the expiration of the 5-year period.

The purpose of the review is to enable government organisations to comply with Section 28 of the Act and to ensure that their recordkeeping systems are continually evaluated and improved in order to meet compliance requirements and continuing business needs.

Statutory Environment

State Records Act 2000

Division 4 — Reviews of and periodic reports about plans

28. Review of plans

- (1) A government organization may review its record keeping plan at any time.
- (2) A government organization must review its record keeping plan whenever there is any significant change to the organization's functions.

- (3) The Commission may require a government organization, other than a Schedule 3 organization, to review its record keeping plan.
- (4) The relevant Minister may require a Schedule 3 organization to review its record keeping plan.
- (5) Not more than 5 years is to elapse between the approval of a government organization's record keeping plan and a review of it or between one review and another.
- (6) When a government organization, other than the Commission or a Schedule 3 organization, has reviewed its record keeping plan it must submit a report of the review to the Commission.
- (7) When a Schedule 3 organization has reviewed its record keeping plan it must submit a report of the review to its relevant Minister.

Strategic Implications

Nil

Policy Implications

Council Policy

6.11 – Records Management

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 the State Records Act 2000.	High (12)	Ensure Councils Recordkeeping Plan is reviewed in a timely manner.
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

274/2022

Moved Cr Nolan/Seconded Cr Rose

That Council:

1. *Adopts the Recordkeeping Plan as required by the State Records Act 2000; and*
2. *Submits the amended Recordkeeping Plan to the State Records Commission for approval.*

CARRIED (6/0)

9.2 Reporting Officer– Executive Manager Corporate Services

9.2.4 Write off of Rates – Historical administrative error administrative error

File Reference	A1190 & 8.1.1.6
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Author	Ben Forbes-Finance Manager
Attachments	Nil

Purpose of Report

This report seeks Councils approval for the write off of outstanding rates that exist due to administrative error.

Background

The ratepayer was a pensioner in the past, and availed themselves of their entitlement to defer a portion of their rates. The ratepayer then lost their pensioner status on 5 October 2020 (as advised by Water Corporation on 10 March 2021), whilst they still occupied the property as their primary residence.

In processing the issuance of rates for the 2022 financial year, the ratepayer's deferred balance was incorrectly reclassified as a current debt and referred for collection due to its material amount.

From the below legislative extracts, and due to the ratepayer fulfilling an agreed upon payment plan at the time, the debt shouldn't have been sent for collection.

Councillors should note that additional controls and authorising procedures have been put in place to ensure that this error is not made in the future.

Comment

The outstanding rates that must be considered for assessment A1190 are:

Charge type	Amount
Legal fees	\$1,008.50
Interest	\$349.92
Total	\$1,358.42

Statutory Environment

Local Government Act 1995

6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —

- (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
- (b) waive or grant concessions in relation to any amount of money; or
- (c) write off any amount of money,

which is owed to the local government.

* Absolute majority required.

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

Rates & Charges (Rebates and Deferrals) Act 1992

43. Circumstances where deferment may be allowed

- (1) In relation to any prescribed charge, the administrative authority may, subject to subsections (1a), (1b) and (2), allow payment of a prescribed charge to be deferred where —
- a) the person liable to pay the charge is an eligible pensioner or is registered as an eligible pensioner during a rating year; and
 - b) the conditions to which a rebate of that charge is subject have been met; and
 - c) (c) the land to which the charge related belongs to one person only, unless subsection (3) or subsection (4) applies,

but the administrative authority under section 47 may decline to allow the payment to be deferred.

44. Deferred payment of rates by eligible pensioner

- (2) Prescribed charges, liability for the payment of which is deferred under this Act, become payable and may be recovered by the administrative authority if the person liable for the payment —
- (a) dies, unless section 45(1) applies; or
 - (b) ceases to be a person entitled to the land; or
 - (c) ceases to occupy the land as their ordinary place of residence, unless —
 - i. a person to whom section 31(1) applies continues to reside there; or
 - ii. residence there by that person ceased by reason of ill-health, frailty or other cause not within the control of that person; or
 - iii. residence there by that person ceased upon that person ceasing to live together with a spouse or de facto partner there, but that spouse or de facto partner remains there, and section 45(2) applies;
- or

(d) being a person to whom section 19 applies, is notified in writing that under section 21 the administrative authority has determined that the allowing of deferment can no longer be justified,

whichever happens first.

The recommendation that follows is consistent with the legislative requirements.

Strategic Implications

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

Policy Implications

Council Policy

3.9 - Rates and Charges Recovery Policy (Including Sewerage Charges Financial Hardship Policy)

Financial Implications

Write off of \$1,358.42 in receivables due to administrative error.

The 2022/2023 adopted annual budget has an inclusion of \$40,000 for written off debts.

Officer Recommendation and Council Decision

275/2022

Moved Cr Nolan/Seconded Cr Granich

That Council, pursuant to Section 6.12 (1) (c) of the Local Government Act 1995, approve the write off of legal fees of \$1,008.50 and interest of \$349.92 for assess

CARRIED (6/0)

9.3 Reporting Officer– Executive Manager Infrastructure

9.3.1 Road Design to Upgrade Parker Range and Marvel Loch Forrestania Roads

File Reference	6.1.1.134 & 6.1.1.004
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Author	Glen Brigg- Executive Manager Infrastructure
Attachments	Design and Scope of Works

Purpose of Report

Covalent Lithium Pty Ltd is seeking approval for their road design to upgrade Parkers Range Road and Marvel Loch-Forrestania Road. This decision is for the design element and does not include any road user agreement prior to start of construction.

Background

To support the refinery operations Covalent Lithium is required to transport approximately 435,000 tonnes of lithium hydroxide per annum from the Mt Holland mine site to Kwinana, and residual ore returned to the Mt Holland mine site.

Through a detailed evaluation process conducted in close consultation with the Shire of Yilgarn the route utilising Marvel Loch – Forrestania Road and Parkers Range Road was selected as the preferred route.

Key selection criteria used in the evaluation included the safety of all road users (geometry, number of users, proportion of the route through farmland etc), total distance and the quality of the existing road.

Alternative options, in particular utilising the Southern Cross South Road option, were not selected due in part to:

- a significant amount of additional construction effort required through the King Ingram portion of the works (39km stretch)
- including required solutions to multiple subsurface issues identified through the pipeline installation program;
- the additional construction distance of this route
- several additional give way/stop locations along this route impacting transit timelines, or requiring amendments to traffic right of way
- increased risk associated with higher number of road users and potential traffic interactions as a greater portion of the route is through agricultural land
- ongoing cost of maintaining and using a longer road network; and additional round trip travel time due to the longer transit distance.



Due to the existing condition of the roads, the Shire of Yilgarn engaged Rod Munns (RMECS) to review the route and prepare a report indicating recommended upgrades. These recommendations were used by the Covalent design consultant to develop a concept design.

This proposal outlines the additional measures that Covalent intend to implement which exceeds the original base requirement proposed by RMECS including line markings, reconstruction of the sealed section of Parkers Range Road and sealing the full route to eight metres.

Following a comprehensive review of industry guidelines, discussions with logistics providers, construction contractors, design consultants and the Shire of Yilgarn, Covalent is committed to exceeding the minimum standard and conducting an operation using infrastructure that is safe for all.

It is for this reason that detailed discussions with the Shire executives, Covalent has further increased the carriageway from the 10 metres recommended by industry consultants, to 11 meters and sealing the entire route to 8 metres.

Comment

The Shire of Yilgarn Councillors are responsible for making important decisions about the Shire on behalf of the community. The Shire of Yilgarn is responsible for the maintenance of all sealed and unsealed roads within the shire, which includes approximately 300km of sealed roads and 2360 kilometres of gravel roads which is under its management.

The designated haul road should be designed in conjunction with the trucks using the road to deliver a specific level of performance, operation and long-term maintenance requirements. If not, the critical production asset will become a significant operating liability.

A designated haul route is one of many critical components within the mining production process. Roads in poor condition whether due to lack of maintenance or lack of construction quality, impacts on productivity and the safety road of users.

A good designated haul route design is done with integrated design approach of sizing, construction quality and future maintenance to ensure safety and quality in the field. The design requires an analysis of several components that meet, a set of criteria where the absence or the deficiency of one, can harm others.

Key design considerations are as follows:

- Project objectives
- Transport and community needs
- Road hierarchies based on different speed and functional requirements
- Level of service, project reliability, pavement design life, structural capacity, and level of maintenance and rehabilitation
- Required levels of usage, including traffic volume, traffic loading, future trends and functional road classification
- Planning regulations, use of recycled materials, air, noise, water pollution, erosion and sediment control
- Levels of service required including skid resistance, ride quality, road geometry and visibility in wet and dry conditions
- Required functional and structural performance, pavement type, composition and future maintenance practices
- Land use and zoning areas

Covalent Lithium are seeking final approval from the Shire of Yilgarn to move forward with their design to the tendering stage. Covalent Lithium have provided design drawings and proposed scope of works, these have been workshopped with the Shire of Yilgarn's Executive Manager of Infrastructure and the Shire of Yilgarn's consultants. Any approval will be subject a road maintenance agreement being executed before the start of any construction.

Statutory Environment

The Land Administration Act 1997 Section 55 and Local Government Act 1995 Section 3.53(2) gives the Shire of Yilgarn management responsibility for roads within its boundaries.

Strategic Implications

Strategic Community Plan

Policy Implications

5.2 Heavy Haulage on Local Roads. (This policy is under review).

Financial Implications

There are no immediate financial implications and the Shire of Yilgarn seeks a road user agreement prior to any construction.

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Road will be subject to increased deterioration if not fit for purpose	(12)	Applicant accepts responsibility to carry out all road upgrades, vegetation pruning necessary to qualify the road for the RAV network level required.
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

276/2022

Moved Cr Nolan/Seconded Cr Cobden

That Council, by Simple Majority pursuant to Section 3.53 (2) of the Local Government Act 1995 approves Covalent Lithium's road construction design for the purpose of upgrading of Parker Range and Marvel Loch Forrestania Roads and that council requires a road user agreement prior to any construction.

CARRIED (6/0)

10 APPLICATIONS FOR LEAVE OF ABSENCE

11 MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

13 MEETING CLOSED TO THE PUBLIC-CONFIDENTIAL ITEMS

277/2022

Moved Cr Cobden/Seconded Cr Granich

That the meeting be closed to the public in accordance with section 5.23 (2) (b) of the Local Government Act 1995

CARRIED (6/0)

Kaye Crafter, Jackie Drzymulski and James McGovern left the room at 5.30pm

CONFIDENTIAL

13 Officers Report – Chief Executive Officer

13.1 Premier’s Australia Day Active Citizenship Awards 2023

File Reference	1.3.6.2
Disclosure of Interest	None
Voting Requirements	Simple Majority
Author	Nic Warren- Chief Executive Officer
Attachments	CONFIDENTIAL

Purpose of Report

To consider Premier’s Australia Day Active Citizenship Award nominations.

Background

Nominations for the following categories in the Premier’s Australia Day Active Citizenship Awards closed on Monday, 7 November 2023:

- a) Premier’s Australia Day Active Citizenship Award
- b) Premier’s Australia Day Active Citizenship Award for a person under 25 years
- c) Premier’s Australia Day Active Citizenship Award for a community group or event

Comment

Copies of the confidential nominations have been provided to Councillors for their

consideration and to choose a worthy recipient/s, which will allow staff to request the Australia Day Council to prepare the certificate/s prior to the presentation on Thursday, 26 January 2023.

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	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)

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

Officer Recommendation

That Council considers the nomination/s received for the Premier's Australia Day Awards.

Council Decision

278/2022

Moved Cr Close/Seconded Cr Nolan

That Council accepts the nomination/s

CARRIED (6/0)

279/2022

Moved Cr Close/Seconded Cr Nolan

That the meeting be reopened to the public

CARRIED (6/0)

Kaye Crafter, Jackie Drzymulski and James McGovern rejoined the meeting at 5.33pm

14 CLOSURE

Cr Wayne Della Bosca thanked all visitors for attention the Ordinary Meeting of Council.

As there was no further business to discuss, the Shire President declared the meeting closed at 5.35pm

I, Wayne Della Bosca confirm the above Minutes of the Meeting held on Thursday, 17 November 2022, are confirmed on Thursday, 15 December 2022 as a true and correct record of the November 2022 Ordinary Meeting of Council.

Cr Wayne Della Bosca
SHIRE PRESIDENT

MINUTES

SHIRE OF YILGARN TOURISM ADVISORY COMMITTEE MEETING WEDNESDAY, 9th November 2022

These are the minutes for the Shire of Yilgarn Tourism Advisory Committee Meeting, held on Wednesday, 9th November 2022 in the Shire of Yilgarn Council Chambers, of which commenced at 6.00pm.

1. ATTENDANCE

Council Representatives

Cr J Cobden – Chair, Council Representative,
Cr L Rose – Council Representative

Committee Members

K Crafter,
O Truran
L Sheehan

Public Members

Alison Carnicelli, Anthony Carnicelli

Shire Representatives – Non-Voting

N Warren - CEO,
Glen Brigg – EMI,
Kim Chrisp – AMO,

Apologies

M Tabner – Committee Member
G Kenward,
S Carnicelli,
J Karra

2. CONFIRMATION OF PREVIOUS MINUTES

*Moved O Truran, Seconded K Crafter
That the Minutes of the Tourism Advisory Committee workshop
held on Wednesday, 6th July 2022 be confirmed.*

Carried 5/0

3. BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Actions from Previous Meetings

Nil

MINUTES

SHIRE OF YILGARN TOURISM ADVISORY COMMITTEE MEETING WEDNESDAY, 9th November 2022

4. GENERAL BUSINESS

4.1 Voting Delegates

As per the email from the CEO to the Tourism Advisory Committee members and attendees, dated the 6/10/2022, due to a number of meetings which did not meet quorum, nominations were sought for those wanting to be voting delegates.

It is important to note, non-voting delegates may still attend meetings and be involved in discussions, they are just not permitted to vote.

Cr Cobden and Cr Rose are automatically voting delegates given their positions on Council, and nominations were received from the following persons:

- Kaye Crafter
- Liz Sheehan
- Onida Truran
- Malcolm Tabner.

At the October Council meeting, Council endorsed the above as voting delegates. As such, with a voting committee of 6, the quorum now is 4, which should mean the majority of meetings meet the quorum requirements, and recommendations to Council can be considered.

The information was noted by the committee

4.2 Public Notice Board and Bins

As raised at the previous meeting, K Chrisp has sought pricing for a gabled information shelter and 6 bin surrounds.

The price for 1 gabled shelter and 6 bin surrounds (excluding installation) is \$38,505.50.

There is currently no budget for these items, however there is money in the Tourism Reserve.

It was discussed that the information board is still very valid, and the bins could be utilised to advertise some of the Shire's natural and built features, with each bin cover including a map of the feature, a brief description and some photos.

Ideas for the covers included:

- Granite Discovery Trail South
- Granite Discovery Trail North (including Bullfinch);



MINUTES

SHIRE OF YILGARN TOURISM ADVISORY COMMITTEE MEETING WEDNESDAY, 9th November 2022

- Lake Koorkadine;
- Karalee Rock and Yellowdine Dam;
- Moorine Rocks and Bodallin AA Dam.
- Mt Palmer (including Marvel Loch).

It is suggested \$3,500 for installation costs would also be required.

The following motion was moved:

Moved O. Truran, Seconded K. Crafter

That the Yilgarn Tourism Advisory Committee request the Shire of Yilgarn Council to utilise \$42,005.50 from the Tourism Reserve, to fund the purchase and installation of one gabled public information board and six bin covers, to be utilised along Antares Street, for the purpose of providing tourists with information relating to events and attractions throughout the district.

Carried 5/0

The matter will be tabled with the Shire of Yilgarn Council for their consideration.

4.3 Public Walk-Trail

A townsite walk trail within Southern Cross has been raised and discussed numerous times by the committee.

At the Local Government Professionals conference held last week, the CEO met with Market Creations to discuss a proposal for the development of an interactive walk-trail within Southern Cross. MC have provided a quote for similar works previously, but included a lot of additional services that were not required.

The CEO has provided a clear scope of what is required and is currently awaiting a quote, of which will be brought back to the committee for discussion.

The information was noted by the committee with the CEO to continue to liaise with Market Creations regarding a quote.

4.4 Pioneer Memorial

The Shire has received a few nominations for Pioneers. These will be placed in an excel spreadsheet and circulated to members for assessment.

MINUTES

SHIRE OF YILGARN TOURISM ADVISORY COMMITTEE MEETING WEDNESDAY, 9th November 2022

At Council, Councillors raised concerns around the cut off for eligibility being 1930, stating a number of farming pioneers settled after this date.

It was discussed that the cut-off for farming be increased to 1950, to permit some of the post-war pioneers to be included.

It was also discussed that to be able to get some momentum with this project, a workshop is most likely required, and as such the next meeting is to be held as a workshop to commence going through some of the information already compiled.

5. MATTERS RAISED BY COMMITTEE MEMBERS

5.1. G Brigg

- Advised he was working on some design concepts for Pioneer Memorial;
- Advised the Christmas tree for Rotary Park was built and being delivered.

5.2. O Truran

- Sought clarification as to whether Frog Rock was shown in the right location in the Central Wheatbelt guide map, CEO and EMI advised it looked like it was, but would double check.
- Queried why the banners along Antares Street were still showing Anzac day themes, CEO advised that due to Work Health and Safety issues and the elevated work platform being out of service, the Shire was unable to change over, however, staff have now been trained and a new EWP purchased, and as such, the banners will be changed shortly.
- Asked that whilst the King Ingham Rd is closed, the Vultee crash site be updated on the website to advise as such.

5.3. L Sheehan

- Asked if local businesses could advertise on the Antares Street banners. CEO advised that without a policy and fees and charges, it would not currently be possible;
- Sought to better advertise the free pool and free wifi along the highway;
- Queried whether an information session for local businesses could be arranged, such that they could speak with locals with local knowledge of the Yilgarn natural and built attractions, allowing them to then pass that knowledge on to patrons who visit their premises. Advised Feb or March would be a good time.



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SHIRE OF YILGARN TOURISM ADVISORY COMMITTEE MEETING WEDNESDAY, 9th November 2022

5.4. Alison Carnicelli

- Raised if any further work had been undertaken on the mural. CEO advised that due to a number of projects on the go, it would be beneficial to focus and complete current projects before commencing a new one.

5.5. Kaye Crafter

- Sought that with any works being undertaken in the main street, that the school children's mural is not removed.

6. NEXT MEETING

The next meeting is due to be held on the 14 December 2022, and will be held as a workshop for the Pioneer Memorial inclusions.

7. MEETING CLOSURE

The Chair closed the meeting at 7:03pm.

Intractable Waste Disposal Facility (IWDF), Mount Walton East Community Liaison Committee (CLC) Meeting Minutes

Final Rev 1

Chairperson:	Eleanor Hopkins	Date & Time:	30 June 2022 10.10 am – 11.40 am
Meeting:	IWDF, Mount Walton East Community Liaison Committee Meeting	Venue:	Coolgardie Community Recreation Centre, Sylvester St, Coolgardie
		Meeting No.	2021/22 Meeting 3

Attendees:		
Eleanor Hopkins	(EH)	IWDF Project Director, Department of Finance (Chairperson)
Leanne Morton	(LM)	IWDF FMC Project Manager
Jan McLeod	(JMcl)	Coolgardie Community Representative
David Williams	(DW)	Community Representative – Western Australian community outside the Shires of Coolgardie, Menzies and Yilgarn
Tracey Rathbone	(TR)	Deputy President, Shire of Coolgardie
Phil Nolan	(PN)	Councillor, Shire of Yilgarn
Bryan Close	(BC)	Deputy President, Shire of Yilgarn
Shane Chambers	(SC)	Executive Manager Regulatory Services, Shire of Yilgarn

Apologies		
Sze-Wan Ng	(SN)	IWDF Contract Manager, Department of Finance
Mark Shepherd	(MJS)	IWDF FMC Project Director / Operations Manager
Suzie Williams	(SW)	Coolgardie Community Representative
Lynn Webb	(LW)	Community Representative – Western Australian community outside the Shires of Coolgardie, Menzies and Yilgarn
Mal Cullen	(MC)	President, Shire of Coolgardie (see comment by TR at Section 2.0)
James Trail	(JT)	CEO, Shire of Coolgardie
Nic Warren	(NW)	CEO, Shire of Yilgarn
Brian Joiner	(BJ)	CEO, Shire of Menzies
Abnesh Chetty	(AC)	Environmental Officer – Licensing, Department of Water and Environmental Regulation

Observers
None

Meeting Agenda		
Item		Action / When
1.0	<p>Open the Meeting and Welcome</p> <p>EH declared the meeting open at 10.10 am.</p> <p>EH acknowledged the Traditional Owners of the land on which the meeting was held and paid her respects to Elders past, present and emerging.</p> <p>EH introduced herself and welcomed all committee members and advised there was no observers.</p>	
2.0	<p>Apologies</p> <p>Apologies were noted and are documented at the beginning of these minutes.</p> <p>TR clarified, for the CLC, that Councillor Mal Cullen is no longer the delegated Shire of Coolgardie elected member representative on the CLC. The Shire of Coolgardie elected member representatives on the CLC are TR and Councillor John Williams. John Williams has now resigned from Council and the Shire of Coolgardie is yet to nominate a replacement representative on the CLC. TR understood that John Williams has indicated that he would submit an EOI to become a community member of the CLC.</p>	
3.0	<p>Introductions</p> <p>Each member present introduced themselves, providing their name and the type of membership they are representing on the CLC (documented at the beginning of these minutes).</p>	
4.0	<p>Previous Minutes</p> <p>EH stated that the draft minutes for the previous meeting, held on 10 February 2022, were distributed on 18 February 2022, within the two-week timeframe in accordance with the CLC Terms of Reference and Operational Guidelines (CLC ToR).</p> <p>EH noted that minor amendments had been made to the June 2021, October 2021 and February 2022 meeting minutes and the updated versions distributed to the CLC prior to the meeting. EH asked if there were any further amendments.</p> <p>No further amendments were requested by the CLC therefore EH requested that the CLC endorse the minutes for June 2021, October 2021, and February 2022.</p> <p>EH moved to accept the February 2022 minutes. TR and DW seconded.</p> <p>EH moved to accept the October 2021 minutes. JMcL seconded.</p> <p>EH moved to accept the June 2021 minutes. JMcL seconded.</p>	

5.0	<p>Business Arising from Previous Minutes</p> <p>5.1 Confirm proponent’s commitment to providing information about modification to the Road Use Agreement with Tellus Holdings</p> <p>At the CLC meeting held on 10 June 2021, under item 9.3, JMcL asked if, under the new contract manager, the proponent would continue to provide information about modifications to the road use agreement with Tellus.</p> <p>At the CLC meeting held on 14 October 2021, EH advised that no modifications had been made to the road use agreement with Tellus Holdings.</p> <p>JMcL requested out of session that Finance, as the proponent, provide explicit confirmation of their commitment to provide information about modification to the road use agreement with Tellus at this meeting.</p> <p>EH confirmed the proponent’s commitment to do so subject to the information not being commercial in confidence and advised that no modifications have been made to the road use agreement with Tellus to date.</p> <p>TR commented that this issue has been discussed previously and requested that all discussions about the road use agreement be limited to issues that may impact the operation of the IWDF.</p> <p>JMcL did not agree as she felt that all aspects of the road use agreement were relevant to the operation of the IWDF.</p> <p>JMcL also commented that her request that the proponent provide explicit confirmation of their commitment to provide information about modification to the road use agreement was not just pertaining to the Tellus Holdings agreement but to all IWDF Access Road road use agreements.</p> <p>TR moved that relevant actions with respect to the road user agreement be limited to issues that may impact operation of the IWDF.</p> <p>LM commented that it was her understanding that this action was not necessary as it had been previously agreed that only the changes made to road use agreements that may impact the operation of the IWDF would be reported at CLC meetings. Aspects of the agreements that did not impact the IWDF were not to be reported to the CLC.</p> <p>LM also commented that the FMC undertakes a six-monthly road inspection of the Access Road and provides a report to the proponent. This report is independent of any reports provided by the holders of road use agreements.</p> <p>EH reported that daily updates about the status and condition of the Access Road are provided to the proponent by Tellus Holdings as required.</p> <p>JMcL requested that the FMC road inspection reports continue to be reported to the CLC at the meetings.</p> <p>5.2 Endorsement of Expression of Interest form – Revision 19</p> <p>At the CLC meeting held on 10 February 2022, under item 9.1, the CLC agreed to include the following wording in the Expression of Interest (EOI) form.</p> <p style="text-align: center;"><i>“Please note that this EOI will be distributed to all members of the CLC for evaluation purposes and that by submitting this form you provide consent for its distribution.”</i></p>	
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	<p>Revision 19 of the CLC Terms of Reference and Operational Guidelines which included the updated EOI form was distributed to the CLC on 18 February 2022 and again on 20 May 2022.</p> <p>LM moved to accept Revision 19 of the CLC Terms of Reference and Operational Guidelines. TR seconded.</p>	
6.0	<p>Management of the IWDF</p> <p>6.1 IWDF Safety Assessment and Safety Case</p> <p>LM reported that there were currently three separate deliverables in production:</p> <ul style="list-style-type: none"> • Post-Closure Safety Assessment (PCSA) based on agreed postulated external accident events during the Institutional Control Period (ICP) and agreed future limits on radioactive inventories for disposal (based on database records). • Operations Safety Assessment (OSA) based on previous draft OSA and incorporating requirements of RPSC-3 Disposal Code and ARPANSA recommendations (this part applies to PCSA too). • Facility Safety Case (FSC) which will refer to OSA, PCSA, supporting deterministic and probabilistic assessments and historical safety assessments for siting, design, and construction of the IWDF. <p>JMcL asked if the CLC could be provided with the draft documents for review.</p> <p>LM responded that at this time the documents are not at the review stage, but it is anticipated that draft documents would be available for review at the next CLC meeting.</p> <p>6.2 2020 – 2021 Performance and Compliance Report (PCR)</p> <p>LM reported that the draft 2020 - 2021 PCR is now complete. The PCR, as a PDF, is too large to email but if committee members would like a copy a request can be made to SN who will provide a link to a location where this PCR may be downloaded.</p> <p>EH asked if the PDF of the 2020 - 2021 PCR would be electronically available via the State Library given that a copy would be provided to the State Library under the requirements of the <i>Legal Deposit Act 2012</i>.</p> <p>LM responded that a copy would be available eventually, but it may take the State Library several months to catalogue the document as they have a significant cataloguing backlog.</p> <p>JMcL requested a hardcopy of the 2020 -2021 PCR.</p> <p>EH asked that JMcL contact SN who will organise a hardcopy to be provided to JMcL.</p> <p>TR suggested that hardcopies of the 2020 – 2021 PCR be placed in the Shire of Coolgardie Resource Centres for viewing by the community.</p> <p>LM commented that historically hardcopies of the PCRs had been provided to the Shire Coolgardie libraries and the State Library, but the practice had stopped after</p>	

<p>2008 as there were no disposals at the IWDF and the Shire of Coolgardie changed its library structure.</p> <p>It was agreed that three hardcopies of the 2020 – 2021 PCR would be provided to the Shire of Coolgardie for placement in their Resource Centres.</p> <p>LM asked if it was possible for the PCR to be added to the documents (Handbook and brochure) currently on the IWDF webpage on WA.gov.au.</p> <p>EH stated that this option would be investigated.</p> <p>6.3 2021 – 2022 PCR (draft)</p> <p>LM reported that the draft 2021 – 2022 PCR is 50% complete and will be completed as soon as the compliance auditing is finalised.</p> <p>LM reported that the draft PCR would be available for review by the next CLC meeting scheduled to be held in October 2022.</p> <p>6.4 Management Review Meeting</p> <p>LM reported that the 16th MRM was held on 2 June 2022. Minutes were emailed to the CLC on 23 June 2022. A hardcopy has been provided to JMCL prior to the start of this meeting.</p> <p>TR asked for some background regarding the fee waiver as reported in Section 3.3 of the MRM minutes.</p> <p>LM stated that when Cabinet decided to transfer responsibility for the IWDF from Waste Management (WA), a body corporate of the then Department of Environmental Protection, to the Department of Housing and Works, the then Department of Environmental Protection agreed that the annual environmental licence fee would be waived. This change occurred around 2005, but as considerable time has elapsed and there have been significant changes to how the current Department of Water and Environmental Regulation (DWER) operates DWER are now seeking to revisit this agreement.</p> <p>TR asked for explanation regarding the content of the public available spreadsheet as discussed in Section 3.5.</p> <p>LM responded that although the requirement for the public spreadsheet is detailed in Ministerial Statement 562 input has been sought from the Radiological Council (WA) (RCWA), and the Australian Safeguards and Non-Proliferation Office (ASNO), located within the Federal Foreign Affairs and Trade portfolio, with respect to the content to be included in the Public Spreadsheet. The reason for this is that given the security issues of today's world the proponent wanted to ensure that all relevant regulators were comfortable with the information to be provided publicly. It should be noted that the discussion only pertains to the information about radioactive waste as there are no restrictions for what is made publicly available for the chemical waste.</p> <p>LM stated that there was minor conflict between regulators (RCWA and ASNO) regarding the type of information to be made publicly available. For example,</p>	<p>Action: SN to provide three hardcopies of the 2020 – 2021 PCR to the Shire of Coolgardie.</p> <p>Action: SN to investigate the option of putting the PCR on the IWDF webpage.</p>
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RCWA would prefer that the location of the radioactive waste in the disposal cell and the depth to the waste were not included in the Public Spreadsheet, but ASNO had previously stated that they were comfortable with this information being included.

JMcL pointed out that this information is already publicly available in the disposal close out reports.

TR commented that she found the Governance Structure figure included in Section 4.3 to be extremely useful.

TR requested more information regarding the outstanding action for Action Plan 11 as reported in Section 5.1 of the MRM minutes.

EH responded that the new environmental licence had not yet been received from the DWER but it was expected soon as the expiry date extension to the current licence expires mid-August. If the new licence is not received by mid-August it is anticipated the DWER will again extend the expiry date given the delay is the responsibility of the DWER.

There was discussion regarding the frequency of CLC meetings. TR asked if there would be a submission to the EPA to formally change the requirement on Ministerial Statement 562.

EH responded that a submission to EPA Services within DWER to change the frequency of meetings would be required and this was currently being worked on. JMcL asked whether any other changes to the Ministerial Statement would be sought.

EH responded that other administrative matters would also be requested to be updated including changing the requirement for items stipulated in the Ministerial Statement to be referred to the Environmental Protection Authority. Such items can now be referred to the CEO of the Department of Water and Environmental Regulation (DWER) given the conflict that existed between a previous proponent (Waste Management WA) and DWER no longer exists.

LM commented that the transport requirements included in the Ministerial Statement would also be requested to be updated or removed. The transport requirements were included in the Statement prior to the release of the transport of the dangerous good legislation but oversight of transport by the EPA is no longer required.

6.5 Results of internal compliance audit

	Instrument	Status
6.5.1	Ministerial Statement 562	One noncompliance PC 8 CLC meetings
6.5.2	Department of Finance - Environmental Licence (DWER)	No noncompliances

	6.5.3	Department of Finance - Radiological Council Registration (RCWA)	No noncompliances																
	6.5.4	Department of Finance - Department of Foreign Affairs and Trade, The Australian Safeguards and Non-Proliferation Office (ASNO) Permit	No noncompliances																
	6.5.5	Department of Finance, - EHSQMS	One noncompliance MP-08 4.8.4 CLC meetings																
	6.5.6	IWDF (FMC) – EHSQMS	Auditing not yet completed but no noncompliances to date.																
	6.5.7	Department of Finance – Management Plans	One noncompliance MP 10 CLC meetings																
7.0	<p>CLC Terms of Reference and Operational Guidelines</p> <p>7.1 Management of electronic recording of CLC meetings</p> <p>The CLC meeting held on 10 February 2022 was recorded on Microsoft Teams. Finance advised it is internal policy to delete such recordings one week after the meeting date.</p> <p>EH further reported that only meetings completely held using Microsoft Teams would be recorded. Meetings where most of the CLC members were face to face would not be recorded.</p>																		
8.0	<p>Waste Disposals</p> <p>8.1 Waste Enquiries</p> <p>The status of waste enquiries and applications is provided below.</p> <table border="1"> <thead> <tr> <th>Stage of progress</th> <th>Radioactive</th> <th>Chemical</th> </tr> </thead> <tbody> <tr> <td>Approved applications</td> <td>21 (partial)</td> <td>0</td> </tr> <tr> <td>Applications under assessment</td> <td>0</td> <td>0</td> </tr> <tr> <td>Applications awaiting assessment</td> <td>0</td> <td>0</td> </tr> <tr> <td>Waste enquiries in progress</td> <td>0</td> <td>1</td> </tr> </tbody> </table> <p><i>Partial – some radioactive wastes declared for disposal will require further justification and resubmission to RCWA.</i></p> <p>8.2 Waste Acceptance Applications</p> <p>No new waste acceptance applications have been received by the FMC since the last meeting, but two waste owners have resubmitted the Radioactive Waste Acceptance Proforma (WAP) at Rev 18, in line with recommendations received from RCWA.</p>			Stage of progress	Radioactive	Chemical	Approved applications	21 (partial)	0	Applications under assessment	0	0	Applications awaiting assessment	0	0	Waste enquiries in progress	0	1	
Stage of progress	Radioactive	Chemical																	
Approved applications	21 (partial)	0																	
Applications under assessment	0	0																	
Applications awaiting assessment	0	0																	
Waste enquiries in progress	0	1																	
9.0	<p>General Business</p> <p>9.1 Proposal to move Expressions of Interest agenda item to beginning of CLC meeting order of business</p>																		

JMcL requested that future EOIs be addressed by the CLC at the beginning of CLC meetings so that persons who are appointed as members can participate in the remainder of the meeting.

EH asked whether anyone had any objections to this request, and it was agreed by those present that EOIs could be addressed after Introductions.

9.2 Notice of change of proponent on Ministerial Statement 562

On 13 October 2021, Finance submitted a *Form to change nominated proponent under Section 38(6a) of the Environmental Protection Act 1986* to change the proponent of Ministerial Statement 562 from Department of Finance, Building Management and Works to the Minister for Works C/- Department of Finance.

The change was requested as the Minister for Works is the relevant body corporate with the statutory authority, as an agent of the Crown in right of the State, to carry out the functions relevant to this licence.

The Department of Finance is the Government agency responsible for assisting the Minister for Works in the administration of the Public Works Act 1902 (WA).

On 21 January 2022, the Department of Water and Environmental Regulation (DWER) issued a *Notice of Revocation of a Proponent and Notice of Nomination as Proponent*, under Section 38I of the *Environmental Protection Act 1986*.

The Notice:

- (a) revoked the nomination of 'Department of Finance, Building Management and Works as the person responsible for the Proposal; and
- (b) nominated the 'Minister for Works C/- Department of Finance' as the person responsible for the Proposal.

The Notice was also sent to:

- The Environmental Protection Authority (EPA);
- Director General, DWER;
- Chief Dangerous Goods Officer, Department of Mines, Industry Regulation and Safety; and
- Secretary, Radiation Council.

TR asked who is the current Minister for Works?

EH responded that the responsibilities of the Minister for Works are delegated to the Minister for Finance. The current Minister for Finance is Dr Tony Buti.

9.3 Updated IWDF handbook

LM reported that the IWDF Handbook was updated in May 2022 to include the new proponent in Section 2. The updated version (Version 17) will be uploaded to the website as soon as a review of the document is complete.

JMcL requested that she be provided with a hardcopy of the handbook as soon as it was available.

DW asked how he can obtain hardcopies of the Handbook

EH asked DW to contact SN to request hardcopies of the Handbook.

	<p>9.4 CLC Visit to the IWDF</p> <p>The representatives from Yilgarn requested an update on when the CLC visit to the IWDF might be scheduled. They stated that they were very keen to visit the IWDF.</p> <p>EH asked whether other members would be interested in a site visit and all members present (six in total, including the Shire of Yilgarn) confirmed they would like a visit to the site. EH responded that she would consult with her management and report back to the CLC at the next meeting.</p> <p>TR, with reference to Section 12 of the MRM minutes, asked that if there was to be a site visit to the IWDF was there an induction for visitors.</p> <p>LM responded that there was an abridged IWDF Site Induction in place for accompanied visitors to the IWDF. If the CLC were to visit the IWDF they would receive the induction on arrival.</p> <p>9.5 Scheduling of 2022/23 CLC meetings</p> <p>EH proposed that the following dates be fixed for the next three CLC meetings:</p> <ul style="list-style-type: none"> • 20 October 2022 • 16 February 2023 • 22 June 2023 <p>EH commented that although the next three meetings were to be scheduled there would be some flexibility especially for the 2023 meetings as it was acknowledged that it is difficult to fix meeting dates twelve months in advance.</p> <p>JMcL thanked the proponent for holding a face-to-face meeting for this meeting. She commented that the last Teams meeting was extremely difficult for her as she could not hear unless she could see the persons face and therefore could not hear the discussions during the last meeting.</p> <p>9.6 Endorsement of Meeting Minutes</p> <p>JMcL requested that the proponent confirm that the endorsement of minutes would only occur at the next meeting and not online or via email.</p> <p>EH confirmed that the CLC would not be asked to endorse minutes outside CLC meetings and endorsement of minutes would only occur at a meeting of the CLC. TR commented that she is not concerned by minor typographical errors and is often frustrated by the amount of time taken to discuss these during meetings.</p> <p>TR suggested that an actions register may assist with the management of action items and reduce the need to amend CLC minutes. It was agreed the last 12 months was likely unique in the number of times minutes were required to be amended and the need for an actions register would be revisited later if required.</p>	
10.0	<p>Close / Scheduling of Next Meeting</p> <p>10.1 The next meeting is scheduled for 20 October 2022.</p> <p>EH closed the meeting at 11.40 am.</p>	



MINUTES OF CENTRAL EAST ACCOMMODATION & CARE ALLIANCE INC MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY, 9 NOVEMBER 2022 AT THE KELLERBERRIN RECREATION & LEISURE CENTRE, LOT 260 CONNELLY STREET, KELLERBERRIN

1. WELCOME & INTRODUCTION

The Chairperson opened the meeting at 10.08am.

2. MEETING MATTERS

2.1 Record of Attendance and Apologies

Attendance

Terry Waldron - Chairperson, Richard Marshall – CEACA Executive Officer (EO), Jo Trachy – CEACA Operations Manager (OM), Stephen Strange - Shire of Bruce Rock, Darren Mollenoyux - Shire of Bruce Rock, Rodney Forsyth - Shire of Kellerberrin, Raymond Griffiths – Shire of Kellerberrin, John Nuttall – Shire of Mt Marshall, Tony Sachse – Shire of Mt Marshall, Gary Shadbolt - Shire of Mukinbudin, Bill Price – Shire of Westonia, Louis Geier – Shire of Westonia, Mischa Stratford - Shire of Wyalkatchem, Quentin Davies - Shire of Wyalkatchem, Nic Warren - Shire of Yilgarn, Wayne Della-Bosca – Shire of Yilgarn

Apologies

Lisa Clack – Shire of Merredin, Mark McKenzie – Shire of Merredin, Dirk Sellenger – Shire of Mukinbudin, Peter Klein – Shire of Wyalkatchem

2.2 Declaration of Quorum

The Chairperson advised that the quorum for the meeting was met.

2.3 Conflicts of Interest

There were no declarations of conflicts of interest.

2.4 Minutes of the Management Committee Meeting – 17 October 2022

RESOLUTION

It was resolved that the Minutes of the Management Committee meeting held on the 17 October 2022 be accepted as a true and accurate record of proceedings with one correction. Bill Price from the Shire of Westonia was incorrectly noted as being an apology.

CARRIED

2.5 Minutes of the Management Committee Meeting – 31 August 2022

RESOLUTION

It was resolved that the Minutes of the Management Committee meeting held on the 31 August 2022 be accepted as a true and accurate record of proceedings.

CARRIED

2.6 Matters Arising / Action Items

The CEACA Action Items list was distributed to the attendees prior to the meeting. The EO summarised the points and there were no questions or comments.

3. MATTERS FOR DECISION

3.1 Appointment of CEACA Chairperson

The Chairperson, Terry Waldron, left the meeting.

The Deputy Chairperson, Gary Shadbolt, asked for nominations for the role of Chairperson for the 2022/23 year. Stephen Strange nominated Terry Waldron and this was seconded by Raymond Griffiths.

RESOLUTION

It was agreed by the Management Committee to accept the nomination put forward by Stephen Strange and Raymond Griffiths and to elect Terry Waldron as the CEACA Independent Chairperson until the 2023 Annual General Meeting.

CARRIED

3.2 Executive Committee Members Appointment (Deferred to after AGM)

This item was deferred until after the AGM. The Minutes and Resolution from that meeting follow the Management Committee meeting minutes.

3.3 CEACA Membership Terms (EO Report – Annexure C)

The EO summarised the information contained in Annexure C of the EO Report and explained the options. The Management Committee discussed these options in detail and resolved as follows:

RESOLUTION

It was resolved by the Management Committee that CEACA agree to receive associate Members on the following conditions:

1. Membership term will be a minimum of 3 years.
2. \$5k associate membership fee per year.
3. Land tenure for any ILU's constructed to be donated to CEACA.
4. Any units constructed through the program will be exempt from Shire rates.
5. Consideration be given for cash contribution per unit depending on State Government requirements.
6. Should the ILU project be funded the Associate Members receiving units are to transfer to full Member of CEACA at the time of funding confirmed unless the Associate Member elects to transfer earlier.

CARRIED

ACTION ITEM

A draft Letter of Intent will be prepared and shared with potential new members.

It was also agreed that in order to provide more certainty to CEACA, existing Members will commit to a three (3) year term from 1st July 2023, based on annual membership fee of \$15,000 per annum, with a penalty payable if a Shire resigned, such that there is no financial incentive for a shire to resign with three (3) years.

Process:

1. A document formalising the above conditions will be prepared at the CEACA Management Committee meeting to be held in February 2023 and passed at the May 2023 meeting.
2. When the draft document is complete, it will be sent to Member Shires for their input and agreement.
3. Consider the change of constitution at the May 2023 meeting.

ACTION ITEMS

1. All Members to check the number of ILU listed under "Aged and Social" in Annexure D and ensure the figures for their shire are accurate. Consideration to be given to providing options for aged care workers as part of the application for funding for additional ILU.
2. Option for workers accommodation is not included at this stage and will be considered as part of a separate project.
3. When the new Minister for Regional Development is appointed, they will be invited to view the CEACA project and see first-hand the benefit that the project is delivering to the regional community.
4. Workshop to be held in February 2023 to discuss CEACA's future Vision and Strategic Planning.

4. MATTERS FOR DISCUSSION

4.1 Additional ILU and/or Workers Accommodation Update (EO Report Annexure D)

This item was discussed as part of Item 3.3.

4.2 Property Management – Agent Review Update

The EO to give an update as part of his Report in Item 4.3.

4.3 Executive Officer Report

The EO provided a summary of his report and made the following additional comments:

- A meeting was held between CEACA, WEROC and NEWROC to discuss workers accommodation. WEROC and NEWROC believe that CEACA would be well positioned to assist with future applications. It was agreed to keep dialogue open, as there is potential for expansion for CEACA.
- Updated in Income & Expenditure account for the 3 months to 30th September 2022 and Balance Sheet at that date.
- Elders contract for property management expires 5 December 2022. EO and OM will meet with the Elders State Manager next week to discuss renewal options. Costs are expected to increase. If required, CEACA will ask Elders for a 3-month extension to the contract to allow time to review a second proposal from the Professionals in Northam. A report will be tabled at the CEACA Management Committee meeting in February 2023. New contract should be for a 2-year period.

4.4 Operations Manager Report

The OM added the following comments to the Operations Report (Item 4.4):

- Round 3 of Defect Rectification inspections are being conducted this week to give the builder an idea of materials required. Once complete, the High, Medium and Low priority items will be complete. The issue of defect rectification has been on the agenda since 2019 and although this may seem like a long time, CEACA have had to deal with COVID lockdowns, CEACA being left with 700+ defects to manage and new ones arising, the builder going into liquidation, other builders not able to provide assistance as well as material and labour shortages.
- Acknowledged the great work done by many contractors to not only rectify these defects, but to attend to emergency repairs at short notice. It is very much appreciated by CEACA and the OM.
- Acknowledged the support from shires with regards to the defects and referrals to contractors when required.
- IT systems are currently being moved over to a new provider, Commandacom and when finalised, the CEACA website will be easier to manage and this will mean the uploading of additional information and online forms.
- Information Session/Health Forum will be held on the 23 March 2023 in Wyalkatchem. OM thanked Mischa Stratford from the Shire of Wyalkatchem for her assistance with this event and also thanked Nic Warren from the Shire of Yilgarn for his assistance with marketing.
- EO and OM will meet with Westside Insurance brokers on the 21st November 2022 to discuss 2022-23 renewals.
- It has been pleasing to receive referrals from various agencies such as Share and Care, Catholic Homes, Department of Health and WACHS. This benefits not only CEACA but people who are desperate for housing in the region.

General Business

The Chairperson thanked John Nuttall from the Shire of Mt Marshall for his hard work and dedication to the CEACA project since its inception and on behalf of all the Committee Members wished him all the best in his future endeavours.

5. MEETING CLOSURE

There being no further business, the meeting closed at 12.20pm.

The Management Committee will re-convene after the AGM to elect the Executive Committee Members (Item 3.2).

6. NEXT MEETING

The CEACA Management Committee meeting will be held on the 27th February 2023 commencing at 10.30am at the Merredin Recreation & Leisure Centre.

- Meeting reconvened after AGM.
- Appointment of Executive Committee

NOMINATION OF EXECUTIVE COMMITTEE MEMBERS

Nominations Received:

Darren Mollenoyux – Shire of Bruce Rock, Bill Price – Shire of Westonia and Raymond Griffiths – Shire of Kellerberrin nominated themselves for the position of Ordinary Member.

RESOLUTION

It was resolved by the CEACA Members that Darren Mollenoyux from the Shire of Bruce Rock, Bill Price from the Shire of Westonia and Raymond Griffiths from the Shire of Kellerberrin be appointed as CEACA Ordinary Members until the 2023 Annual General Meeting.

The Members of the CEACA Executive Committee until the 2023 Annual General Meeting will be:

Terry Waldron	-	Chairperson
Richard Marshall	-	CEACA Executive Officer
Gary Shadbolt	-	Shire of Mukinbudin & CEACA Deputy Chairperson
Rodney Forsyth	-	Shire of Kellerberrin & CEACA Treasurer
Quentin Davies	-	Shire of Wyalkatchem & CEACA Secretary
Darren Mollenoyux	-	Shire of Bruce Rock
Raymond Griffiths	-	Shire of Kellerberrin
Bill Price	-	Shire of Westonia

MEETING CLOSURE

There being no further business, the meeting closed at 12.43pm.

DECLARATION

These Minutes were confirmed by the Central East Accommodation & Care Alliance Inc at the Management Committee Meeting held on _____.

Signed _____

Person presiding at the meeting at which these minutes were confirmed.



WEROC Inc. Annual General Meeting

MINUTES

Monday 21 November 2022

Bruce Rock Shire Council Chambers
Johnson Street, Bruce Rock

WEROC Inc. | Incorporating the Shires of Bruce Rock, Kellerberrin, Merredin, Tammin, Westonia and Yilgarn

A PO Box 5, MECKERING WA 6405 E rebekah@150square.com.au

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WEROC Inc.

Wheatbelt East Regional Organisation of Councils Inc.

Shires of Bruce Rock, Kellerberrin, Merredin, Tammin, Westonia, Yilgarn

Minutes of the Annual General Meeting held on Monday 21 November 2022.

MINUTES

1. OPENING AND ANNOUNCEMENTS

Ms. Emily Ryan as Chair of WEROC Inc. welcomed Members of the Board and opened the meeting at 9.27am.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 Attendance

Ms. Emily Ryan

Ms. Glenice Batchelor

Ms. Lisa Clack

Mr. Tony Crooks

Mr. Mark Crees proxy and voting delegate for Ms. Karin Day

Mr. Raymond Griffiths

Mr. Mark McKenzie

Mr. Darren Mollenoyux

Mr. Bill Price

Ms. Joanne Soderlund

Mr. Nic Warren, proxy and voting delegate for Mr. Wayne Della Bosca

Ms. Rebekah Burges, Executive Officer

2.2 Apologies

Ms. Karin Day

Mr. Wayne Della Bosca

Mr. Bryan Close

2.3 Guests

Cr. Rebecca Waye, Shire of Bruce Rock

3. DECLARATIONS OF INTEREST

NIL

4. MINUTES OF MEETINGS

4.1 Minutes of the WEROC Inc. Annual General Meeting held 22 November 2021

Attachment 1: Minutes of the WEROC Inc. Annual General Meeting held 22 November 2021

The Minutes of the WEROC Inc. Annual General Meeting held on Monday 22 November 2021 have been previously circulated and are provided again as an attachment to the meeting agenda.

Recommendation:

That the Minutes of the WEROC Inc. Annual General Meeting held on Monday 22 November 2021 be confirmed as a true and correct record.

RESOLUTION:

Moved: Mr. Mark McKenzie

Seconded: Mr. Darren Mollenoyux

That the Minutes of the WEROC Inc. Annual General Meeting held on Monday 22 November 2021 be confirmed as a true and correct record.

CARRIED

5. CHAIRS REPORT

Author: Ms. Emily Ryan, Chair

Disclosure of Interest: No interest to disclose

Date: 1 November 2022

Attachments: Nil

Voting Requirement: Simple Majority

Executive Officer Comment:

The Chair's report for the 2021-22 financial year is presented.

As Chairperson of WEROC Inc., I am pleased to present this report for 2022.

For our collective communities, 2022 has been a year of moving forward, learning to live with a global pandemic, and making adjustments where applicable. This year, WEROC has also experienced these same challenges as our Shires have come together with a common vision and purpose - to support the growth and development of the Eastern Wheatbelt.

2022 has seen us continuing to work on our Strategic Plan commitments, and adjusting things, as needed, due to COVID concerns in the first quarter of the year. After some delays, the Customer Service Excellent Program was undertaken across the WEROC Local Governments in June, and we were thrilled with the feedback from participants. The Wheatbelt Medical Student Immersion Program was also able to go ahead in a virtual format. We look forward to working with stakeholders and welcoming back medical students to the area for the 2023 Immersion Program, hopefully in its original format.

We were also able to complete the WEROC Inc. Strategic Waste Management Plan and Landfill Consolidation Report. This report is integral for the sustainability of our region. The implementation of the priority recommendations will be a key focus for us in the next 12 months. Additionally, we continue to be involved in regional tourism marketing campaigns, and we are currently working on an expanded service offering for the Central Wheatbelt Visitors Centre.

Barriers to workforce participation, attraction and retention continue to be an ongoing issue in the Wheatbelt area and further afield. WEROC will continue working in collaboration with NEWROC, RDA Wheatbelt and the Wheatbelt Business Network on addressing these issues moving forward. It is proving to be a challenging task, but one we are determined to make headway with - for the benefit of all stakeholders.

I'd like to thank each member of our group, representing Tammin, Kellerberrin, Bruce Rock, Merredin, Westonia and Yilgarn, for their input, work and passion for the Wheatbelt. Our meetings have been collaborative, cohesive and enjoyable to be a part of. This is due not only to our CEOs and Elected Members, but also because of the professionalism, dedication and

organisation of our Executive Officer - Rebekah Burges. Her expertise has ensured our group has continued to move forward with purpose. Thank you, Rebekah, for your support and guidance.

As you can see highlighted in the Annual Report, we have made a range of accomplishments against our Strategic Priority areas and I look forward to working with the group into 2023 as we continue to push for the Eastern Wheatbelt area to grow and prosper.

Recommendation:

That the Chair's Report for the 2021-22 financial year be received.

RESOLUTION:

Moved: Ms. Glenice Batchelor

Seconded: Mr. Mark McKenzie

That the Chair's Report for the 2021-22 financial year be received.

CARRIED

6. TREASURERS REPORT

Author: Rebekah Burges, Executive Officer and Secretary/Treasurer

Disclosure of Interest: No interest to disclose

Date: 1 November 2022

Attachments: Nil

Voting Requirement: Simple Majority

Executive Officer Comment:

The Treasurers report for the 2021-22 financial year is presented.

As per the audited financial report for WEROC Inc. for the period 1 July 2021 to 30 June 2022, I can report the following:

The **opening balance** of the WEROC account held with Westpac Bank on 1 July 2021 was \$190,684.49.

Total revenue for the year was \$72,000

The only **source of income** for WEROC Inc. for the 2021-22 financial year was the annual financial contributions paid by Member Councils.

Total expenses for the year were \$96,755.90

Major expense items included:

- Consultants Fees \$57,496.19
- Executive Officer - Professional Services \$30,477.33
- WEROC insurance \$5,583.38

The **closing cash balance** of the WEROC Inc. account on 30 June 2022 was \$164,322.88.

The current signatories to the WEROC Inc. accounts are Mr. Raymond Griffiths (Board Member), Ms. Emily Ryan (Chair) and Ms. Rebekah Burges (Executive Officer and Secretary/Treasurer).

Recommendation:

That the Treasurer's Report for the 2021-22 financial year be received.

RESOLUTION:

Moved: Ms. Glenice Batchelor

Seconded: Mr. Raymond Griffiths

That the Treasurer's Report for the 2021-22 financial year be received.

CARRIED

7. ACCEPTANCE OF THE AUDITED FINANCIAL REPORT FOR THE PERIOD 1 JULY 2021 TO 30 JUNE 2022

Author: Rebekah Burges, Executive Officer
Disclosure of Interest: No interest to disclose
Date: 1 November 2022
Attachments: *Attachment 2: 2022 Audited Financial Statements*
Attachment 3: 2022 Management Letter
Voting Requirement: Simple Majority
Executive Officer Comment:

The audited financial report and management letter for the period 1 July 2021 to 30 June 2022 are presented.

Recommendation:

That:

- 1) The final audited financial report be accepted; and
- 2) The management letter be noted.

RESOLUTION: **Moved:** Ms. Glenice Batchelor **Seconded:** Mr. Mark McKenzie

That:

- 1) The final audited financial report be accepted; and
- 2) The management letter be noted

CARRIED

8. ACCEPTANCE OF THE WEROC INC. ANNUAL REPORT 2021-2022

Author: Rebekah Burges, Executive Officer
Disclosure of Interest: No interest to disclose
Date: 1 November 2022
Attachments: *Attachment 4: Draft WEROC Inc. Annual Report 2021-22*
Voting Requirement: Simple Majority
Executive Officer Comment:

The Draft WEROC Inc. Annual Report for the 2021-22 financial year is provided as an attachment. The Annual Report highlights the key activities and achievements of WEROC Inc. over the 2021-22 financial year.

Recommendation:

That the Draft Annual Report of WEROC Inc. for the 2021-22 financial year be accepted.

RESOLUTION: **Moved:** Ms. Glenice Batchelor **Seconded:** Ms. Lisa Clack

That the Draft Annual Report of WEROC Inc. for the 2021-22 financial year be accepted.

CARRIED

9. APPOINTMENT OF AN AUDITOR FOR THE 2022-23 FINANCIAL YEAR

Author: Rebekah Burges, Executive Officer
Disclosure of Interest: No interest to disclose

Date: 1 November 2022
Attachments: Nil
Financial Implications: The cost of the audit for 2022-23 will be \$950 +GST
Consultation: Audit Partners Australia
Voting Requirement: Simple Majority

Background:

The WEROC Inc. Constitution states under Rule 23. Appointment of Auditor, that:

“WEROC will at each Annual General Meeting, appoint an Auditor for a period of one year, who is not a Member of WEROC. The Auditor will be eligible for reappointment by WEROC and WEROC Board has the power to fill any temporary vacancy in the office of Auditor”.

Executive Officer Comment:

Audit Partners Australia (APA) completed the financial audits for WEROC Inc. for the 2019-2020, 2020-21 and 2021-22 financial years. The cost for these audits has remained consistent at \$850 +GST and incidentals. APA have advised that if they are reappointed as auditor for the 2022-23 financial year the cost will increase to \$950 + GST and disbursements.

The Executive Officer believes that APA provide an efficient and thorough auditing service and based on comparative quotes received in years prior to their appointment, also believes that they are the most economical option for WEROC Inc.

Recommendation:

That Audit Partners Australia be reappointed to undertake the financial audit for WEROC Inc. for the period 1 July 2022 to 30 June 2023.

RESOLUTION: **Moved:** Mr. Bill Price **Seconded:** Mr. Mark McKenzie

That:

- 1) Audit Partners Australia be reappointed to undertake the financial audit for WEROC Inc. for the period 1 July 2022 to 30 June 2023; and
- 2) The Executive officer seek additional quotes for the 2023-24 financial audit.

CARRIED

10. ELECTION OF COMMITTEE MEMBERS

Author: Rebekah Burges, Executive Officer
Disclosure of Interest: No interest to disclose
Date: 1 November 2022
Attachments: Nil
Voting Requirement: Simple Majority

Background:

The WEROC Inc. Constitution states under Rule 14.1 Elections at Annual General Meeting, that:

- a) Elections for Chair, Deputy Chair, Secretary/Treasurer and Board members will take place at the Annual General Meeting of WEROC where the Chair will declare all positions vacant.
- b) The Chair and Deputy Chair must be from a different Local Government.

- c) Subject to Rule 14.2, a Board Member’s term will be from his or her election at an annual general meeting until the election at the next annual general meeting after his or her election, but he or she is eligible for re-election to membership of the Board.

10.1 Election of Chair

Ms. Emily Ryan vacated the Chair.

Mr. Raymond Griffiths, as Chair of the WEROC Inc. CEO Committee, invited nominations from the floor for the election of Chair to WEROC Inc. until the next Annual General Meeting.

Ms. Glenice Batchelor nominated Ms. Emily Ryan for the position of Chair to WEROC Inc. Mr. Mark McKenzie seconded the nomination.

Ms. Emily Ryan accepted the nomination. There being no further nominations Ms. Emily Ryan was elected unopposed for the position of Chair of WEROC Inc.

10.2 Election of Deputy Chair

Mr. Raymond Griffiths invited nominations from the floor for the election of a Deputy Chair until the next Annual General Meeting.

Ms. Emily Ryan nominated Mr. Mark McKenzie for the position of Deputy Chair to WEROC Inc. Ms. Glenice Batchelor seconded the nomination.

Mr. Mark McKenzie accepted the nomination. There being no further nominations Mr. Mark McKenzie was elected unopposed for the position of Deputy Chair of WEROC Inc.

10.3 Election of Secretary/Treasurer

The election of a Secretary/Treasurer is a formality as the WEROC Inc. Constitution states under Rule 16.2 that:

“The Executive Officer will act as Secretary/Treasurer of WEROC and non-voting member of the Board”.

Recommendation:
That the WEROC Inc. Executive Officer be appointed as Secretary/Treasurer until the next Annual General Meeting.

RESOLUTION: **Moved:** Ms. Glenice Batchelor **Seconded:** Ms. Emily Ryan
That the WEROC Inc. Executive Officer be appointed as Secretary/Treasurer until the next Annual General Meeting.

CARRIED

10.4 Election of Office Bearers

RESOLUTION: **Moved:** Mr. Bill Price **Seconded:** Mr. Darren Mollenoyux
That all nominations for WEROC Inc. Officer Bearers for 2022-23 be accepted.

CARRIED

Ms. Emily Ryan took the Chair.

10.5 Election of Board Members

Rule 14.1 of the WEROC Inc. Constitution stipulates that the election of Board Members will take place at each Annual General Meeting and that a Board Members term will be from his or her election at an annual general meeting until the election at the next annual general meeting.

The appointment of the Board is a formality and should mirror the nominated representatives from each of the six Member Local Governments, who are appointed for a term of two years in accordance with Rule 6 of the WEROC Inc. Constitution.

Local Government	Nominated Representatives	Term Commencing	Term Expiring
Shire of Bruce Rock	Mr. Darren Mollenoyux (CEO)	30 October 2021	30 October 2023
	Mr. Tony Crooks (Deputy President)	30 October 2021	30 October 2023
	Proxies		
	Mr. Stephen Strange (Shire President) Mr. Alan O'Toole (Deputy CEO)		
Shire of Kellerberrin	Mr. Raymond Griffiths (CEO)	30 October 2021	30 October 2023
	Ms. Emily Ryan (Deputy President)	30 October 2021	30 October 2023
	Proxy Mr. Scott O'Neill (Shire President)		
Shire of Merredin	Ms. Lisa Clack (CEO)	1 November 2021	30 October 2023
	Mr. Mark McKenzie (Shire President)	30 October 2021	30 October 2023
Shire of Tammin	Ms. Joanne Soderlund (CEO)	30 October 2021	30 October 2023
	Ms. Glenice Batchelor (Shire President)	30 October 2021	30 October 2023
	Proxy Ms. Tanya Nicholls (Deputy President)		
Shire of Westonia	Mr. Bill Price (CEO)	1 March 2022	30 October 2023
	Ms. Karin Day (President)	30 October 2021	30 October 2023
	Proxy Mr. Mark Crees (Deputy President)		
Shire of Yilgarn	Mr. Wayne Della Bosca (Shire President)	30 October 2021	30 October 2023
	Mr. Bryan Close (Deputy President)	30 October 2021	30 October 2023
	Proxy/Observer Mr. Nic Warren (CEO)		

Recommendation:

That those Members as nominated by their respective Local Government be appointed to the WEROC Inc. Board until the next Annual General Meeting.

RESOLUTION:

Moved: Ms. Lisa Clack

Seconded: Mr. Mark McKenzie

That:

- 1) Mr. Rod Forsythe will replace Mr. Scott O'Neill as proxy for Shire of Kellerberrin
- 2) Mr. Mark Crees will replace Ms. Karin Day as representative for the Shire of Westonia
- 3) All other Members as nominated by their respective Local Government will be appointed to the WEROC Inc. Board until the next Annual General Meeting.

CARRIED

11. SPECIAL BUSINESS

Nil

12. GENERAL BUSINESS

Nil

13. CLOSURE

There being no further business the Chair declared the meeting closed at 9.37am.

DECLARATION

These minutes were confirmed by the WEROC Inc. Board at the meeting held _____

Signed _____

Person presiding at the meeting at which these minutes were confirmed



WEROC Inc. Board Meeting MINUTES

Monday 21 November 2022

Bruce Rock Shire Council Chambers
Johnson Street, Bruce Rock

WEROC Inc. | Incorporating the Shires of Bruce Rock, Kellerberrin, Merredin, Tammin, Westonia and Yilgarn

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WEROC Inc.

Wheatbelt East Regional Organisation of Councils Inc.

Shires of Bruce Rock, Kellerberrin, Merredin, Tammin, Westonia, Yilgarn

Minutes of the Board Meeting held in the Bruce Rock Shire Council Chambers on Monday 21 November 2022.

MINUTES

1. OPENING AND ANNOUNCEMENTS

Ms. Emily Ryan as the newly reappointed Chair of WEROC Inc., welcomed Members of the Board and opened the meeting at 9.38am.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 Attendance

Ms. Emily Ryan (Chair)

Mr. Mark McKenzie (Deputy Chair)

Ms. Glenice Batchelor

Ms. Lisa Clack

Mr. Mark Crees

Mr. Tony Crooks

Mr. Raymond Griffiths

Mr. Darren Mollenoyux

Mr. Bill Price

Ms. Joanne Soderlund

Mr. Nic Warren, proxy and voting delegate for Mr. Wayne Della Bosca

Ms. Rebekah Burges, Executive Officer

2.2 Apologies

Mr. Wayne Della Bosca

Mr. Bryan Close

2.3 Guests

Cr. Stephen Strange, President Shire of Bruce Rock

Cr. Rebecca Waye, Councillor Shire of Bruce Rock

3. DECLARATIONS OF INTEREST

Name	Initiative	Disclosure
Ms. Glenice Batchelor	Items relating to Wheatbelt Natural Resource Management and tourism/marketing initiatives.	Ms. Batchelor has previously declared a possible conflict of interest in relation to tourism discussions given that she operates a tourism business in the Shire of Tammin

		and in relation to the presentation and discussions regarding Wheatbelt NRM given her position as a Director on the Board of Perth NRM.
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4. PRESENTATIONS

4.1 Mr. Darren Mollenoyux, Shire of Bruce Rock, 10.00am

Mr. Darren Mollenoyux will provide a brief update on current projects and initiatives of the Shire of Bruce Rock.

Comments from the meeting:

- Main street revitalization: In 2018/19 the Shire of Bruce Rock through community engagement, identified a desire to revamp the main street. Various projects over the past couple of years have been completed including the installation of an electronic noticeboard and parklets on the main street. Future projects will include a new playground, pump track, BBQ area, upgrade of the machinery museum and a road realignment.
- Other major projects in recent years have included the upgrade of Remembrance Park and Amphitheatre, caravan park upgrades, works at the Recreation Centre (bowling green replacement, beer garden drainage and landscaping, carpark upgrade and new electronic scoreboard) and water capacity improvements.
- The construction of a new supermarket has been a major focus for the Shire since the previous grocery store was destroyed by arson in 2020. In June 2022 Devlyn was awarded the construction tender and work started on the build in October 2022.

5. MINUTES OF MEETINGS

5.1 Minutes of the WEROC Inc. Board Meeting held on Monday 5 September 2022

Minutes of the WEROC Inc. Board Meeting held in Tammin on Monday 5 September 2022 have previously been circulated.

Recommendation:

That the Minutes of the WEROC Inc. Meeting held in Tammin on Monday 5 September 2022 be confirmed as a true and correct record.

RESOLUTION:

Moved: Mr. Mark McKenzie

Seconded: Ms. Glenice Batchelor

That the Minutes of the WEROC Inc. Meeting held in Tammin on Monday 5 September 2022 be confirmed as a true and correct record.

CARRIED

5.2 Minutes of the WEROC Inc. Committee Meeting held on Thursday 13 October 2022

Attachment 1: *Minutes of the WEROC Inc. CEO Committee Meeting 13102022*

Minutes of the WEROC Inc. CEO Committee Meeting held in Kellerberrin on Thursday 13 October 2022 are provided as Attachment 1.

Recommendation:

That the Minutes of the WEROC Inc. CEO Committee Meeting held in Kellerberrin on Thursday 13 October 2022 be confirmed as a true and correct record.

RESOLUTION:

Moved: Mr. Darren Mollenoyux

Seconded: Mr. Bill Price

That the Minutes of the WEROC Inc. CEO Committee Meeting held in Kellerberrin on Thursday 13 October 2022 be confirmed as a true and correct record.

CARRIED

5.3 Business Arising – Status Report as of 1 November 2022

Actions Arising from the WEROC Inc. Board Meeting held on 5 September 2022.

Agenda Item	Action(s)	Status
4.4 Presentation by Mr Rik Soderlund, CEO Wheatbelt Business Network	<ul style="list-style-type: none"> Refer the proposal for regional preferred supplier panels to the WEROC Inc. CEO Committee for further consideration Invite Mr. Soderlund to the next meeting of the WEROC Inc. Board to discuss the outcome of the CEO Committee deliberations 	<p>The WEROC CEO Committee met in Kelleberrin on Thursday 13 October 2022. Refer to Agenda item 7.1 for further information.</p> <p>Mr. Soderlund has not been invited to this meeting because WEROC Shire’s are canvassing their local businesses for interest in the preferred provider panels, before making any decisions on this matter.</p>
7.3 Strategic Waste Management Plan (SWMP)	<ul style="list-style-type: none"> Refer the discussion around priority recommendations arising from the SWMP to the WEROC CEO Committee Subsequent to the CEO meeting, identify funding opportunities to progress priority actions 	<p>The WEROC CEO Committee met in Kelleberrin on Thursday 13 October 2022. Refer to Agenda item 7.3 for further information</p>
7.4 Strategic Projects Status Report	<p>Amend the WEROC Strategic Plan to include the following actions:</p> <ul style="list-style-type: none"> Inter-council resource sharing Regional preferred supplier panels Wheatbelt Medical Student Immersion Program 	<p>The Strategic Plan has been revised and is presented for endorsement. Refer to Agenda item 7.4</p>
7.5 Discussion and decisions arising from the presentation by Wheatbelt NRM	<ul style="list-style-type: none"> Advise Wheatbelt NRM that WEROC are supportive of their proposal for a Corella Coordinator and will consider a financial contribution upon further advice regarding their discussions with CBH Contact WALGA to seek additional information on the Corella Management initiatives in the South-West 	<p>The Executive Officer wrote to Wheatbelt NRM on 8 September advising WEROC’s position on their corella management proposal. A response was received on 19 September advising that “Dr. O’Callaghan is refining the proposal and will be in touch in the near future”. No further correspondence has been received.</p> <p>The Executive Officer spoke with a representative from WALGA in early October regarding their involvement in corella management in the south-west. WALGA advised that they administered a coordinator position</p>

		on behalf of south-west Councils in 2015. The position was funded by State and Local Government. The program ceased after the initial funding period, and they have not been able to secure funding to reinstate the program. The greatest issue they encountered was that Corella's move and the non-participating neighboring Council's did not take action so the Corellas just came back.
7.6 Discussion and decisions arising from the presentation by Ms. Kylie Whitehead and Mr. Robert McCafferty	Advise Ms. Whitehead that WEROC are happy to provide in-principal letters of support for grant funding applications upon receipt of a request and accompanying information from the Kellerberrin Men's Shed for each application.	<p>On 12 September the Executive Officer advised Ms. Whitehead via email that WEROC are happy to provide letters of support to the Kellerberrin Men's Shed for any grant funding applications, but rather than a generic letter of support, WEROC would like to receive information on each application and provide a letter tailored to the specific grant.</p> <p>On 19 October Ms. Whitehead replied that the dates for the event have been changed to September 2023 (originally planned for April/May 2023) and the program is now going to be 29 days long. Ms. Whitehead advised that they will keep WEROC informed as things evolve and should they need support from our Member Councils they will come back to us.</p>

Actions Arising from the WEROC Inc. CEO Committee Meeting held on 13 October 2022.

Agenda Item	Action(s)	Status
6.1 Strategic Waste Management Plan	The Executive Officer to prepare a position description and funding model, to be distributed to WEROC CEOs for comment prior to being tabled at the November meeting of the WEROC Inc. Board.	The Executive Officer prepared a draft position description and initial comments on a possible funding model which was distributed to WEROC CEOs for comment, via email, on Friday 21 October 2022. It was requested that feedback be provided by 4 November. Further detail is provided under Agenda item 7.3
6.2 Wheatbelt Business Network	<ul style="list-style-type: none"> The Executive Officer to prepare a brief on what a preferred supplier panel is and what is being proposed 	The Executive Officer prepared a brief which was circulated to WEROC CEOs on Tuesday 25 October 2022. It was requested that Shire's forward this on to local trades and have responses by

Procurement Proposal	<p>in terms of establishing a regional panel</p> <ul style="list-style-type: none"> Each Council to send the brief to their local trades to get an indication of interest in applying to be part of a regional panel 	14 November 2022. Further detail is provided under Agenda item 7.1
6.3 Local Government Resource Sharing	WEROC Councils will investigate opportunities for inter-council training and development for critical roles.	The Executive Officer provided information on a proposal from LG Professionals Australia for a Local Government Skills Sharing Program, which might align well with this new area of focus under the WEROC Strategic Plan. The matter was discussed and it was determined that no formal agreement or structure is required, and that Councils will discuss resource sharing and skills development as opportunities arise.
6.5 Wheatbelt Workforce & Housing Discussion Paper	WEROC to provide support to CEACA in progressing with a worker housing solution for the Eastern Wheatbelt.	The Executive Officer met with the CEACA Operations Manager and Executive Officer, along with the NEWROC Executive Officer, via videoconference on Monday 24 October 2022. Further detail is provided under Agenda item 7.2

Recommendation:

That the status reports as of 1 November 2022 be received.

Comments from meeting:

- It was requested that the Executive Officer contact Wheatbelt NRM to get an update on what is happening with their proposal for a regional corella management coordinator.

RESOLUTION:

Moved: Mr. Darren Mollenoyux

Seconded: Ms. Joanne Soderlund

That the status reports as of 1 November 2022 be received.

CARRIED

6. WEROC INC. FINANCE

6.1 WEROC Inc. Financial Report as of 31 October 2022

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 1 November 2022

Attachments: Nil

Voting Requirement: Simple Majority

WEROC Inc. Board Meeting Monday 21 November 2022 - Minutes

At the WEROC Inc. Board Meeting held on 2 May 2022 the budget for the financial year commencing 1 July 2022 and ending 30 June 2023 was adopted. The approved Budget for 2022-23 is used as the basis for the financial report.

An explanation for each of the notations on the financial report is provided below.

Note 1	Annual Financial contributions paid by Member Local Governments.
Note 2	GST received
Note 3	GST Refund for Q4 BAS 2021-22.
Note 4	Executive Officer services for the months of June to September 2022
Note 5	Executive Officer travel to Board and other meetings.
Note 6	Monthly subscription fee for Xero accounting software.
Note 7	Payment to Audit Partners Australia for completing the audit of WEROC finances for the 2021-22 financial year.
Note 8	Payments to ASK Waste Management for the WEROC Strategic Waste Management Plan and the Customer Service Institute of Australia for the customer service excellence workshops.
Note 9	Payment to PWD for .au domain name registration.
Note 10	Payments to Local Community Insurance Services for insurances for WEROC Inc. including workers compensation, Cyber insurance, Public and Products Liability, Associations and Officials Liability and Personal Accident – Volunteer Workers.
Note 11	GST paid
Note 12	Payment to the Australian Tax Office for Q1 BAS 2022-23

WEROC Inc.
ABN 28 416 957 824
1 July 2022 to 30 June 2023

	Budget 2022/2023	Actual to 31/10/2022	Notes	
INCOME				
0501	General Subscriptions	\$72,000.00	\$72,000.00	1
504.01	Consultancy & Project Reserve	\$0.00	\$0.00	
0575	Interest received	\$0.00	\$0.00	
584	Other Income	\$0.00	\$0.00	
	GST Output Tax	\$7,200.00	\$7,200.00	2
	GST Refunds	\$7,927.78	\$3,039.00	3
	Total Receipts	\$87,127.78	\$82,239.00	
EXPENSES				
1545	Bank Fees & Charges	\$0.00	\$0.00	
1661.01	WEROC Inc. Executive Services	\$34,501.50	\$10,255.90	4
1661.02	Executive Officer Travel and Accommodation	\$1,560.00	\$248.18	5

1661.03	WEROC Executive Officer Recruitment	\$0.00	\$0.00	
1687	WEROC Financial Services Accounting	\$1,000.00	\$272.72	6
1687.03	WEROC Financial Services Audit	\$1,000.00	\$931.00	7
1585	WEROC Consultant Expenses	\$60,000.00	\$10,477.99	8
1850	WEROC Management of WEROC App & Website	\$360.00	\$55.00	9
1801	WEROC Meeting Expenses	\$500.00	\$0.00	
1851	WEROC Insurance	\$6,000.00	\$5,938.52	10
1852	WEROC Legal Expenses	\$2,000.00	\$0.00	
1853	WEROC Incorporation Expenses	\$0.00	\$0.00	
1930	WEROC Sundry	\$300.00	\$0.00	
3384	GST Input Tax	\$10,722.15	\$2,513.66	11
	ATO Payments	\$3,668.70	\$5,399.00	12
Total Payments		\$121,612.35	\$36,091.97	
Net Position		-\$34,484.57	\$46,147.03	
OPENING CASH 1 July		\$168,194.70	\$164,322.88	
CASH BALANCE		\$133,710.13	\$210,496.91	

Recommendation:

That the WEROC Inc. financial report for the period 1 July to 31 October 2022, be received.

Comments from the meeting:

- Ms. Glenice Batchelor questioned whether there is an opportunity to attract grant funding for projects to bolster the income generated through Member contributions.
- It was agreed that if Members identify potential funding opportunities for WEROC they can be raised out of session and taken to the Board for discussion/approval.

RESOLUTION:

Moved: Ms. Glenice Batchelor

Seconded: Mr. Bill Price

That the WEROC Inc. financial report for the period 1 July to 31 October 2022, be received.

CARRIED

6.2 Income & Expenditure

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 1 November 2022

Attachments: Nil

Voting Requirement: Simple Majority

A summary of income and expenditure for the period 1 August to 31 October 2022 is provided below.

Date	Description	Credit	Debit	Running Balance
	Opening Balance	\$161,624.59		

WEROC Inc. Board Meeting Monday 21 November 2022 - Minutes

02 Aug 2022	150 Square Pty Ltd	\$0.00	\$3,238.00	\$158,386.59
02 Aug 2022	ATO	\$3,039.00	\$0.00	\$161,425.59
05 Aug 2022	Shire of Merredin	\$13,200.00	\$0.00	\$174,625.59
05 Aug 2022	ASK Waste Management	\$0.00	\$4,977.50	\$169,648.09
11 Aug 2022	Shire of Yilgarn	\$13,200.00	\$0.00	\$182,848.09
11 Aug 2022	Shire of Westonia	\$13,200.00	\$0.00	\$196,048.09
11 Aug 2022	Shire of Kellerberrin	\$13,200.00	\$0.00	\$209,248.09
12 Aug 2022	Shire of Bruce Rock	\$13,200.00	\$0.00	\$222,448.09
26 Aug 2022	Local Community Insurance Services	\$0.00	\$5,332.49	\$217,115.60
06 Sep 2022	Audit Partners Australia	\$0.00	\$1,024.10	\$216,091.50
08 Sep 2022	PWD Australia	\$0.00	\$60.50	\$216,031.00
09 Sep 2022	Shire of Tammin	\$13,200.00	\$0.00	\$229,231.00
19 Sep 2022	150 Square Pty Ltd	\$0.00	\$2,869.50	\$226,361.50
19 Sep 2022	150 Square Pty Ltd	\$0.00	\$2,662.50	\$223,699.00
05 Oct 2022	Local Community Insurance Services	\$0.00	\$895.59	\$222,803.41
05 Oct 2022	ASK Waste Management	\$0.00	\$3,850.00	\$218,953.41
05 Oct 2022	ATO	\$0.00	\$5,399.00	\$213,554.41
05 Oct 2022	150 Square Pty Ltd	\$0.00	\$3,084.50	\$210,469.91
Total Westpac Community Solution One		\$82,239.00	\$33,393.68	\$210,469.91
Closing Balance		\$210,469.91		

Recommendation:

That the WEROC Inc. summary of income and expenditure for the period 1 August to 31 October 2022 be received.

That the Accounts Paid by WEROC Inc. for the period 1 August to 31 October 2022 totalling \$82,239 be approved.

RESOLUTION:

Moved: Mr. Darren Mollenoyux

Seconded: Ms. Glenice Batchelor

That the WEROC Inc. summary of income and expenditure for the period 1 August to 31 October 2022 be received.

That the Accounts Paid by WEROC Inc. for the period 1 August to 31 October 2022 totalling \$82,239 be approved.

CARRIED

7. MATTERS FOR DECISION

7.1 Regional Preferred Provider Panels

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 1 November 2022
Attachments: Attachment 2: Preferred Supplier Panel Overview
Consultation: NA
Financial Implications: NA
Voting Requirement: Simple Majority

Background:

At the WEROC Inc. Board Meeting held on 5 September 2022, Mr. Rik Soderlund, CEO of the Wheatbelt Business Network presented a proposal for the creation of WEROC preferred supplier panels. Mr. Soderlund advised that WEROC would be able to determine the parameters for the preferred supplier panels and WBN will assist in discussions around thresholds and key industries to be included.

Members determined that further discussion was warranted and resolved to refer the matter to the WEROC Inc. CEO Committee for further consideration.

Executive Officer Comment:

The WEROC CEO Committee met in Kellerberrin on Thursday 13 October 2022. Discussion was held around the establishment of preferred provider panels that would be available to all WEROC Local Governments for future sourcing requirements. It was agreed that the idea has merit, but concern was raised over the potential lack of interest from local businesses. The Executive Officer was asked to prepare a brief detailing what a preferred supplier panel is and what is being proposed in terms of establishing regional panels, which would then be sent out by each Shire to their local businesses to gauge interest in being part of a regional preferred supplier panel.

Recommendation:

That, based on the feedback provided by local businesses, the Board consider if there is merit in progressing with the establishment of regional preferred supplier panels.

Comments from the meeting:

- Feedback received by Member Local Governments suggests that there is limited interest and, in some cases, reluctance from local businesses to be part of a regional preferred supplier panel.
- Mr. Darren Mollenoyux suggested that for this concept to gain traction, it would be beneficial for the Wheatbelt Business Network to go out and talk to businesses about preferred supplier panels and how they stand to benefit from this model.

RESOLUTION: **Moved:** Mr. Tony Crooks **Seconded:** Ms. Glenice Batchelor

That a request be made to the Wheatbelt Business Network to approach local businesses with the concept of regional preferred supplier panels before WEROC consider this matter again.

CARRIED

7.2 Wheatbelt Workforce & Housing Discussion Paper

Author: Rebekah Burges, Executive Officer
Disclosure of Interest: No interest to disclose
Date: 1 November 2022
Attachments: Attachment 3: Wheatbelt Workforce & Housing Discussion Paper
Consultation: NEWROC, CEACA
Financial Implications: NA

Voting Requirement: Simple Majority

Background:

At the WEROC Inc. Board Meeting held on 5 September 2022 the Executive Officer advised that based on ongoing discussion and further investigation, the working group looking into the feasibility of a DAMA for the Wheatbelt, had determined that a DAMA was not a suitable solution for our region at this time and that the barriers to workforce participation, attraction and retention (particularly housing) and facilitating access to information on the existing migration pathways be the focus for action.

Executive Officer Comment:

The WEROC Executive Officer in collaboration with the NEWROC Executive Officer and RDA Wheatbelt prepared a Wheatbelt Workforce Discussion Paper to summarise the information arising from the DAMA survey and additional workforce information for the Wheatbelt (provided as Attachment 3). The draft paper was presented for consideration at the WEROC CEO Committee meeting held on 13 October 2022. Recommendations of the paper relating to housing were discussed and it was resolved that WEROC should provide support to CEACA in progressing with a worker housing solution for the Eastern Wheatbelt.

The Executive Officer met, via videoconference, with the Operations Manager, Ms. Jo Trachy and Executive Officer, Mr. Richard Marshall of CEACA and the Executive Officer of NEWROC, Ms. Caroline Robinson, on Monday 24 October to discuss CEACA’s position on worker accommodation and their willingness/ability to assist in developing a worker housing solution. A summary of the discussion is provided below:

- Mr. Marshall advised that worker accommodation was on CEACA’s radar and that their Chair met with Cole Thurley, Chief of Staff to the Minister for Regional Development earlier this year to discuss the potential to provide worker housing in addition to independent living units. CEACA were referred on to the Wheatbelt Development Commission (WDC) to discuss the matter further.
- The Chair of CEACA recently met with WDC. Mr. Marshall indicated that they were not yet privy to the outcome of this meeting, but they are aware that WDC are already doing some work in this space.
- Mr. Marshall indicated that CEACA being a registered charity may present some challenges for them in delving into the worker accommodation space. They feel confident that they can demonstrate the demand but getting funding and building the right framework might be difficult.
- Ms. Robinson advised that some of the NEWROC Member Councils had successfully negotiated with CBH to use their seasonal worker accommodation for temporary workers (i.e., contractors) and tourists during the portion of the year it sits empty.
- NEWROC have also investigated the potential of providing businesses access to self-supporting loans through Local Government to enable them to build their own worker housing.

Discussions between the parties are ongoing. One concept that is being explored is the idea of hosting a housing summit similar to that of the Inland Growth Housing Summit organised by RDA Riverina in 2021 [Inland Growth Summit Housing 2021 — Regional Development Australia - Riverina NSW \(rdariverina.org.au\)](https://rdariverina.org.au).

Recommendation:

That the Board:

- 1) Endorse the recommendation of the WEROC Inc. CEO Committee that “*WEROC provide support to CEACA in progressing with a worker housing solution for the Eastern Wheatbelt*”; and
- 2) Consider if any further action (e.g., progression of the housing summit concept) is warranted at this time.

Comments from the meeting:

- The Australian Government’s recently announced, “Growing Regions Program”, which is replacing the former Building Better Regions Fund, may present an opportunity to fund a housing project.

- The Great Eastern Country Zone are hosting a one-day conference in early 2023. Housing (worker and GROH housing) would be an ideal topic of discussion in this forum.
- Given that the Wheatbelt Development Commission (WDC) are already undertaking work to address housing shortages in the region, it is important to understand what they are doing and how we can support this. A formal letter to the WDC Board requesting information may be appropriate.

RESOLUTION:

Moved: Mr. Darren Mollenoyux

Seconded: Ms. Joanne Soderlund

That:

- 1) The recommendation of the WEROC Inc. CEO Committee that “*WEROC provide support to CEACA in progressing with a worker housing solution for the Eastern Wheatbelt*” is endorsed; and
- 2) The Executive Officer to write to Mr. James McGovern, Executive Officer of the Great Eastern Country Zone (GECZ), and request that GROH and worker housing be on the agenda for the GECZ conference in early 2023.

CARRIED

7.3 WEROC Inc. Strategic Waste Management Plan

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 1 November 2022

Attachments: *Attachment 4: WEROC Strategic Waste Management Plan Final*
Attachment 5: WEROC Landfill Consolidation Report Final
Attachment 6: Job & Person Specification Regional Waste Coordinator

Consultation: WEROC Inc. CEOs

Financial Implications: To be determined

Voting Requirement: Simple Majority

Background:

At the WEROC Inc. Board meeting held in Tammin on 5 September 2022, the final draft Strategic Waste Management Plan (SWMP) was presented for discussion. Mr. Giles Perryman, Director ASK Waste Management, who joined the meeting via videoconference, emphasised the importance of waste data collection and recommended that this should be a high priority for WEROC Shires. Mr. Perryman also strongly recommended that the Shire’s consider co-funding a regional waste coordinator. The Board resolved to refer the matter to the WEROC CEO Committee for further consideration.

Executive Officer Comment:

At the WEROC CEO Committee meeting on Thursday 13 October 2022, the recommendation regarding a regional waste coordinator was generally supported. It was however, requested that a position description that clearly defined the scope of the role and a possible funding model be presented for consideration before moving forward.

On 21 October 2022 the Executive Officer circulated via email, a draft job and person specification for the regional waste coordinator position, to WEROC CEOs for comment. The email also asked that consideration be given to the appropriateness of a per capita funding model, where the position should be based, what the basis of employment would be (e.g., contractor or employee), if there is a need for a regional waste sub-committee to be formed and who the position would report to. It was requested that feedback be provided by Friday 4 November 2022.

The following responses were received:

Shire of Bruce Rock

- Overall happy with the scope of the position and supportive of a per-capita funding model.
- Having the position based centrally to the ROC makes the most sense so Merredin is probably best placed to host the role.
- A contract similar to the WEROC Executive Officer position as opposed to an employee of WEROC is most suitable.
- The idea of a regional waste sub-committee has merit and should probably consist of one CEO, one Councillor and one or two Environmental Health Officers.
- The position should report to the WEROC CEO to provide some separation from the host organisation and eliminate any perceived conflict of interest.

Shire of Yilgarn

- Happy with the job scope.
- With regards to funding model, the Waste Consolidation report indicates significant work associated with transitioning (or closing) the rural landfill sites within Yilgarn. It may complicate the funding model if we divert away from population, however, if there is push-back from other Shire's, Yilgarn is happy to consider a larger portion.

Recommendation:

That the Board

- 1) Adopt the WEROC Strategic Waste Management Plan and Landfill Consolidation Report
- 2) Endorse the recommendation of the WEROC Inc. CEO Committee that *“WEROC Inc. progress in engaging a regional waste coordinator to implement the recommendations of the Strategic Waste Management Report and to facilitate improved waste data collection, subject to a position description and funding model being approved by the WEROC Inc. Board”*
- 3) Endorse the WEROC Regional Waste Coordinator job and person specification; and
- 4) Consider and discuss the proposed per-capita funding model

Comments from the meeting:

- Ms. Lisa Clack requested that this matter be laid on the table until the next meeting.
- The Shire of Merredin is supportive of the Plan overall and of engaging a regional coordinator but feel that the position description and funding model need more work. In particular, there is concern that the scope of the position is too broad, and elements may need to be reassigned to other staff or sub-contracted. There is also a concern that a per-capita funding model would be disadvantageous for Merredin in the short-term.
- The Shire of Merredin will come back to the group at the next meeting with a more formal position and with alternative funding models to consider.

RESOLUTION: **Moved:** Mr. Tony Crooks **Seconded:** Ms. Joanne Soderlund

That:

- 1) The WEROC Strategic Waste Management Plan and Landfill Consolidation Report be adopted; and
- 2) Recommendations 2 to 4 be held over until the next meeting.

CARRIED

7.4 WEROC Inc. Revised Strategic Plan

Author: Rebekah Burges, Executive Officer
Disclosure of Interest: No interest to disclose
Date: 1 November 2022

Attachments: Attachment 7: WEROC Inc. Strategic Plan (Revised October 2022)

Consultation: WEROC Inc. Board

Financial Implications: Nil

Voting Requirement: Simple Majority

Background:

At the WEROC Inc. Board Meeting held on 5 September 2022, under Agenda item 7.4, the Board discussed progress against the priorities of the WEROC Inc. Strategic Plan and determined to make the following amendments:

- Add “investigate inter-council resource sharing” as an action under inter-council cooperation.
- Add “investigate the feasibility of establishing regional panels of preferred suppliers” as an action under strengthening our economy through local business development.
- Add “continue to support the Wheatbelt Medical Student Immersion Program” as an action under sustainability.

Executive Officer Comment:

The requested additions to the Strategic Plan have been made. The Strategic Plan has also been updated to include the most recent statistical information. The Executive Officer is also recommending some additional revisions to reflect that some actions have already been completed or investigated and deemed not to be suitable. A summary of the revisions is provided below:

	ORIGINAL	REVISED
Priority 1.	Sustainability	
Objective	<i>Progress toward using resources in a socially and economically sustainable way to protect the natural environment and adapt to a changing climate</i>	<i>A socially, economically, and environmentally sustainable region</i>
Actions	<ul style="list-style-type: none"> • Complete the WEROC Strategic Waste Management Plan and Landfill Rationalization Study • Identify opportunities to support local sustainability initiatives including the ‘Drought Resilience Adoption and Innovation Hub’ in Merredin • Monitor the Regional Climate Alliance Program pilot and apply for future funding opportunities as they arise 	<ul style="list-style-type: none"> • Implement the WEROC Strategic Waste Management Plan and Landfill Rationalization Study • Identify opportunities to support local sustainability initiatives including drought resilience programs • Monitor the Regional Climate Alliance Program pilot and apply for future funding opportunities as they arise • Continue to support the annual Wheatbelt Medical Student Immersion Program
Priority 2.	Tourism Product Development	
Objective	<i>Increase the WEROC regional visitor economy</i>	<i>No change</i>
Actions	<ul style="list-style-type: none"> • Implement priority actions arising from the 2021 WEROC Tourism Product Audit. 	<i>No change</i>

- Continue to work with the Central Wheatbelt Visitors Centre and other regional tourism groups on cooperative marketing initiatives.
- Investigate the potential to establish a destination development officer as a dedicated tourism resource across the WEROC Local Government

Priority 3. Strengthening our economy through local business development

Objective	<i>Sustained economic recovery post COVID-19</i>	<i>Sustained economic growth</i>
Actions	<ul style="list-style-type: none"> • Facilitate the delivery of the Customer Service Institute of Australia’s, Customer Service Excellence Program. • Lend support to initiatives of regional chambers of commerce and the Wheatbelt Business Network 	<ul style="list-style-type: none"> • Lend support to initiatives of regional chambers of commerce and the Wheatbelt Business Network • Investigate the feasibility of establishing regional panels of preferred suppliers

Priority 4. Digital Connectivity

Objective	<i>High-capacity telecommunications network and linkages that support digital access and connectivity</i>	<i>No change</i>
Actions	<ul style="list-style-type: none"> • Establish partnerships to collaboratively address deficiencies in digital connectivity and capacity • Liaise with key stakeholders including the Wheatbelt Development Commission, NEWROC and ROEROC • Work with telcos to target improvements in fixed and mobile connectivity • Support existing initiatives that aim to improve digital connectivity across the WEROC region 	<i>No change</i>

Priority 5. Inter-council cooperation

Objective	<i>Achieve greater efficiency and cost savings for WEROC Member Councils through resource sharing</i>	<i>No Change</i>
Actions	<ul style="list-style-type: none"> • Develop a suite of record keeping policies aligned to the new Standard for Records Management. • Develop a Regional Public Health Plan that links to local Public Health Plans • Investigate the feasibility of establishing a workplace health and safety advisor position to support 	<ul style="list-style-type: none"> • Develop a suite of record keeping policies aligned to the new Standard for Records Management. • Develop a Regional Public Health Plan that links to local Public Health Plans • Investigate the feasibility of establishing a regional waste coordinator position to support

WEROC Local Governments in meeting compliance with the Work Health and Safety Act 2020

WEROC Local Governments in implementing the WEROC Strategic Waste Management Plan

- Investigate a designated area migration agreement (DAMA) for the Eastern Wheatbelt.
- Support the development of a worker accommodation solution for the Eastern Wheatbelt
- Investigate opportunities for inter-council training and development for critical roles

Recommendation:

That the WEROC Inc. Strategic Plan revised October 2022, be adopted.

Comments from the meeting:

- Ms. Glenice Batchelor requested that the action under sustainability relating to monitoring the Regional Climate Alliance Program pilot be amended with the addition of “and drought management programs”...

RESOLUTION: Moved: Mr. Darren Mollenoyux **Seconded:** Mr. Mark McKenzie

That the WEROC Inc. Strategic Plan revised October 2022, with the requested amendment, be adopted.

CARRIED

7.5 Marketing & Promotion of the Golden Pipeline Heritage Trail

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 1 November 2022

Attachments: *Attachment 8. Central Wheatbelt Self-Drive Ad in the AGO Holiday Planner 2023*

Attachment 9. Eastern Wheatbelt Visitors Guide Advertisement

Attachment 10. Wheatbelt Co-Op Digital Activity Report

Voting Requirement: Simple Majority

Background:

On Thursday 15 September 2022, the Executive Officer sent an email to Board Members requesting support of WEROC placing a full-page advertisement in the Eastern Wheatbelt Visitors Guide and a half page advertisement in the Australia’s Golden Outback Holiday Planner for 2023. The cost of the advertisements would be \$1,325 and \$675 respectively. This is in addition to the \$3,000 already committed to cooperative marketing activities in the 2022-23 financial year.

The advertisements promote the Golden Pipeline Heritage Trail, which incorporates all WEROC Shires with the exception of Bruce Rock. The National Trust who manage the trail no longer promote it because there are several sites closed to the public due to needing repair.

Executive Officer Comment:

The response to the email of 15 September was mixed. The Shire’s of Kellerberrin, Merredin and Yilgarn were supportive of WEROC covering the cost of these advertisements, Westonia was not supportive, Bruce Rock are not covered by the trail and therefore deferred to other Members for a decision and the Shire of Tammin did not provide a response.

The Executive Officer contacted Ms. Robyn McCarthy, Manager Central Wheatbelt Visitors Centre and queried if the trail would still be promoted if WEROC did not cover the cost of the advertisements. Ms. McCarthy advised that without WEROC’s financial support the trail would no longer be promoted. Taking this in to consideration and given that half of the Members were supportive of the continued promotion of the trail, and the deadline for a decision was imminent, the Executive Officer advised that WEROC would cover the cost of the advertisements on this occasion.

Recommendation:

That the Board discuss whether the promotion of the Golden Pipeline Heritage Trail is something WEROC should continue in future.

Comments from the meeting:

- Ms. Glenice Batchelor recommended that an approach be made to the National Trust to see if there is an opportunity for a partnership with WEROC to “reboot” the Golden Pipeline Heritage Trail. This could involve an application to Lotterywest or other grant funding bodies to enable some of the closed sites to be repaired.
- The Shire of Cunderdin do not currently contribute toward the cost of advertising the Golden Pipeline Heritage Trail. An approach to the Shire for a co-contribution might be warranted given that points of interest in Cunderdin and Meckering are included in the advertising paid for by WEROC.

RESOLUTION: **Moved:** Mr. Mark McKenzie **Seconded:** Mr. Raymond Griffiths

That WEROC Inc. will continue to support the promotion of the Golden Pipeline Heritage Trail.

CARRIED

8. EMERGING ISSUES

8.1 State Barrier Fence

Mr. Mark Crees raised the recent changes to the management of wild dogs along the State Barrier Fence as an emerging issue:

- The State Barrier Fence is a state asset set within a 20-metre reserve managed by the Department of Primary Industries and Regional Development (DPIRD).
- The State Barrier Fence plays an important role in supporting efforts to control wild dogs using a combination of measures including poisons, traps, and firearms.
- A letter from the Director General of DPIRD recently advised that firearms are no longer permitted to be used for the control of wild dogs because they present an occupational health and safety risk to the mining activity in the area.
- This change will impact greatly on the ability to control wild dogs and will have flow on impacts to both agriculture and tourism.
- It was requested that a letter be sent to the Director General of DPIRD asking for clarity on why this change was implemented and to highlight the concerns this raises for those trying to control the wild dogs.
- It was recommended that the Executive Officer contact Ms. Lisa O’Neil, Executive Officer of the Eastern Wheatbelt Biosecurity Group to understand their position on the matter and ensure any correspondence from WEROC to the Department, is congruent.

RESOLUTION: **Moved:** Mr. Mark Crees **Seconded:** Mr. Mark McKenzie

That WEROC Inc. write to the Director General of the Department of Primary Industries and Regional Development regarding the recently announced change to wild dog control measures along the State Barrier Fence.

9. OTHER MATTERS (FOR NOTING)

9.1 Wheatbelt Medical Student Immersion Program 2023

On Monday 14 November 2022, the Executive officer participated in a planning group meeting for the Wheatbelt Medical Student Immersion Program for 2023. It is intended that the program revert to the physical placement model and take place during the week of Tuesday 14 to Friday 17 March 2023. The University will keep the option of a virtual placement open to students who are unable to travel.

Rural Health West will be travelling out to the region to meet with Shires in late November and early December to talk through the itineraries from previous years and to start discussions around what the 2023 schedule might look like for each Shire.

Curtin University will be hosting their student visit at the same time as Notre Dame but will not be visiting any WEROC Shires. Curtin students will travel to Moora, Dalwallinu, Wongan Hills, Corrigin, Cunderdin and Kondinin.

10. FUTURE MEETINGS

At the last meeting of the WEROC Inc. Board it was requested that meetings in 2023 not be held on a Monday and that, when possible, they be aligned with the WALGA Zone meeting to limit travel and time out of the office for Members.

The Executive Officer wrote to Mr. James McGovern, Executive Officer of the Great Eastern Country Zone (GECZ) in late September, requesting the proposed Zone meeting dates for 2023. Mr. McGovern advised via return email that the GECZ will consider the 2023 schedule of meetings at its next meeting taking place on Monday 28 November, after which time he can provide the dates.

Given that the GECZ meeting dates are not yet known, the Executive Officer requests that the 2023 schedule of meetings for WEROC Inc. be circulated post 28 November and endorsed via email.

11. CLOSURE

There being no further business the Chair closed the meeting at 11.13am.

DECLARATION

These minutes were confirmed by the WEROC Inc. Board at the meeting held _____

Signed _____

Person presiding at the meeting at which these minutes were confirmed

MINUTES
WESTONIA/YILGARN
LOCAL EMERGENCY MANAGEMENT COMMITTEE
23 ANTARES STREET, SOUTHERN CROSS
THURSDAY, 24th NOVEMBER 2022 at 7 pm

Herein are the minutes of the meeting of the Westonia/Yilgarn Local Emergency Management Committee held on **Thursday, 24th November 2022**,

1 Declaration of Opening

The Chair opened the meeting at 7 pm

2 Record of Attendance & Apologies

2.1 Attendance

In Person

Cr Bryan Close – Shire of Yilgarn, St Johns – Chair
Nic Warren – Shire of Yilgarn
Adam Simmons – WAPOL Southern Cross
Mel Allen – St Joseph’s Catholic Primary School
Aleksandra Mutavdzic – Moorine Rock Primary School

Via Zoom

Andrew Barrie – Southern Cross District Hospital
Jo Spadaccini – Department of Communities

2.2 Apologies

Cr Wayne Della Bosca – Shire of Yilgarn
Jo Drayton – Holyoake
Bill Price – Shire of Westonia
Cr Damon Geier – Shire of Westonia
Karen Tabner – Southern Cross District High School
Steph Smylie – Southern Cross General Practice
Blake Ashurst – WAPOL Southern Cross
Jeremy Willis – DFES
Ron Burro – Yilgarn Volunteer Bush Fire Brigade
Tony Dal Busco – Yilgarn Volunteer Fire Rescue
Scott Rastall – St Johns

3 Confirmation of Previous Minutes

3.1 Confirmation of Minutes

Moved: M Allen, Seconded J Spadaccini

That the minutes for the Local Emergency Management Committee meeting held on the 24 March 2022 are true and correct.

Carried

MINUTES
WESTONIA/YILGARN
LOCAL EMERGENCY MANAGEMENT COMMITTEE
23 ANTARES STREET, SOUTHERN CROSS
THURSDAY, 24th NOVEMBER 2022 at 7 pm

4 Business Arising from Previous Meeting

Nil

5 Reports

- 5.1 Local Emergency Coordinator – WAPOL – Adam Simmons
- Generally slow and steady at the moment;
 - A few issues with stolen mine plant and vehicles;
 - Drugs on the road is an issue, is a focus of local police with drug and alcohol screening on the highway;
 - Few road crashes, wished to thanks St Johns for their assistance;
 - Staffing is on the radar, with 1 member down, 1 on light duties, and 1 due for transfer, however still covering. Vacancies are currently being advertised but difficult to attract.
- 5.2 Southern Cross District Hospital – Andrew Barrie
- Reducing COVID protocols, masks only in clinical areas, encouraging mask use elsewhere.
 - Vaccine requirement removed but still encouraged;
 - 3 FTE down and some on leave for Christmas period, though with agency staff and locals there will be sufficient coverage;
 - Treating COVID now as business as usual;
 - Good interactions with RFDS
 - Raised issue of back up options for when aerodrome is closed for bad weather or maintenance;
- 5.3 DFES Area Officer
- Nil
- 5.4 St. John Ambulance Representative – Bryan Close
- Lots of jobs on at the moment;
 - Volunteers are doing a great job and stepping up when needed;
 - No major incidents;
 - Installing defibs throughout the Yilgarn area, discussing locations with Shire;
 - Westonia volunteers assisting.
- 5.5 Southern Cross General Practice
- Report tabled as attached.
- 5.6 Shire of Westonia
- Nil

MINUTES
WESTONIA/YILGARN
LOCAL EMERGENCY MANAGEMENT COMMITTEE
23 ANTARES STREET, SOUTHERN CROSS
THURSDAY, 24th NOVEMBER 2022 at 7 pm

- 5.7 Shire of Yilgarn
- Returning to normal operations regarding Covid, but still keeping sneeze screens and sanitiser available.
 - Vaccine mandates removed;
 - Prepared in the event of further restrictions;
 - As Chief Bush Fire Control Officer not present, on his behalf, there is a real concern regarding fire risk throughout the district, due to high volume and late rainfall and protective burns not being as effective due to late drying, there is a high fuel load. Community need to be vigilant.
- 5.8 Mining Companies
- Nil
- 5.9 School Principals
- Mel Allen – St Josephs
- Will have some staffing changes next year;
 - Bush fire plan to be finalised in next few weeks.
- Aleksandra Mutavdzic – Moorine Rock Primary School
- Had 4 principles this year, currently no principal for next year;
 - 2 staff leaving at end of year
 - Currently recruiting;
 - Covid, back to normal, though staff still have covid leave available;
 - Encouraging mask wearing but not required;
 - Bush Fire Plan submitted.
- 5.10 Covid - 19 Recovery Coordinator
- Nil
- 5.11 Department of Communities
- Report tabled as attachment
- 5.12 DFES -DEMA
- Nil

6 General Business

6.1 Exercise

- N Warren raised discussions held with A Barrie regarding holding an exercise. A Barrie advised he was happy to run with it and start planning, such that a proposal could be tabled at the February LEMC meeting.

MINUTES
WESTONIA/YILGARN
LOCAL EMERGENCY MANAGEMENT COMMITTEE
23 ANTARES STREET, SOUTHERN CROSS
THURSDAY, 24th NOVEMBER 2022 at 7 pm

7 Next Meeting

Scheduled to be on Thursday 23rd February 2022 although this may be varied dependant on circumstances.

8 Closure of Meeting

The Chair closed the meeting at 7:20pm.

9 Attachments

- Southern Cross General Practice written report
- Department of Communities written report.

Westonia Yilgarn LEMC Meeting – Southern Cross General Practice Report, Thursday 24/11/2022

At the GP it is pretty much business as usual as it has been throughout the pandemic. We have complied, and adjusted accordingly, to all COVID-19 legislations as the government has rolled them out. Masks were still required for all healthcare settings where care is delivered face-to-face until recently. Legislation that has supported WA's COVID-19 emergency response has ended as of Friday 4th November 2022. This means that government powers relating to public health measures – such as mandatory mask wearing in certain settings, proof of vaccination, mandatory vaccination, and visitor restrictions – has ended. Individual healthcare facilities can adopt their own infection control processes that can be managed by in-house policies and practices, in the same way as other respiratory illnesses are managed. As such, SXGP will continue to enforce masks for all face-to-face appointments until the community is notified otherwise. We find this a necessary precaution considering we are a small GP with just the one doctor and nurse, and the only GP for at least an hour's travel. We provide masks to patrons who do not have access to any.

We had a good uptake of influenza vaccinations this season, in part due to the government providing free vaccines, and assisted by hospital visitation requirements.

Due to a decline in the number of pop-up clinics in town, and an increased number of inquiries - predominantly from our immunocompromised populace who are eligible for 4th and 5th doses – the GP has ordered another round of Pfizer. We are holding clinics on Tuesday and Thursday for the first two weeks of December to provide this service.

I do not have exact numbers of community vaccinations at this point, but can provide on request if required.

The GP has successfully hired an additional receptionist, Lily Rowe, who was a quick study and is already confidently working solo days. The community has responded well to Lily, with several patrons remembering her from her time at the Pharmacy. She fits well into our GP family.

All at the GP would like to kindly thank The Shire of Yilgarn for the generator for our building. We no longer have to worry about needing to close the GP during clinic hours due to the inability to access our systems, or the possible loss of vaccine stock during extended power outages. We are deeply grateful and appreciate the addition very much.

Thank you 😊



District Emergency Services Officer – Wheatbelt Update: October 2022 (update)

Jo Spadaccini will be on extended leave from 17th August 2022 (hopefully returning in November). Jo Reimers will be acting in the role and can be contacted on **0432 831 196** or via email joanne.reimers@communitieswa.gov.au

In the event of an emergency please call the All Hazards - State On-Call Coordinator on **0418 943 853**. Meetings, exercise details or information request can be emailed to emergencyservices@communities.wa.gov.au.

Name Change

Our Directorate has been changed from the Emergency Services Unit to Emergency Relief and Support. Our responsibilities and contact details remain the same.

Living with COVID

As we move into the 'Living With COVID' space and adjust our responses in line with the changing directions, I would like to thank the Local Governments in the Wheatbelt for their support in assisting with the provision of welfare support to their communities. Including picking up orders from the local store and delivering them as I have not been able to deliver them myself.

From 14 October 2022, the COVID mandatory isolation requirements will be removed. This change was agreed to at a National Cabinet meeting and more information will be made available prior to this date.

From 4 November 2022, Department of Communities are no longer involved with 13 COVID [13 26843].

Emergency Welfare Support Training and Exercises

Planning for the provision of training for Local Government as well as support agencies and groups is underway. The type and method of training is being revised to ensure it can be presented within COVID protocols while remaining effective.

If you would like to have Evac Centres training provided to you staff or would like Communities participation in an exercise or training, please have no hesitation in contacting us.

Please email joanne.reimers@communities.wa.gov.au and joanne.spadaccini@communitites.wa.gov.au.

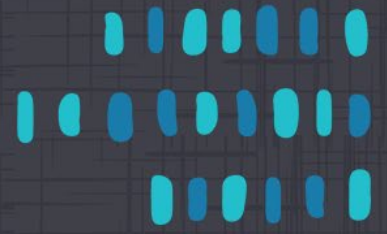
Changes to LG and community contacts

A copy of your relevant district LEWP will be send out to your LG contacts this month requesting that you verify you contact details, the details of you evacuation centres and any other contact information in you shire. The details that require your review will be highlighted in yellow. If you could please ensure these are reviewed and responded to at your earliest possible convenience.

If there are any changes to the contact numbers or details from those listed on the LEWP, could you please advise any changes to joanne.reimers@communities.wa.gov.au

LG Activation Tubs

Communities will be following up with each LG in October 2022, to ensure everyone has their activation / good to go tubs ready in the event of an activation as confirming numbers of current LG staff who have completed Evacuation Centre training.



Evacuation Centre Audits

Over the next 6 to 12 months, we will be completing audits on evacuation centres that are listed in the LEWP. We will try to plan them to coincide with the LEMCs or they may occur as part of a regional trip. Once we have dates, I will be in touch to confirm dates and times.

If you would like any further information, please call my mobile 0429 102 614 / 0432 831 196 or email joanne.reimers@communities.wa.gov.au.

Jo Reimers
A/ District Emergency Services Officer - Wheatbelt
Department of Communities - Emergency Services Unit

Attachment 9.1.1



Best Practice Governance Review

Background Paper

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Best Practice Governance Review

1. Background, Approach and Timeline

Background and Approach

Background and approach that led to the development of the governance principles for the Best Practice Governance Review.

Background

The Western Australian Local Government Association (WALGA) developed its Corporate Strategy 2020-25, and in doing so identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of the review is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members. Other drivers for the review included:

- Misalignment between key governance documents; Constitution, Corporate Governance Charter, State Council Code of Conduct, and Standing Orders – stemming from varying amendments.
- State Council's 3 September 2021 resolution requesting amendment to the Constitution to "deal with matters related to State Councillors' Candidature for State and Federal elections".
- Proposed legislative reforms to remove WALGA from being constituted under the *Local Government Act 1995 (WA)*.
- Constitutional requirements for WALGA to become a registered organisation under the *Industrial Relations Act 1979 (WA)*, which would enable WALGA to make applications in its own right to the Western Australian Industrial Relations Commission

In March 2022 State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review.

The BPGR Steering Committee had its first meeting on 5 May 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change. At the meeting, five comparator organisations were identified to be used in a governance model comparative analysis. Steering Committee meetings 2 to 5 had a focus on the development of governance model principles.

This document

This document presents the key insights from the jurisdictional and comparator organisation analysis that supported the development of the governance principles. The final section presents the endorsed governance principles.

Jurisdictional Analysis – This section compares WALGA to equivalent jurisdictional associations (e.g. LGASA). This provides key insights into the size and election processes of WALGA compared to equivalent associations.

Comparator Organisations – This section compares WALGA's governance arrangements to five comparator organisations that were agreed at the BPGR Steering Committee meeting 1. This provides key insights into the size, election processes and recent governance changes of these five comparator organisations.

Governance Model Principles – The governance model principles were developed through BPGR Steering Committee meetings 2 to 5. This provides a structure for understanding how the current governance model of WALGA and any future governance model aligns to these principles.

The following slide outlines the timeline of key events and meetings that formed part of the BPGR.



Timeline

Timeline of key events with a focus on the BPGR Steering Committee meetings throughout May to August 2022

WALGA Corporate Strategy 2020-25

In 2019, a five-year Corporate Strategy was developed and identified that a governance model was key to delivery of the strategy. 19 interviews and 2 workshops covering 20 Local and State Government leaders informed the strategy.

Stakeholder Engagement Project, GRA Partners, 2021

45 responses received from Federal and State Government and Opposition.

WALGA Stakeholder Engagement Project, Marketforce 2021

105 survey responses and 42 interviews were facilitated across 95 Local Governments.

State Council Performance Assessment, 2020

17 survey responses and comments received from State Councillors.

Commissioning of Best Practice Governance Review

In March 2022, WALGA commissioned PwC to support the BPGR Project.

First BPGR Steering Committee meeting held

On 22 May 2022, the first meeting of the BPGR Steering Committee identified five comparator organisations for the Review.

Third BPGR Steering Committee meeting held

On 28 June 2022, an options paper was reviewed.

Second BPGR Steering Committee meeting held

On 8 June 2022, the initial draft of comparator organisations was presented and assessment criteria was identified.

Fourth BPGR Steering Committee meeting held

On 18 July 2022, core principles were decided to guide the BPGR.

Fifth BPGR Steering Committee meeting held

On 10 August 2022, core principles for the BPGR were finalised.

State Council updated

On 3 August 2022, an update on the BPGR was provided to State Council.

Principles shared

In September 2022 agreement on the next steps for sharing the principles with Local Government members.



Best Practice Governance Review

2. Jurisdictional Analysis

Analysis: Jurisdictional equivalents to WALGA

Jurisdictional equivalents of WALGA have been analysed according to their size and election methods.

Background

Prior to the BPGR Project commencing in March 2022, work was undertaken to understand governance arrangements in other jurisdictions. The focus of this work was on associations from other Australian states, as well as New Zealand.

The full list of associations are:

- Local Government NSW (LGNSW)
- Municipal Association Victoria (MAV)
- Local Government Association of Tasmania (LGAT)
- Local Government Association of South Australia (LGASA)
- Local Government Association of Queensland (LGAQ)
- Local Government Association of Northern Territory (LGANT)
- Local Government Association of New Zealand (LGNZ)

The assessment of these associations focused on providing insights into the following domains:

- **Size of Board:** How many board members are there in comparison to the 25 WALGA board members?
- **Method of Election of President:** How is the President elected to the board?
- **Method of Election of Board Members:** How are board members elected?

Key Insights

Key insights following the comparison of WALGA to equivalent associations are outlined below:

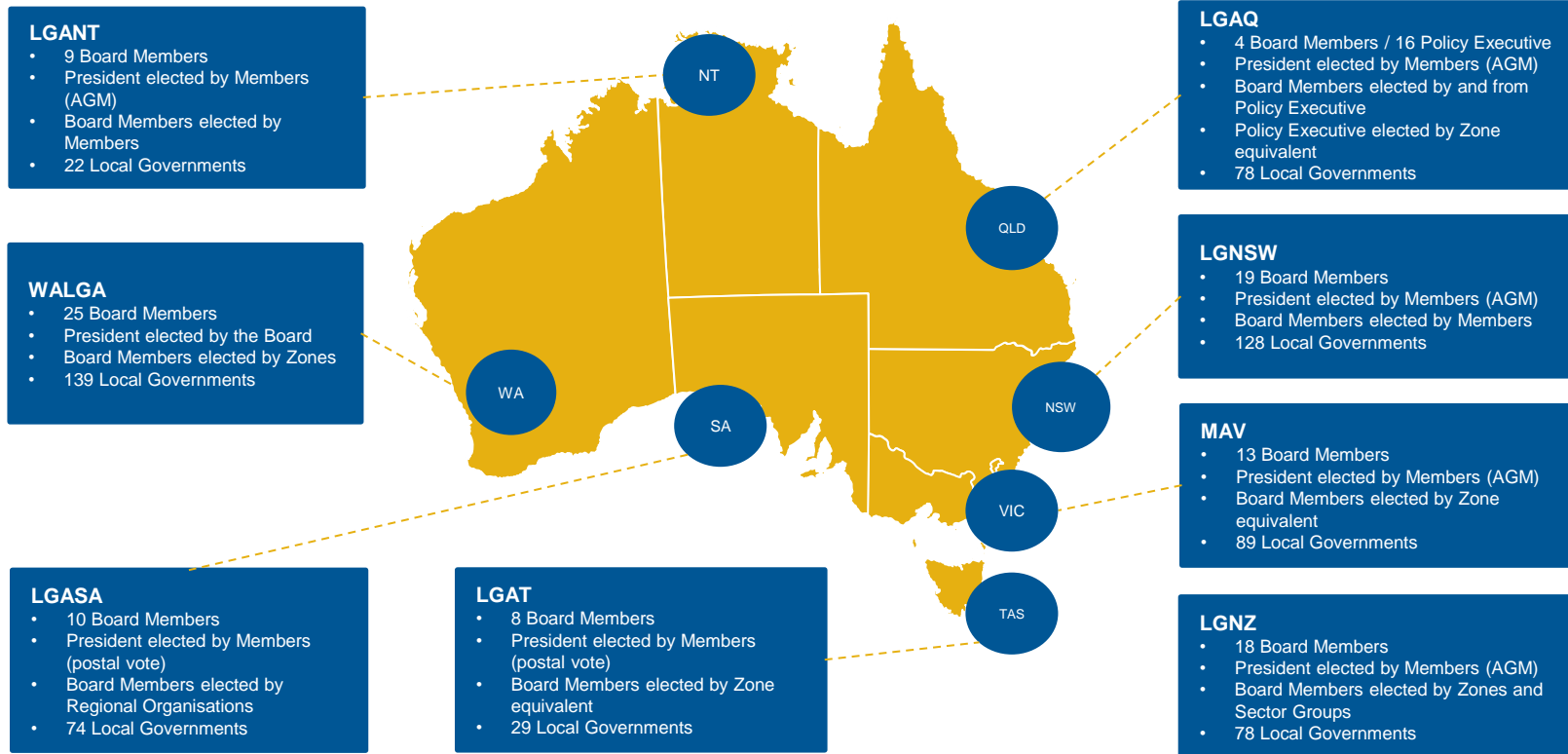
- **Size of Board** – while WALGA's board (State Council) contains the largest number of representatives, it can be seen that boards of Local Government Associations tend to be relatively large. The average board size (using Queensland's policy executive, not board) is 15.4.
- **Method of Election of President** – WALGA is an outlier: all other Presidents are elected directly by the membership. Perhaps this is a reflection of the prevalence of Council elected Mayors and Presidents in WA.
- **Method of Election of Board Members** – The majority of associations use regional groupings (equivalent to our Zones) to elect board members. The New Zealand hybrid model of electing representatives from geographic zones and sector groups (metro, provincial, rural, regional) is of interest.

The following slide presents this information for each of the seven associations.



Summary: Jurisdictional equivalents to WALGA

Summary of jurisdictional analysis of WALGA equivalents in relation to their Board membership, election methods and number of Local Governments.



Best Practice Governance Review

3. Comparator Organisations

Comparator organisations

Comparison of WALGA's governance model to the governance models of five comparator organisations.

Background

The BPGR Steering Committee had its first meeting on the 5 May 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change.

At the meeting, five comparator organisations were identified to be used in a governance model comparative analysis. The organisations were selected on the basis of their similarity to WALGA as WA member-based peak industry organisations.

The selected organisations were: Australian Medical Association (AMA) WA, Chamber of Commerce and Industry (CCI) WA, Chamber of Minerals and Energy (CME), Australian Hotels Association (AHA) WA and Pharmacy Guild (PG) WA Branch.

Process

WALGA supplied a range of background documents to assist in undertaking the initial desktop comparison. This included the Constitution, Corporate Governance Charter, Corporate Strategy 2020-2025, Standing Orders, Elected Member Prospectus, Flow Chart – WALGA Zone and State Council Process, Final Report – State Councils and Zone Structure and Process Working Group.

The documentation used for the comparator organisations were typically the:

- Constitution – which serves as the instrument for establishment of the association;
- Annual reports – which contains information about an association's performance over a 12-month period; and
- Organisational website – which may outline the structure and current composition of the board, council and the leadership team of the organisations.

Interviews were successfully arranged with three of the five organisations. They were AMA WA, CCI WA and CME WA. The document analysis and interviews provided insights into the size, election methods and recent changes within these organisations.

Key insights

Key insights through the comparison of WALGA to the five comparator organisations are outlined below:

- **Size of Board** – WALGA's board (State Council) was larger than all other comparator organisation's boards.
- **Election methods** – election methods varied across the comparator organisations but many involved election through the membership.
- **Change** – three of the five organisations had recently undergone changes or reviews of their governance structures. There were a range of drivers for this change including: to increase the decision making ability of the board; to use specific working groups to focus on specific topics of interest and to increase representativeness of specific groups (e.g. Aboriginal and Torres Strait Islanders).

The following slide presents summary information on the size and election methods of the five comparator organisations. This is then followed by more detailed background into each organisation, their governance structure and any outcomes from conversations with these organisations.



Summary: Governance structure analysis

WALGA's governance structure was analysed in comparison to five comparator organisations

Organisational Comparisons	Number of Board Members	President Elected by	Board Members elected by
WA Local Government Association (WALGA)	25	The Board	Zones
Australian Medical Association (AMA)	9	AMA WA Members	Members of the Association
Chamber of Commerce and Industry WA (CCIWA)	7 to 10	The Board	<ul style="list-style-type: none"> Up to 12 elected by Members Up to 8 appointed by the Board Up to 8 appointed by the Council
Chamber of Minerals and Energy (CME)	6 to 11	Ordinary Members	Executive Councillors
Australian Hotels Association (AHA) WA	17	The Branch Committee of Management	The Branch Committee of Management
Pharmacy Guild (PG) – WA branch	16 to 22	The Branch	Financial Members from the same region as the Branch

Note: The Council, Branch, or Board chosen from the organisations above were chosen for how appropriate their structure is as a comparison to the WALGA State Council.



Organisational Analysis: Australian Medical Association (AMA) WA

With over 5,000 members, the AMA (WA) is the largest independent professional organisation for medical practitioners and medical students in the State. Total revenue and other income for AMA nationally in 2020 was reported as \$21,928,000.

Organisational Information

The AMA (WA) Board was created in 2017 and is comprised of the President, Immediate Past President, two Vice Presidents and five members of Council who are elected to sit on the Board (9 in total).

The AMA (WA) Council consists of four office bearers (President, Immediate Past President, two Vice Presidents). Additionally, there are the Specialty Group Representatives (e.g. General practice, surgery); Practice Group Representatives (e.g. rural doctors, public hospital doctors); Ordinary Council Members; and, Co-opted Council Members. Majority of the representatives and members represent their speciality (e.g. anaesthetics) or group of representative (e.g. medical student society).

The AMA Federal Council meets quarterly and is the AMA's main policy-making body. It is a forum to identify and debate emerging issues of relevance to the membership. The Federal Council's primary role is to: Form the policy of the AMA; Propose changes to existing policy; and Elect representatives to roles and committees. There is one State and one Area nominee from WA on the Federal Council.

The Leadership team consists of seven staff. CEO, CFO, COO, General Manager Training and Recruitment, Operations Manager, General Manager Financial Services and an HR manager.

Governance Structure*

The Board comprises of approximately 9 members.

The Board may increase or decrease the number of Advisory Council members as needed. However, it currently has 4 members.

The Board and Council is also supported by Specialty Group Representatives, Practice Group Representatives, Ordinary Council Members, and Co-Opted Council Members.

The Board focuses on governance, managing the Association's conduct and business, and ensuring conformity with the constitution.

The General Council focuses on advocacy, policy making, and representation of the association.

Outcomes of Organisation Discussion

- **Governance Review:** The 2020 annual report mentions that an organisation-wide review was undertaken with the transformation in the process of being implemented until March 2020 (COVID).
- **Representation:** It is more important to restrict the number of Board members than Councillors. Board members are involved in making policy and governance decisions, requiring a greater decision-making capability; Councillors are more involved in stakeholder engagement and solving specific issues through working groups, therefore Council size has less impact to efficiency and effectiveness of the model.
- **Engagement:** The president is the spokesperson when it comes to policy issues. Councillors represent the views of Specialty Groups, Practice Groups, and the medical profession as a whole.
- **Feedback on the current model:** Board members have previously taken the role because they are passionate, but do not necessarily have the right expertise, resulting in poor governance. Board members who have leadership and governance experience have proven to be effective in the updated model. The Board would benefit from an independent audit partner and increased diversity in speciality, a simplified purpose of the Board and Council Advisory, and a reduced number of meetings each year.

**The AMA WA Constitution does not specify the number of Board or Council members. Member numbers are indicative and have been taken from the current Board & Council.*



Organisational Analysis: Chamber of Commerce and Industry (CCI) WA

CCIWA is a not-for-profit member organisation providing information, professional services and support for businesses in Western Australia, with over 2,000 WA members. Total revenue and other income for 2021 was reported as \$34,270,130.

Organisational Information

The CCIWA operates as a company limited by guarantee. This came into effect on 11 January 2019. The change in status means that CCIWA is now incorporated under the *Corporations Act 2001* (Cth) rather than the State legislation covering incorporated associations.

Based on the constitution, the number of board members can be between 9-12 (including President & Vice President). The current board has only 6 members including the President and Vice President.

There is a General Council. The constitution states that Councillors can be up to certain numbers depending on who they were elected by. The resulting effect is a council that does not have consistent numbers of members and does not need to fill all positions. This is unlike WALGA's governance model where representatives are elected by zones.

The Board is responsible for the sound governance of the organisation, whereas the General Council provides input to the organisations policy; provides advice to the Board; acts as a point of interface; elects and appoints Council Elected Directors; and passes resolutions relating to specific handling of assets and raising and borrowing funds.

Governance Structure

The Board comprises of 9 – 12 members.

The Board focuses on strategic priorities, financial performance and compliance issues.

The General Council consists of up to 28 Councillors.

The General Council focuses on developing and being spokespersons on public policy frameworks and positions.

The governance structure is supported by bespoke working groups, formed from Councillors as relevant for specific strategic and policy issues.

Outcomes of Organisation Discussion

- **Governance Review:** CCIWA conducted a review of their 2018 Constitution, resulting in changes contained in the 2021 Constitution, including: The governance model was revised to increase the decision-making capability of the board; The structure of the General Council was determined to be too generic causing low Councillor attendance. After the review, Councillors were split into bespoke working groups for specific policy issues for the upcoming 12-month period. This resulted in higher councillor attendance, than the previous governance model.
- **Representation:** In the new revision of the constitution, two new types of Councillors were included to increase representation for their respective groups. Future Leader Councillors, from members of University business schools; and First Nations Business Councillors, elected from First Nations Members.
- **Feedback on the current model:** In the current governance model, when a board member leaves, a temporary team member is appointed since board members can only be elected in general meetings.



Organisational Analysis: The Chamber of Minerals and Energy (CME) WA

CME WA is the peak resources sector representative body in Western Australia whose member companies generate 95% of all mineral and energy production and employ 80% of the sector's workforce in the State.

Organisational Information

The Corporate Governance Charter (Charter) provides guidance on the respective roles, responsibilities and authorities of members of the Executive Council (Executive Councillors) and members of the Advisory Board (Advisory Board Members) in setting the direction, management and control.

The number of Vice Presidents is determined by the Executive Council, the constitution contains no limit on the number of Vice Presidents and so the number of Vice Presidents is excluded from the diagram to the right.

Executive Councillors are elected by Ordinary Members, and there can be no less than 10.

The Role of the Advisory Board is to act as a traditional board providing strategic oversight on behalf of the Chamber. Key interface with the Executive Management Team on organisational matters, including strategy, operating accounts, governance and risk.

Governance Structure

Advisory Board comprises of 5-10 members.

The Advisory Board provides strategic oversight and acts as the key interface with the Executive Management team on strategy, operating accounts, governance and risk.

Executive Council (10+ members).

The Executive Council most senior interface to guide and prioritise the agenda of the Chamber and its respective committees and holds final decision-making authority re: annual financial reports/statements.

The governance structure is supported by committees including bespoke working groups, appointed by Executive Council as relevant for specific strategic and policy issues.

Outcomes of Organisation Discussion

- **Governance Review:** CME recently engaged in a governance review. In April 2020, CME put in place a governance charter. This codified processes and structures, clarified lines of accountability and included a director's code of conduct.
- **Representation:** Members who express an interest, get a seat at the table for the Executive Council. There are approximately 60 ordinary members with 16-20 regularly attending council meetings. This group is intended to provide a litmus check that the broader membership needs are being met.
- **Engagement:** Although the board is strongly engaged in the work and responsibilities it holds, there is the varying engagement of the executive council – this is broadly because due to the large array of issues it covers – the organisation would love to see stronger engagement in this area.
- **Feedback on the current model:** Based on the age of the organisation, the current pyramid structure works. This is successful largely due to the governance charter which provides clarity in role and structure for the organisation.



Organisational Analysis: Australian Hotels Association (WA)

The Australian Hotels Association (AHA) represents more than 5,000 members across Australia serviced by a network of branches based in every state and territory, plus a Canberra-based National Office. Total revenue and other income for AMA nationally in 2020 was reported as \$2,257,963.

Organisational Information

AHA was founded in 1892 and now represents more than 80% of the Western Australian hotel and hospitality industry.

The organisation has a branch in each state and territory, including a division in each branch known as the National Accommodation Hotels Division. The organisation and each of its branches have their own set of rules by which they are governed. However, ultimate authority is deferred to the National Board of the organisation.

All issues and opportunities are addressed by The Branch Committee of Management (The Branch). Consisting of six ordinary members, elected by members of the branch, and the president from each of the Territorial and Non-Territorial Divisions of the Branch. This includes a President, Senior Vice President, Vice President, Treasurer, Accommodation President and Country Representative. The President, Senior Vice President (SVP) and Vice President (VP) are elected by The Branch.

AHA developed a subsidiary known as 'Tourism Accommodation Australia (TAA)'. TAA publicly represents and lobbies specifically for accommodation hotels separately from the AHA's general hospitality members. However, membership to both AHA and TAA is granted to accommodation properties. There are 11 Divisional Presidents – 7 represent different Areas/Regions and 4 represent different membership groups.

Governance Structure*

Branch Committee of Management has 6 Ordinary members & the president of each Territory/Non-Territory Division (11).

Focuses on staff remuneration/conditions, branch transactions, disbursements, funds and resolves delegated Commonwealth industrial disputes.

There is no council or other governing entity to provide support to the Branch Committee of Management.

Relevance to WALGA BPGR

AHA was contacted to schedule an interview; however, there was no response following multiple requests. The following insights have been made by research on their publicly available governance information and documentation.

- **Composition:** Similar to WALGA's State Council, the AHA Governance structure only has one governing entity, The Branch Committee of Management. The number of branch members (17) is smaller than WALGA (25).
- **Responsibilities:** The AHA Branch Committee of Management is responsible for financial activities; however, the Rules document does not mention that they are responsible for activities that other comparator organisations governing entities are, such as policy creation or ensuring compliance.
- **Lack of compliance with constitution:** The Rules of the AHA WA Branch document acts as the Association's constitution. However, there are many conflicts between the governance structure in the Branch Rules document, and the governance structure depicted on AHA WA's website. For example, in the document the supreme governing body of the Branch is the Branch Committee of Management, whereas on the website it is the Executive Management team. Additionally, there is no mention of a board in the Rules document, but there is a Board of Management on the website.

**The governance structure has been taken from the Rules of the AHA WA Branch document instead of the current governance structure depicted on the website, due to conflicting information.*



Organisational Analysis: Pharmacy Guild (WA Branch Focus)

Pharmacy Guild supports over 5,800 pharmacies across Australia. It is broken up into Territory Branches with more than 600 pharmacies as members in WA (est. 2017).

Organisational Information

The Pharmacy Guild's WA Branch's Annual Report can only be viewed by Members of the Organisation.

The Branch consists of the Branch Executive, and the Branch Committee. Where the Branch Executive consists of the Branch President, Branch Vice President(s) and the National Councillor(s). Additionally, in the Branch Executive, the position of Branch President and Vice President can also be held by a National Councillor, resulting in different numbers of Branch Executives between states.

The National council has the power to determine and direct policy, settle disputes, control the national fund, appoint an auditor and other activities relating to being the supreme governing entity.

The constitution does not specify who exactly elects the Branch President, or the Branch Vice Presidents, only that they are elected from the Branch. Whereas Branch Committee Members are elected by financial members in that region.

The Branch and the National Council shall appoint their own auditor. Resulting in potential conflicts of interest, as hypothetically the Branch and the National Council can appoint an auditor who audits in their favour.

Governance Structure*

Branch Executive consists of 2 – 6 Executive Members.

All powers and functions of the Branch Committee between meetings of the Branch Committee.

Branch Committee consists of 7 - 14 committee members (excluding the Branch executive).

Control the Branch fund, decide the agenda for and attend special meetings.

There is only one governing entity in WA for Pharmacy Guild, however the WA Branch consists of National Councillors, from the National Council which is the supreme governing body for the Pharmacy Guild. However, the Branch Committee can create subcommittees to carry out particular functions.

Relevance to WALGA BPGR

Pharmacy Guild WA was contacted to schedule an interview; however, they responded that they do not have time to discuss their governance model. The following insights have been made by research on their publicly available governance information and documentation.

- **Representation:** The interests of members are represented by the Branch Committee Members who are elected by the financial members of the same regions. Additionally, the interests of the National Council are represented in Branches by the National Councillors appointed in each Branch.
- **Composition:** The governance structure of the Branches of the Pharmacy Guild is adaptable to the needs of the Branch. Since the Branch Committee members can decide the number of Committee members needed in their branch, they can do so based on the needs of the Branch at any point in time, making the composition and size of the Branch adaptable to emerging needs. Also, the creation of additional branches and amalgamations of current branches is up to the decision of the National Council, enabling the National Council to alter the composition of the governance model nation-wide as needed. Branches can also create subcommittees as needed.

**Since the number of members in governance entities is mentioned in the Constitution, the numbers have been estimated based on the current membership as per the Guild's website.*



Best Practice Governance Review

4. Governance Principles

Development of Governance Principles

BPGR Steering Committee (SC) meetings and how they lead to the development of the proposed governance principles.

BPGR Steering Committee meetings

The BPGR Steering Committee (SC) was established by State Council to guide the review. SC Meetings 2 through to 5 acted as key inputs into the development of the Governance Model principles. The focus of SC Meetings two through to five led to the development of the governance principles.

SC Meeting 2 - On 8 June 2022, the initial draft of the comparator organisations and their governance structures was presented. The SC identified four assessment criteria for the purposes of assessing potential governance models. The assessment criteria were: (1) representation, (2) efficiency, (3) contemporary, and (4) sustainable. An Options Paper was then developed, using the assessment criteria against two governance model options.

SC Meeting 3 - On 28 June 2022, a discussion of the DRAFT Options Paper took place. The SC decided that a workshop was required to take a step back and develop the core governance principles (rather than assessment criteria) that needed to underpin any future governance model for WALGA.

SC Meeting 4 - On 18 July 2022, the SC discussed the principles and identified four principles that should guide WALGA's governance. They were Representative, Responsive, Results Oriented and Renewal. Renewal was the principle that some SC members deemed as optional and is not included as a separate principle. Some elements of renewal are incorporated into the other three principles.

SC Meeting 5 - On 10 August 2022, the SC discussed and finalised the proposed principles. Discussion focused on the principle components and their likely governance implications. Several activities also occurred around this SC meeting. This include an update to State Council at the Information Forum on 3 August 2022, finalisation of principles on 17 August 2022 to inform AGM Item and finalisation of Agenda Item for 2022 AGM, including approval by State Council.

Key outcomes

The SC agreed on the proposed governance model principles, their component parts and the implications of these principles. Specifically:

- **Principle definition** – the definition of each of the three principles.
- **Principle component** – the key component parts of each principle.
- **Principle component description** – a description of each principle component.
- **Governance implications** – the governance implications of each of the principle components.

The following slide presents the principles, their components and a description and their governance implications.



Endorsed Governance Principles

The principles for assessing WALGA's governance model options and governance implications

	Principle	Principle component	Component description	Governance implications
Representative	WALGA unites and represents the entire local government sector in WA and understands the diverse nature and needs of members, regional communities and economies.	Composition	The composition of WALGA's governance model represents Local Government members from metropolitan and country councils.	The governing body will maintain equal country and metropolitan local government representation.
		Size	An appropriate number of members/representatives oversees WALGA's governance.	Potential reduction in the size of the overarching governing body.
		Diversity	WALGA's governance reflects the diversity and experience of its Local Government members.	Potential for the introduction of a mechanism to ensure the governance model comprises an appropriate diversity of skills and experience.
		Election Process	Considers the processes by which WALGA's governance positions are elected and appointed.	Consideration of alternative election and appointment arrangements, with the President to be elected by and from the governing body.
		Timely Decision Making	WALGA's governance supports timely decision making.	WALGA's governance model facilitates responsive decision making.
Responsive	WALGA is an agile association which acts quickly to respond to the needs of Local Government members and stakeholders.	Engaged Decision Making	WALGA's Local Government members are engaged in decision making processes.	WALGA's governance model facilitates clear and accessible processes for Local Government members to influence policy and advocacy with consideration to alternatives to the existing zone structure.
		Agility	Considers the flexibility of WALGA's governance to adapt to changing circumstances.	WALGA's governance model is agile and future proofed for external changes.
		Focus	Considers the clarity and separation of responsibilities and accountabilities of WALGA's governance.	Governance bodies have clearly defined responsibilities and accountabilities, with the capacity to prioritise and focus on strategic issues.
Results Oriented	WALGA dedicates resources and efforts to secure the best outcomes for Local Government members and supports the delivery of high-quality projects, programs and services.	Value Added Decision Making	Facilitates opportunities for value to be added to decision making.	Adoption of best practice board processes, and introduction of governance structures that are empowered to inform decisions.
		Continuous Improvement	Considers regular review processes for components of the governance model, their purpose and achieved outcomes.	WALGA's governance is regularly reviewed every 3 to 5 years to ensure the best outcomes are achieved for Local Government members.



Thank you

For more information, visit our [website](#) or contact Tim Lane, Manager Association and Corporate Governance, at tlane@walga.asn.au or 9213 2029.

Best Practice Governance Review

Consultation Paper – Model Options

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Best Practice Governance Review

1. Introduction

Introduction

Background

The Western Australian Local Government Association (WALGA) developed its Corporate Strategy 2020-25, and in doing so identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of the review is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members.

Other drivers for the review included: misalignment between key governance documents; constitution amendments for State Councillors' Candidature for State and Federal elections; and legislative reforms for the *Local Government Act 1995*, and for the *Industrial Relations Act 1979*.

In March 2022, State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review.

The BPGR Steering Committee had five meetings between 5 May 2022 and 10 August 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change. Key outputs from the BPGR Steering Committee meetings included:

- Agreement on five comparator organisations – Australian Medical Association (AMA) WA, Chamber of Commerce and Industry (CCI) WA, Chamber of Minerals and Energy (CME), Australian Hotels Association (AHA) WA and the Pharmacy Guild (PG).
- Review of governance models of Local Government Associations in other Australian States and Territories, and New Zealand.
- Drafting of governance principles that will underpin future governance models.
- Finalisation of governance principles and principle components across the domains of: **Representative, Responsive and Results Oriented**.

These activities are outlined in more detail in the Background Paper.

This document

This document outlines:

Principles: The governance model principles and principle components across the domains of: Representative, Responsive and Results Oriented. The principles were endorsed at the WALGA AGM on 3 October 2022.

Governance model options: Presents four potential governance model options and the structure and roles associated with each option. The four options are:

- **Option 1:** Two tier model, existing zones
- **Option 2:** Board, regional bodies
- **Option 3:** Board, amalgamated zones
- **Option 4:** Member elected board, regional groups
- **Option 5:** Current model

Alignment to principles: Each of these options are then assessed as to whether they align with the principles and their components. The assessment considers the option and whether it meets, partially meets or does not meet the principle component. Alongside this assessment are some discussion points. An example of this relates to diversity.

Diversity is a component of the governance model being representative. Diversity here may include consideration of whether the governance model comprises an appropriate diversity of skills and experience. It also provides opportunity to consider whether the governance model provides opportunity for members of diverse backgrounds e.g. people of Aboriginal and Torres Strait Islander descent, people with Culturally and Linguistically Diverse backgrounds.

Within all the model options, direct relationship with WALGA and regional / subregional collaboration would continue to be encouraged.

Best Practice Governance Review

2. Governance Principles

Governance Principles

The following Governance Principles were endorsed by members at the 2022 AGM

Representative

Responsive

Results Oriented
















Principle	Principle component	Component description	Governance implications
WALGA unites and represents the entire local government sector in WA and understands the diverse nature and needs of members, regional communities and economies.	Composition	The composition of WALGA's governance model represents Local Government members from metropolitan and country councils.	The governing body will maintain equal country and metropolitan local government representation.
	Size	An appropriate number of members/representatives oversees WALGA's governance.	Potential reduction in the size of the overarching governing body.
	Diversity	WALGA's governance reflects the diversity and experience of its Local Government members.	Potential for the introduction of a mechanism to ensure the governance model comprises an appropriate diversity of skills and experience.
	Election Process	Considers the processes by which WALGA's governance positions are elected and appointed.	Consideration of alternative election and appointment arrangements, with the President to be elected by and from the governing body.
WALGA is an agile association which acts quickly to respond to the needs of Local Government members and stakeholders.	Timely Decision Making	WALGA's governance supports timely decision making.	WALGA's governance model facilitates responsive decision making.
	Engaged Decision Making	WALGA's Local Government members are engaged in decision making processes.	WALGA's governance model facilitates clear and accessible processes for Local Government members to influence policy and advocacy with consideration to alternatives to the existing zone structure.
	Agility	Considers the flexibility of WALGA's governance to adapt to changing circumstances.	WALGA's governance model is agile and future proofed for external changes.
WALGA dedicates resources and efforts to secure the best outcomes for Local Government members and supports the delivery of high-quality projects, programs and services.	Focus	Considers the clarity and separation of responsibilities and accountabilities of WALGA's governance.	Governance bodies have clearly defined responsibilities and accountabilities, with the capacity to prioritise and focus on strategic issues.
	Value Added Decision Making	Facilitates opportunities for value to be added to decision making.	Adoption of best practice board processes, and introduction of governance structures that are empowered to inform decisions.
	Continuous Improvement	Considers regular review processes for components of the governance model, their purpose and achieved outcomes.	WALGA's governance is regularly reviewed every 3 to 5 years to ensure the best outcomes are achieved for Local Government members.

Best Practice Governance Review

3. Options and Current Model




Options and Current Model

Five options, including the Current Model, with details of each of their key governance bodies

Option 1 – Two tier model, existing Zones	Option 2 – Board, Regional Bodies	Option 3 – Board, Amalgamated Zones	Option 4 – Member elected Board, Regional Groups	Option 5 – Current Model
 <p>Board (11 members) 8 elected from Policy Council, incl. Board elected President Up to 3 independents</p>	 <p>Board (11 members) 8 elected from Regional Bodies, incl. Board elected President Up to 3 independents</p>	 <p>Board (15 members) 12 elected from Zones, incl. Board elected President Up to 2 independents</p>	 <p>Board (11 members) 8 elected via direct election, incl. Board elected President Up to 3 independents</p>	 <p>State Council (25 members) 24 State Councillors 1 President</p>
 <p>Policy Council (25 members) 24 members plus President</p>	 <p>Regional Bodies (4 metro, 4 country)</p>	 <p>Zones (6 metro, 6 country)</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Zones (5 metro, 12 country)</p>
 <p>Zones (5 metro, 12 country)</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Regional Groups</p>	 <p>Policy Teams / Forums / Committees</p>




Option 1 – Two Tier Model, Existing Zones

A description of the governance body structure and role for Option 1

Governance Body	Structure	Role
 Board	11 members: 8 representative members elected from and by the Policy Council (4 Metro, 4 Country). The Board then elect the President from the representative members. The Board will appoint up to 3 independent, skills or constituency directors.	Meet 6 times per year. Responsible for governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.
 Policy Council	24 members plus President. Members elected by and from the Zones (12 from 5 Metro Zones, 12 from 12 Country Zones).	Meet at least 2 times per year to contribute to policy positions and advocacy for input into Board, and to liaise with Zones on policy and advocacy. The Policy Council can form Policy Teams, Policy Forums and Committees, which would have responsibility for specific functions, such as policy development.
 Zones	5 Metro, 12 Country.	Meet at least 2 times per year to raise policy issues, elect representatives to the Policy Council, and undertake regional advocacy and projects as directed by the Zone.




Option 2 – Board, Regional Bodies

A description of the governance body structure and role for Option 2

Governance Body	Structure	Role
 Board	11 members: 8 representative members elected from and by the Regional Bodies (4 Metro, 4 Country). The Board then elect the President from the representative members. The Board will appoint up to 3 independent, skills or constituency directors.	Meet 6 times per year responsible for governance of WALGA including strategy, financial oversight, policy development, advocacy priorities, employment of CEO, etc.
 Regional Bodies	Metro: North, South, East and Central. Country: Mining & Pastoral, Agricultural, Peel/South West/Great Southern, Regional Capitals. <i>Note: Local Governments can nominate their preferred regional body, with membership of the regional bodies to be determined by the board.</i>	Meet at least 2 times per year to contribute to policy development and advocacy, and to elect Board members (1 from each of the Metro Regional Bodies and 1 from each of the Country Regional Bodies).
 Policy Teams / Forums / Committees	Membership drawn from the Board and Regional Bodies with some independent members.	Responsible for specific functions – such as policy development – as determined by the Board.

Option 3 – Board, Amalgamated Zones




A description of the governance body structure and role for Option 3

Governance Body	Structure	Role
 Board	15 members: 12 elected from the Zones (6 from Metro/Peel, 6 from Country). President to be elected by the Board. The Board will appoint up to 2 independent, skills or constituency directors.	Meet 6 times per year. Responsible for the governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.
 Zones	<p>Metro/Peel:</p> <ul style="list-style-type: none">• Central Metropolitan• East Metropolitan• North Metropolitan• South Metropolitan• South East Metropolitan• Peel <p>Country*:</p> <ul style="list-style-type: none">• Wheatbelt South• Wheatbelt North• Mid West / Murchison / Gascoyne• Pilbara / Kimberley• South West / Great Southern• Goldfields / Esperance <p><i>*indicative, re-drawing required</i></p>	Meet at least 2 times per year to contribute to policy development and advocacy, and to elect Board members.
 Policy Teams / Forums / Committees	Membership drawn from Board with some independent members.	Responsible for specific functions – such as policy development – as determined by the Board.






Option 4 – Member Elected Board, Regional Groups

A description of the governance body structure and role for Option 4

Governance Body	Structure	Role
 Board	11 members: 8 representative members elected via direct election, with each member Local Government to vote (4 elected by and from Metropolitan Local Governments, 4 elected by and from Country Local Governments). President elected by the Board from among the representative members. The Board will appoint up to 3 independent, skills or constituency directors.	Meet 6 times per year and responsible for governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.
 Policy Teams / Forums / Committees	Membership drawn from Board with some independent members.	Meet at least 2 times per year. Responsible for specific functions – such as contributing to policy development – as determined by the Board.
 Regional Groups	Determined by members to suit needs. E.g. Regional Capitals, GAPP, VROCs, CEO Group, existing Zones.	Feed into policy development processes and undertake advocacy and projects as determined by the groups.

Option 5 – Current Model

A description of the governance body structure and roles for the Current Model

Governance Body	Structure	Role
 State Council	24 members plus the President. Members elected by and from the Zones (12 from 5 Metropolitan Zones, 12 from 12 Country Zones).	Responsible for the governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy, employment of CEO, etc.
 Zones	5 Metro, 12 Country.	Consider the State Council Agenda, elect State Councillors, and undertake regional advocacy / projects as directed by the Zone.
 Policy Teams / Forums / Committees	Membership drawn from State Council with some independent members.	Responsible for specific functions – such as contributing to policy development, financial oversight etc. – as determined by State Council.



Best Practice Governance Review

4. Alignment to Principles

Option 1 – Two Tier Model, Existing Zones

Option 1 and its alignment to the principles

Option 1 – Two tier model, existing Zones


	<p>Board (11 members) 8 elected from Policy Council, incl. Board elected President Up to 3 independents</p>
	<p>Policy Council (25 members) 24 members plus President</p>
	<p>Zones (5 metro, 12 country)</p>

Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points	
Representative	Composition	Meets	<ul style="list-style-type: none"> Board will have equal metropolitan and country membership
	Size	Meets	<ul style="list-style-type: none"> Board is smaller
	Diversity	Meets	<ul style="list-style-type: none"> Consideration of appointment processes for independent members
Responsive	Election Process	Meets	<ul style="list-style-type: none"> Board to be elected from Policy Council
	Timely Decision Making	Meets	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> Board meetings are not dependent on other governing body meetings
Results Oriented	Agility	Partial	<ul style="list-style-type: none"> Board is future-proofed from external changes Zone structures still underpin Council
	Focus	Partial	<ul style="list-style-type: none"> Prioritisation and focus may be a challenge
Results Oriented	Value Added Decision Making	Meets	<ul style="list-style-type: none"> Best practice board approaches will be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> Board would be responsible for ongoing reviews of governance body roles in consultation with members


Option 2 – Board, Regional Bodies

Option 2 and its alignment to the principles


Option 2 – Board, Regional Bodies



Board
(11 members)
8 elected from Regional Bodies, incl. Board elected President
Up to 3 independents



Regional Bodies
(4 metro, 4 country)



Policy Teams / Forums / Committees


	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Meets	<ul style="list-style-type: none"> Board will have equal metropolitan and country membership How to establish regional body membership is a consideration
	Size	Partial	<ul style="list-style-type: none"> Board is smaller Number of regional bodies is a consideration
	Diversity	Meets	<ul style="list-style-type: none"> Consideration of appointment processes for independent members
	Election Process	Meets	<ul style="list-style-type: none"> Board election from regional bodies
Responsive	Timely Decision Making	Meets	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> Board meetings are not dependent on regional body meetings
	Agility	Meets	<ul style="list-style-type: none"> Board and regional bodies are future proofed from external changes
	Focus	Partial	<ul style="list-style-type: none"> There may be challenges defining accountabilities and responsibilities of regional bodies
Results Oriented	Value Added Decision Making	Meets	<ul style="list-style-type: none"> Best practice board approaches will be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> Board will be responsible for ongoing reviews of governing body roles in consultation with members




Option 3 – Board, Amalgamated Zones

Option 3 and its alignment to the principles


Option 3 – Board, Amalgamated Zones



Board
(15 members)
12 elected from Zones, incl. Board elected President
Up to 2 independents



Zones
(6 metro, 6 country)



Policy Teams / Forums / Committees


	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Partial	<ul style="list-style-type: none"> Board will have equal metropolitan and country membership There may be composition challenges for amalgamated zones
	Size	Partial	<ul style="list-style-type: none"> Board is smaller Amalgamation of zones to 12 in total
	Diversity	Meets	<ul style="list-style-type: none"> Consideration of appointment processes for independent members
	Election Process	Meets	<ul style="list-style-type: none"> Board election from zones
Responsive	Timely Decision Making	Meets	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> Board meetings are aligned to zone meetings
	Agility	Meets	<ul style="list-style-type: none"> Board is future proofed from external changes
Results Oriented	Focus	Partial	<ul style="list-style-type: none"> Prioritisation and focus may be a challenge
	Value Added Decision Making	Meets	<ul style="list-style-type: none"> Best practice board approaches will be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> The Board would be responsible for ongoing reviews of governance body roles in consultation with members




Option 4 – Member Elected Board, Regional Groups

Option 4 and its alignment to the principles


**Option 4 –
Member elected Board,
Regional Groups**



Board
(11 members)
8 elected via direct election, incl. Board elected President
Up to 3 independents



Policy Teams / Forums / Committees




Regional Groups

Principle & component		Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Partial	<ul style="list-style-type: none"> Board will have equal metropolitan and country membership Membership of regional groups dynamic and ad hoc
	Size	Partial	<ul style="list-style-type: none"> Board is smaller
	Diversity	Meets	<ul style="list-style-type: none"> Consideration of appointment processes for independent members
	Election Process	Meets	<ul style="list-style-type: none"> Board election from a general meeting
Responsive	Timely Decision Making	Meets	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> Board meetings are not dependent on policy teams / regional group meetings
	Agility	Meets	<ul style="list-style-type: none"> Board is future-proofed from external changes
Results Oriented	Focus	Partial	<ul style="list-style-type: none"> Policy teams / Regional Group meetings to influence priorities
	Value Added Decision Making	Meets	<ul style="list-style-type: none"> Best practice board approaches will be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> Board would be responsible for ongoing reviews of governing body roles in consultation with members


Option 5 – Current Model

Current model and its alignment to the principles


Option 5 – Current Model



State Council
(25 members)
24 State Councillors
1 President



Zones
(5 metro,
12 country)



Policy Teams
/ Forums /
Committees

Principle & component		Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Meets	<ul style="list-style-type: none"> State Council has equal metropolitan and country membership
	Size	Partial	<ul style="list-style-type: none"> State Council will retain 25 members
	Diversity	Partial	<ul style="list-style-type: none"> No control of diversity of State Council
	Election Process	Meets	<ul style="list-style-type: none"> State Council election from zones
Responsive	Timely Decision Making	Partial	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> State Council meetings are aligned to zone meetings
	Agility	Partial	<ul style="list-style-type: none"> State Council is not future proofed from external changes
	Focus	Partial	<ul style="list-style-type: none"> Prioritisation and focus may remain a challenge
Results Oriented	Value Added Decision Making	Partial	<ul style="list-style-type: none"> Best practice board approaches will not be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> State Council would continue to be responsible for ongoing reviews of governance body roles in consultation with members

Best Practice Governance Review

5. Consultation Process and Next Steps

WALGA Best Practice Governance Review

Consultation Process and Next Steps

Consultation Process

Council Position

Member Local Governments are asked to consider this paper and the governance model options put forward and provide a Council endorsed position to WALGA.

It is suggested that Councils endorse a preferred model (which could be the Current Model) and provide a ranking in terms of an order of preference.

Submissions to WALGA are sought by **23 December 2022**.

Supplementary Market Research

An independent market research company has been engaged to ascertain insights from Elected Members and Chief Executive Officers about WALGA's governance model. Qualitative interviews and a quantitative survey will be undertaken to supplement Council positions.

Workshops and Forums

Requests for presentations on the work undertaken by the Steering Committee and the model options, as well as facilitation of workshops and discussions will be accommodated where practicable.

Next Steps

Timetable

- Consultation and engagement with Members on this paper and governance model options will be undertaken from October 2022 until 23 December 2022.
- The Steering Committee will consider the outcomes of the consultation process during January 2023.
- A Final Report with a recommended direction will be the subject of a State Council Agenda item for the March 2023 State Council meeting.

Thank you

For more information, visit our [website](#) or contact Tim Lane, Manager Association and Corporate Governance, at tlane@walga.asn.au or 9213 2029.



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APPRAISAL ID: M 77/525

Tenement Status: Live **Boundary Type:** Granted Live
Holder/Applicant: BARTO GOLD MINING PTY LTD
Markout Date: 24/05/1991 15:15:00
Lodgement Date: 24/05/1991 15:45:00
Object Area: 612.31 Ha. **Centroid:** (31° 27' 57" S, 119° 29' 24" E)
Appraisal Options: Admin Boundaries Affected, Tenements Affected, Land Affected, Native Title Details, Petroleum, Services/Infrastructure Affected, Map Sheet Details
Datum: GDA94

ADMINISTRATION BOUNDARIES AFFECTED

Name	Type	Encroached Area	Encroached Percentage
JILBADJI	Land District	612. 3125HA	100%
EASTERN LAND DIVISION	Land Division	612. 3125HA	100%
YILGARN SHIRE	LGA (Shire) Boundaries	612. 3125HA	100%
MARVEL LOCH	Townsite Boundary	84. 519HA	13.8%
YILGARN M F 77	Mineral Field Boundaries	612. 3125HA	100%

TENEMENTS AFFECTED

Tenement ID	Marking out/Lodgement	Holder/Applicant(s)	Status	Encroached Area	Encroached Percentage
L 77/7	27/12/1984 13:27:00	BARTO GOLD MINING PTY LTD	Live	0.0978HA	0.02%
L 77/65	28/11/1988 11:30:00	BARTO GOLD MINING PTY LTD	Live	4.378HA	0.71%
L 77/66	28/11/1988 14:00:00	BARTO GOLD MINING PTY LTD	Live	1.3537HA	0.22%
L 77/140	21/10/1993 09:20:00	BARTO GOLD MINING PTY LTD	Live	1.5349HA	0.25%

DEAD TENEMENTS AFFECTED (NOT SELECTED)

LAND AFFECTED

Land ID	Purpose/Name	Land Type	Responsible Agency/Vesting	Encroached Area	Encroached Percentage
R 12587	"A" CLASS RESERVE RECREATION	Reserve	DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD)	3.6029HA	0.59%
R 13260	"C" CLASS RESERVE EFFLUENT DISPOSAL	Reserve	RA:DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD) VEST SHIRE OF YILGARN	1.6328HA	0.27%
R 21605	"C" CLASS RESERVE WATER	Reserve	WATER CORPORATION	0.0405HA	0.01%
R 38119	"C" CLASS RESERVE RECREATION TENNIS COURT	Reserve	RA:DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD) VEST SHIRE OF YILGARN	0.6479HA	0.11%
R 38957	"C" CLASS RESERVE DRAINAGE	Reserve	DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD)	0.1012HA	0.02%



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LAND AFFECTED

Land ID	Purpose/Name	Land Type	Responsible Agency/Vesting	Encroached Area	Encroached Percentage
R 40746	"C" CLASS RESERVE EFFLUENT DISPOSAL	Reserve	RA:DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD) VEST SHIRE OF YILGARN	4.4328HA	0.72%
R 41098	"C" CLASS RESERVE CARAVAN PARK AND ACCOMMODATION	Reserve	RA:DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD) MANAGEMENT ORDER SHIRE OF YILGARN	1.3361HA	0.22%
R 41154	"C" CLASS RESERVE DRAINAGE	Reserve	DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD)	0.1519HA	0.02%
R 42861	"C" CLASS RESERVE RECREATION	Reserve	RA:DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD) VEST: SHIRE OF YILGARN	0.1012HA	0.02%
R 42862	"C" CLASS RESERVE CAR PARKING	Reserve	DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD)	0.1012HA	0.02%
R 46278	"C" CLASS RESERVE RECREATION	Reserve	RA:DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD) VEST: SHIRE OF YILGARN	0.3037HA	0.05%
R 47064	"C" CLASS RESERVE TELECOMMUNICATIONS SITE	Reserve	RA:DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD) VEST: SHIRE OF YILGARN	0.2205HA	0.04%
R 47379	"C" CLASS RESERVE TOURIST INFORMATION BAY	Reserve	RA:DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD) VEST: SHIRE OF YILGARN	0.2025HA	0.03%
CLOSED ROAD	Closed Road	Reserve	Department of Planning, Lands and Heritage	0.8318HA	0.14%
ARGENT STREET	Road Regional	Road Isolation	See Services for agency information	1.8685HA	0.31%
AURUM STREET	Road Regional	Road Isolation	See Services for agency information	0.9566HA	0.16%
BURBIDGE STREET	Road Regional	Road Isolation	See Services for agency information	1.2208HA	0.2%
CHENEY STREET	Road Regional	Road Isolation	See Services for agency information	0.7315HA	0.12%
CLOUGH STREET	Road Regional	Road Isolation	See Services for agency information	1.1681HA	0.19%
HORAN STREET	Road Regional	Road Isolation	See Services for agency information	1.1373HA	0.19%



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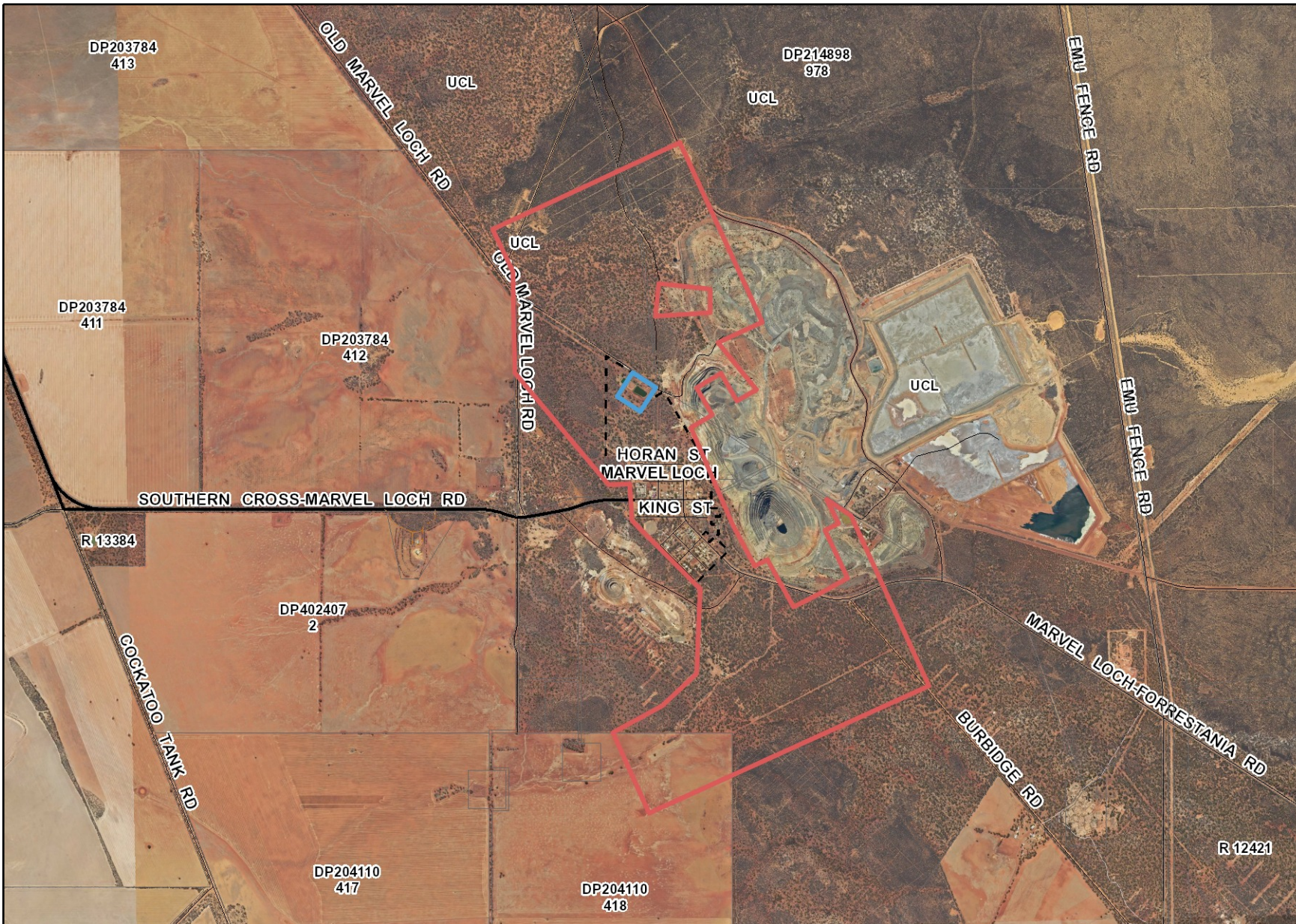
LAND AFFECTED

Land ID	Purpose/Name	Land Type	Responsible Agency/Vesting	Encroached Area	Encroached Percentage
KING STREET	Road Regional	Road Isolation	See Services for agency information	1.7309HA	0.28%
LEE STREET	Road Regional	Road Isolation	See Services for agency information	0.7218HA	0.12%
LENNEBERG STREET	Road Regional	Road Isolation	See Services for agency information	1.6399HA	0.27%
MAZZINA COURT	Road Regional	Road Isolation	See Services for agency information	0.3309HA	0.05%
OLD MARVEL LOCH ROAD	Road Regional	Road Isolation	See Services for agency information	1.3455HA	0.22%
OVERINGTON STREET	Road Regional	Road Isolation	See Services for agency information	1.8802HA	0.31%
ROAD	Road Regional	Road Isolation	See Services for agency information	10.7134HA	1.75%
RONCHI STREET	Road Regional	Road Isolation	See Services for agency information	0.6421HA	0.1%
ROW	Road Regional	Road Isolation	See Services for agency information	0.8503HA	0.14%
Road	Road Regional	Road Isolation	DEPARTMENT OF PLANNING, LANDS AND HERITAGE (ROAD)	4.0926HA	0.67%
SOUTHERN CROSS-MARVEL LOCH ROAD	Road Regional	Road Isolation	See Services for agency information	0.009HA	<0.01%
WILLIAMSON STREET	Road Regional	Road Isolation	See Services for agency information	0.8806HA	0.14%
Freehold Regional	Freehold Regional:114 Land parcels affected	Private/Freehold	Landgate	48.5244HA	7.92%
GE M718873	General Lease (P) Check Purpose	Lease	Landgate	0.1012HA	0.02%
GE N475592	General Lease (P) Check Purpose	Lease	Landgate	0.2008HA	0.03%
GE N683560	General Lease (P) Check Purpose	Lease	Landgate	0.2025HA	0.03%
GE N683566	General Lease (P) Check Purpose	Lease	Landgate	0.3038HA	0.05%
GE N683577	General Lease (P) Check Purpose	Lease	Landgate	1.7009HA	0.28%
GE O734050	General Lease (P) Check Purpose	Lease	Landgate	0.2003HA	0.03%
RL L322780	Reserve Lease (C)	Lease	Landgate	0.1012HA	0.02%
Unallocated Crown Land	Unallocated Crown Land:60 Land parcels affected	Cadastral	Landgate	515.4519HA	84.18%
HSA 106343 1	Aboriginal Heritage Survey Areas	Special Category Land	Department of Planning, Lands and Heritage	610.5818HA	99.72%



Legend

- Townsites
- Cadastre (View 2)
- Roads**
 - Main
 - Minor
 - Track
 - Not Applicable



Notes:

* The data that appears on the map may be out of date, not intended to be used at the scale displayed, or subject to license agreements. The map should only be used in matters related to Department of Planning, Lands and Heritage business.

* This map is not intended for measurement purposes.

Map was produced using DPLH's InQuery.

M77/525 Showing Marvel Loch Townsite and Reserve 40746

DPLH BUSINESS USE ONLY



0 1.08 2.15 Kilometres

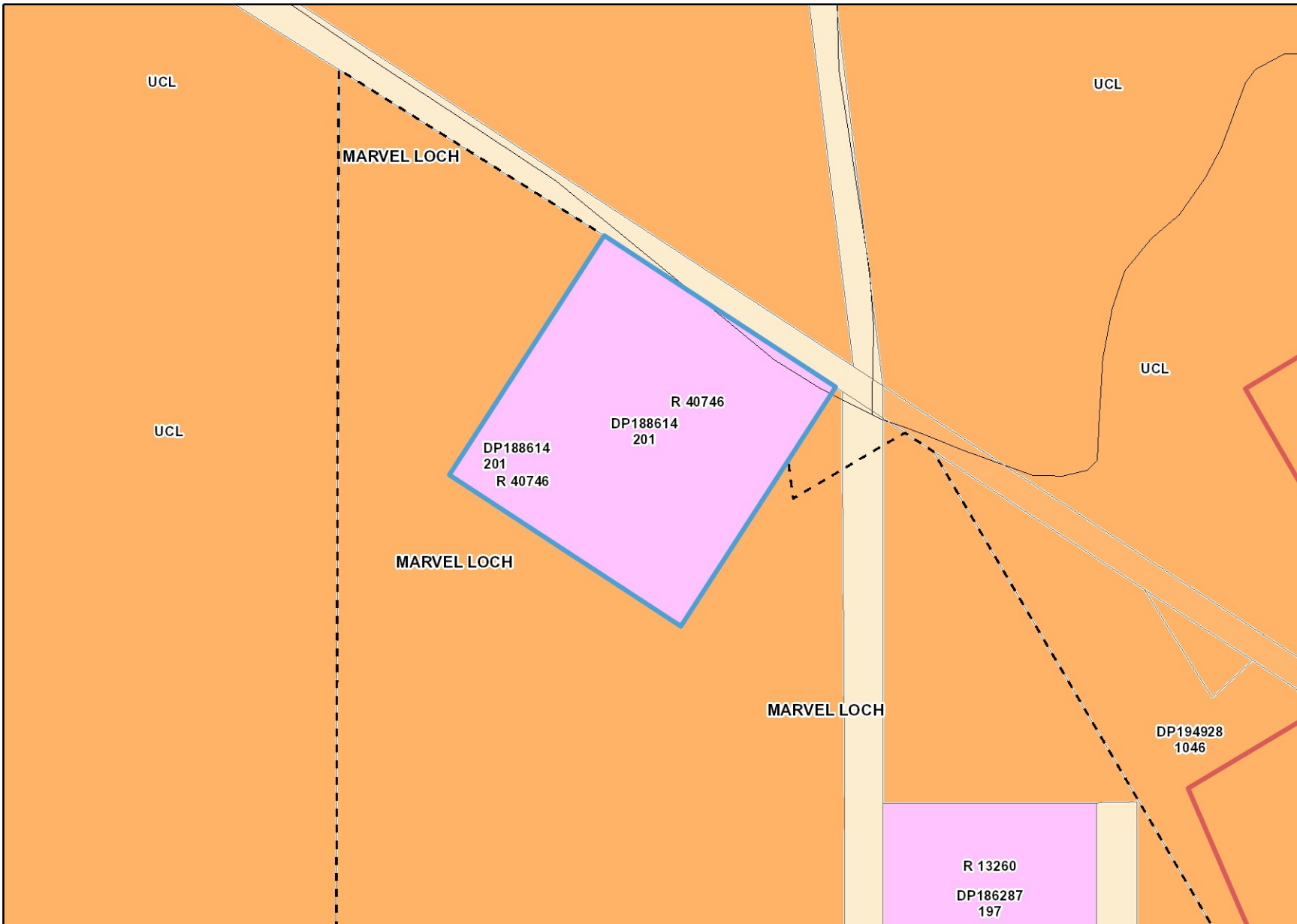
1: 50,000 at A4

Projection: WGS 1984 Web Mercator Auxiliary Sphere
 Graticules (if visible): GDA 1994 Latitude/Longitude



Legend

- Townsites
- Cadastre (View 1)
- Roads**
 - Minor
- Land Tenure Small Scale 256K**
 - Unallocated Crown Land
- Land Tenure Small Scale 64K**
 - Unallocated Crown Land
- Land Tenure Small Scale 16K**
 - Closed Road
 - Crown Allotment (Type 2)
 - Public Road
 - Unallocated Crown Land
- Reserve
- Land Tenure Small Scale 4K**
 - Unallocated Crown Land



Notes:

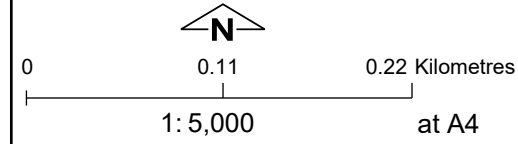
* The data that appears on the map may be out of date, not intended to be used at the scale displayed, or subject to license agreements. The map should only be used in matters related to Department of Planning, Lands and Heritage business.

* This map is not intended for measurement purposes.

Map was produced using DPLH's InQuery.

Reserve 40746

DPLH BUSINESS USE ONLY



Projection: WGS 1984 Web Mercator Auxiliary Sphere
 Graticules (if visible): GDA 1994 Latitude/Longitude

Date produced: **25-Oct-2022**



Legend

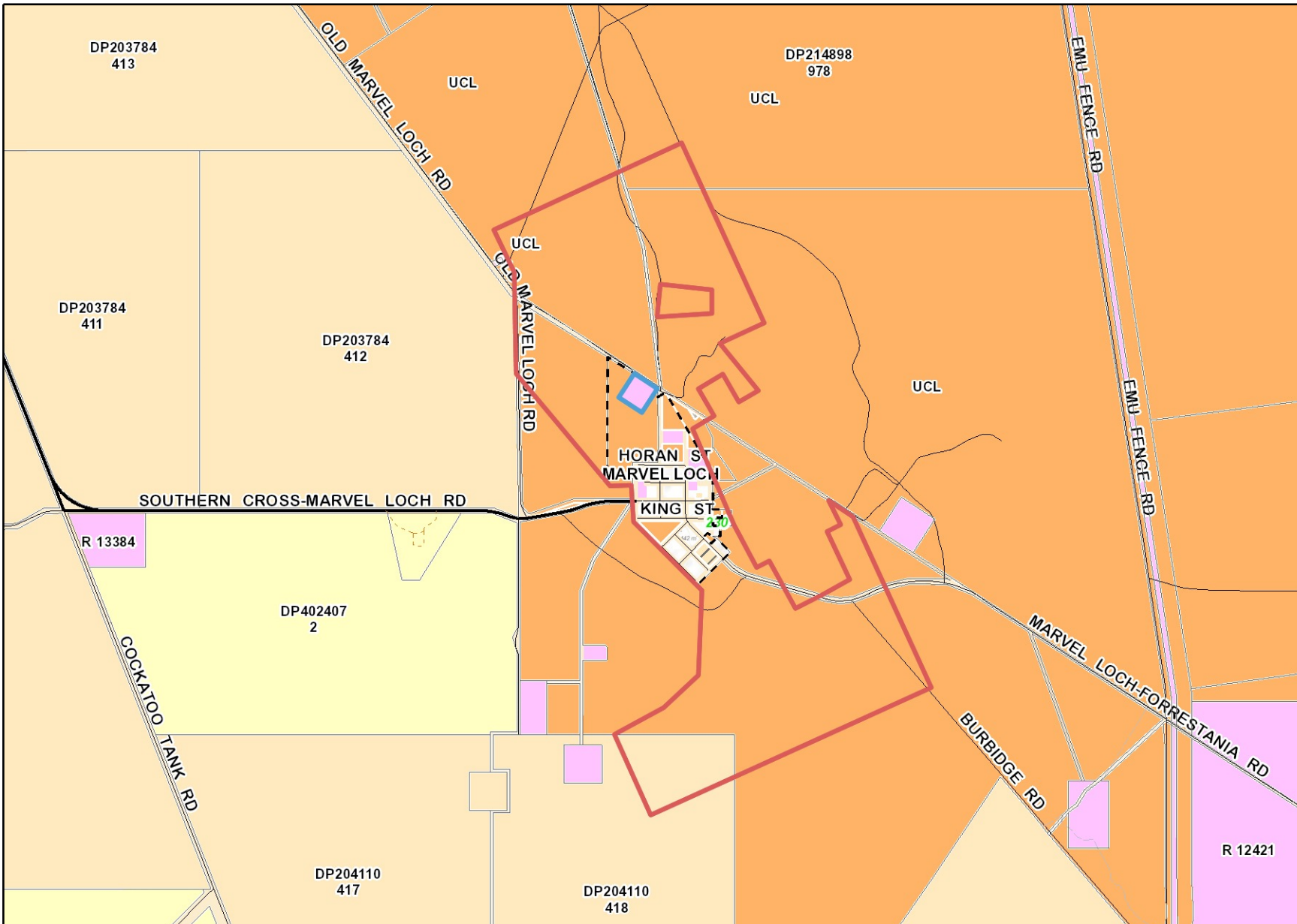
- Townsites
- Cadastre (View 2)
- Lodged Layer
- Roads**
 - Main
 - Minor
 - Track
 - Not Applicable
- Land Tenure Small Scale ALL**
 - Crown Allotment (Type 2)
 - Unallocated Crown Land
 - Reserve
- Land Tenure Small Scale 256K**
 - Crown Allotment (Type 2)
 - Lot on Survey (Type 1)
 - Unallocated Crown Land
 - Reserve
- Land Tenure Small Scale 64K**
 - Crown Allotment (Type 2)
 - Lot on Survey (Type 1)
 - Public Road
 - Unallocated Crown Land
 - Reserve
- Land Tenure Small Scale 16K**
 - Crown Allotment (Type 2)
 - Lot on Survey (Type 1)
 - Public Road
 - Unallocated Crown Land
 - Reserve

Notes:

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* This map is not intended for measurement purposes.

Map was produced using DPLH's InQuery.



M77/525 Showing Marvel Loch Townsite and Reserve 40746

DPLH BUSINESS USE ONLY



0 1.08 2.15 Kilometres

1: 50,000 at A4

Projection: WGS 1984 Web Mercator Auxiliary Sphere
 Graticules (if visible): GDA 1994 Latitude/Longitude

Date produced: **25-Oct-2022**



Legend

- Cadastre (View 1)
- Roads**
- Minor

Notes:

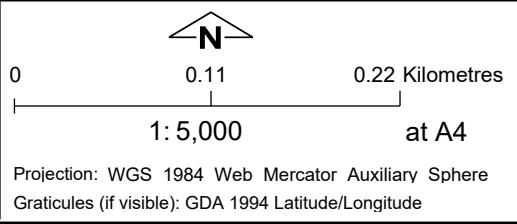
- * The data that appears on the map may be out of date, not intended to be used at the scale displayed, or subject to license agreements. The map should only be used in matters related to Department of Planning, Lands and Heritage business.
- * This map is not intended for measurement purposes.

Map was produced using DPLH's InQuiry.

Reserve 40746

DPLH BUSINESS USE ONLY

Internal Spatial Viewer



Date produced: **25-Oct-2022**

Attachment 9.2.1

SHIRE OF YILGARN

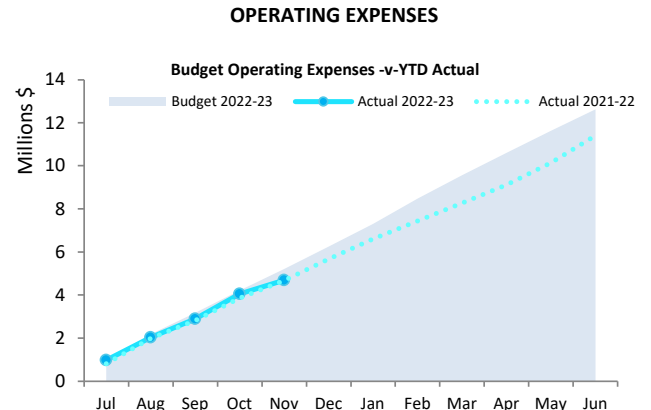
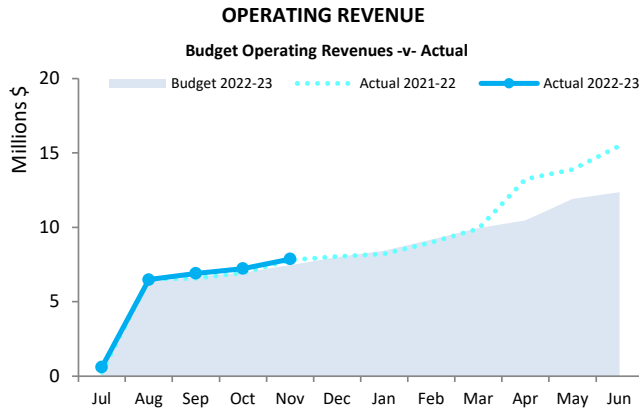
MONTHLY FINANCIAL STATEMENTS FOR THE MONTH ENDED 30 NOVEMBER 2022



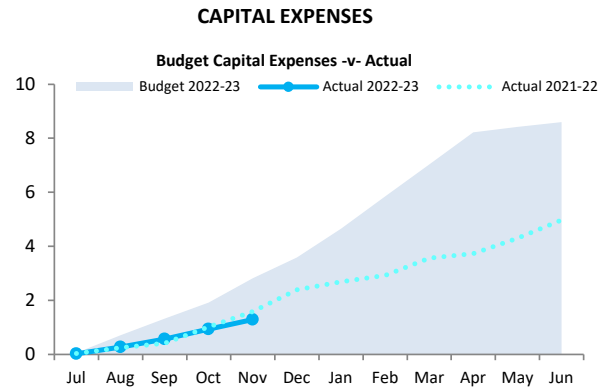
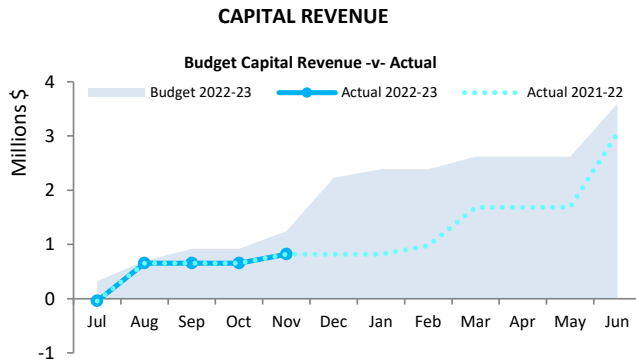
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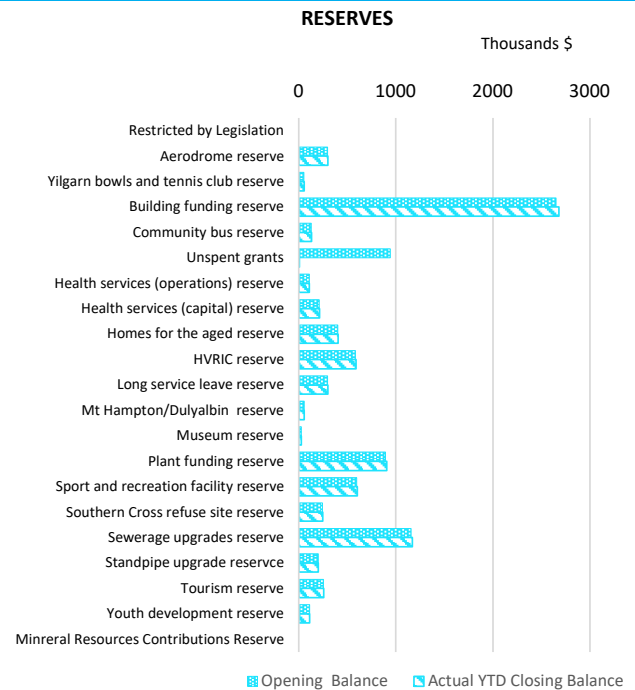
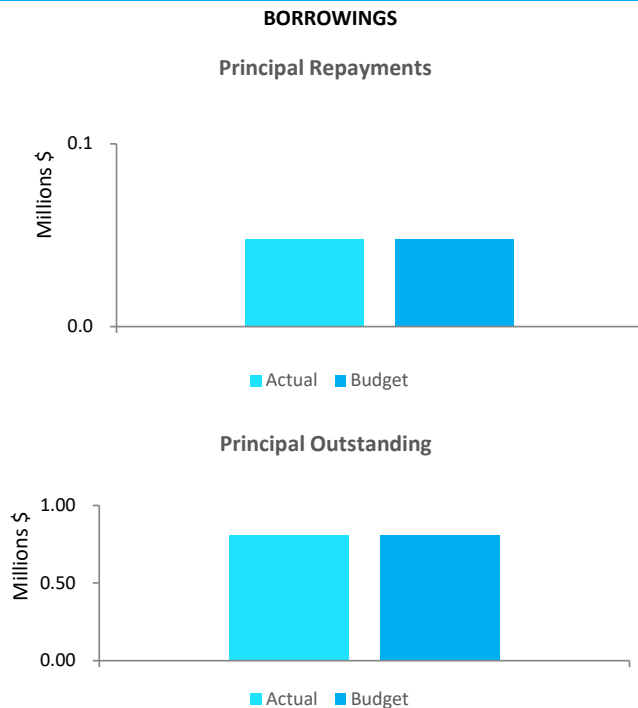
OPERATING ACTIVITIES



INVESTING ACTIVITIES



FINANCING ACTIVITIES



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

Funding surplus / (deficit) Components

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$4.21 M	\$4.21 M	\$3.69 M	(\$0.52 M)
Closing	\$0.13 M	\$6.14 M	\$7.86 M	\$1.72 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$16.96 M	% of total
Unrestricted Cash	\$8.58 M	50.6%
Restricted Cash	\$8.37 M	49.4%

Refer to Note 2 - Cash and Financial Assets

Total payables		
	\$0.36 M	% Outstanding
Trade Payables	\$0.25 M	
0 to 30 Days	\$0.25 M	98.2%
30 to 60 Days	\$0.00 M	1.8%
Over 60 Days	\$0.00 M	0.0%

Refer to Note 5 - Payables

Receivables		
	\$1.06 M	% Collected
Rates Receivable	\$0.77 M	83.7%
Trade Receivable	\$0.29 M	% Outstanding
0 to 30 Days	\$0.21 M	83.7%
Over 30 Days	\$0.08 M	31.6%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.62 M	\$3.20 M	\$3.94 M	\$0.74 M

Refer to Statement of Financial Activity

Rates Revenue		
	YTD Actual	% Variance
	\$4.19 M	
	YTD Budget	\$4.20 M (0.2%)

Refer to Statement of Financial Activity

Operating Grants and Contributions		
	YTD Actual	% Variance
	\$1.25 M	
	YTD Budget	\$1.13 M 11.0%

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
	YTD Actual	% Variance
	\$1.19 M	
	YTD Budget	\$1.09 M 8.5%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.74 M)	(\$1.22 M)	(\$0.55 M)	\$0.66 M

Refer to Statement of Financial Activity

Proceeds on sale		
	YTD Actual	%
	\$0.02 M	
	Adopted Budget	\$0.50 M (96.2%)

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
	YTD Actual	% Spent
	\$1.29 M	
	Adopted Budget	\$8.59 M 15.0%

Refer to Note 7 - Capital Acquisitions

Capital Grants		
	YTD Actual	% Received
	\$0.68 M	
	Adopted Budget	\$3.35 M 20.2%

Refer to Note 7 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.04 M	(\$0.05 M)	\$0.79 M	\$0.84 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.05 M)
Interest expense	(\$0.00 M)
Principal due	\$0.81 M

Refer to Note 8 - Borrowings

Reserves	
Reserves balance	\$8.37 M
Interest earned	\$0.10 M

Refer to Note 10 - Cash Reserves

Lease Liability	
Principal repayments	\$0.01 M
Interest expense	(\$0.00 M)
Principal due	\$0.01 M

Refer to Note 9 - Lease Liabilities

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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 30 NOVEMBER 2022

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Excludes administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers 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 identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

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, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, and other fees and charges.

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 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, reimbursements etc.

EXPENSES

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

EMPLOYEE COSTS

All costs associated 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, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER)

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

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets. Excluding Land.

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, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

BY NATURE OR TYPE

	Ref	Adopted Budget	YTD Budget	YTD Actual	Variance	Variance	
	Note	(a)	(b)	(c)	\$ (c) - (b)	% ((c) - (b))/(b)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(d)	4,209,114	4,209,114	3,687,415	(521,699)	(12.39%)	▼
Revenue from operating activities							
Rates		4,196,740	4,196,740	4,188,307	(8,433)	(0.20%)	
Operating grants, subsidies and contributions	12	2,216,266	1,128,192	1,252,285	124,093	11.00%	▲
Fees and charges		1,768,706	1,093,383	1,186,756	93,373	8.54%	
Interest earnings		82,255	34,265	169,922	135,657	395.91%	▲
Reimbursements		83,423	40,864	67,530	26,666	65.26%	
Other revenue		636,600	256,065	359,417	103,352	40.36%	▲
Profit on disposal of assets	6	26,462	0	0	0	0.00%	
		9,010,452	6,749,509	7,224,217	474,708	7.03%	
Expenditure from operating activities							
Employee costs		(3,215,174)	(1,341,380)	(1,399,614)	(58,234)	(4.34%)	
Materials and contracts		(3,183,786)	(1,281,879)	(942,117)	339,762	26.50%	▼
Utility charges		(866,215)	(360,815)	(280,380)	80,435	22.29%	▼
Depreciation on non-current assets		(3,945,949)	(1,643,870)	(1,405,528)	238,342	14.50%	▼
Interest expenses		(8,967)	(4,483)	(5,417)	(934)	(20.83%)	
Insurance expenses		(333,166)	(198,521)	(328,872)	(130,351)	(65.66%)	▲
Other expenditure		(819,102)	(362,465)	(330,883)	31,582	8.71%	
Loss on disposal of assets	6	(259,490)	(6,025)	(2,740)	3,285	54.52%	
		(12,631,849)	(5,199,438)	(4,695,551)	503,887	(9.69%)	
Non-cash amounts excluded from operating activities	1(a)	4,238,578	1,649,895	1,410,310	(239,585)	(14.52%)	
Amount attributable to operating activities		617,181	3,199,966	3,938,976	739,010	23.09%	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	3,351,243	699,640	676,154	(23,486)	(3.36%)	
Proceeds from disposal of assets	6	500,700	0	19,091	19,091	0.00%	
Payments for property, plant and equipment and infrastructure	7	(8,593,664)	(1,916,106)	(1,287,661)	628,445	32.80%	▼
		(4,741,721)	(1,216,466)	(592,416)	624,050	(51.30%)	
Non-cash amounts excluded from investing activities	1(b)	0	0	40,442	40,442	0.00%	
Amount attributable to investing activities		(4,741,721)	(1,216,466)	(551,974)	664,492	(54.62%)	
Financing Activities							
Transfer from reserves	10	1,112,469	0	943,522	943,522	0.00%	
Payments for principal portion of lease liabilities	9	(5,683)	0	(5,683)	(5,683)	0.00%	
Repayment of debentures	8	48,156	(48,156)	(48,156)	(0)	(0.00%)	
Transfer to reserves	10	(1,110,119)	0	(102,624)	(102,624)	0.00%	
Amount attributable to financing activities		44,823	(48,156)	787,058	835,214	(1734.39%)	
Closing funding surplus / (deficit)	1(d)	129,397	6,144,458	7,861,476	1,717,018	(27.94%)	

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 15 for an explanation of the reasons for the variance.

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

BASIS OF PREPARATION

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying Regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to these financial statements.

SIGNIFICANT ACCOUNTING POLICIES

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 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 not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

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.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 13 June 2022

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022

NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Forecast 30 June 2023 Closing
		\$	\$	\$	
Non-cash items excluded from operating activities					
Adjustments to operating activities					
Less: Profit on asset disposals	6	(26,462)	0	0	(26,462)
Movement in pensioner deferred rates (non-current)		0	0	2,037	2,037
Add: Loss on asset disposals	6	259,490	6,025	2,740	256,205
Add: Depreciation on assets		4,005,550	1,643,870	1,405,528	3,767,208
Rounding		0	0	5	0
Total non-cash items excluded from operating activities		4,238,578	1,649,895	1,410,310	3,998,988

(b) Non-cash items excluded from investing activities

The following non-cash revenue and expenditure has been excluded from investing activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Adjustments to investing activities

Capitalised depreciation		0	0	40,442	0
Total non-cash amounts excluded from investing activities		0	0	40,442	0

(c) Adjustments to net current assets in the Statement of Financial Activity

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

		Last Year Closing 30 June 2022	Year to Date 30 November 2022
Adjustments to net current assets			
Less: Reserves - restricted cash	10	(9,215,647)	(8,374,749)
Add: movement in non-current borrowings	8	96,588	48,432
Add: Lease liabilities	9	9,260	3,578
Total adjustments to net current assets		(9,109,799)	(8,322,739)

(d) Net current assets used in the Statement of Financial Activity

Current assets			
Cash and cash equivalents	2	14,263,518	16,958,724
Rates receivables	3	532,085	770,358
Receivables	3	355,230	289,946
Other current assets	4	233,462	60,753
Less: Current liabilities			
Payables	5	(1,005,802)	(359,018)
Borrowings	8	(96,588)	(48,432)
Contract liabilities	11	(1,004,129)	(1,013,235)
Lease liabilities	9	(9,260)	(3,578)
Provisions	11	(471,302)	(471,302)
Less: Total adjustments to net current assets	1(c)	(9,109,799)	(8,322,739)
Closing funding surplus / (deficit)		3,687,415	7,861,476

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. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted	Restricted	Total Cash	Institution	Interest Rate	Maturity Date
		\$	\$	\$			
Cash on hand		1,350		1,350			
Muni funds - bank working acc	Cash and cash equivalents	302,358		302,358	WBC	0.00%	
Muni funds - at call account	Cash and cash equivalents	2,442,346		2,442,346	WBC	1.05%	
Muni funds - investment account (31 days)	Cash and cash equivalents	3,337,921		3,337,921	WBC	3.60%	(rolling 31 day)
Muni funds - investment account (60 days)	Cash and cash equivalents	2,500,000		2,500,000	WBC	3.75%	(rolling 60 day)
Reserve funds - investment account (90 days)	Cash and cash equivalents		8,374,749	8,374,749	WBC	4.10%	(rolling 90 day)
Total		8,583,975	8,374,749	16,958,724			
Comprising							
Cash and cash equivalents		8,583,975	8,374,749	16,958,724			
		8,583,975	8,374,749	16,958,724			

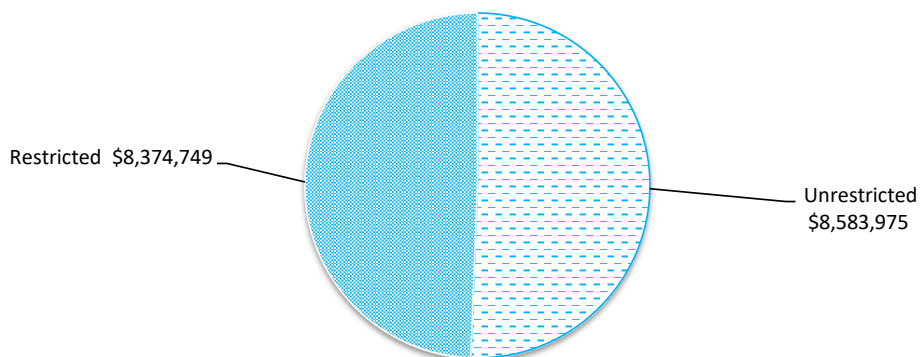
KEY INFORMATION

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

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

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

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



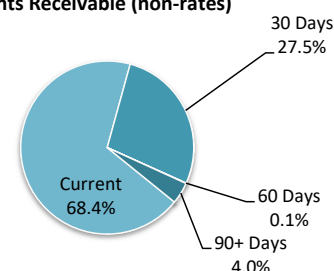
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 Jun 2022	30 Nov 2022
	\$	\$
Opening arrears previous years	818,187	532,085
Levied this year	4,051,369	4,188,307
Less - collections to date	(4,337,471)	(3,950,034)
Gross rates collectable	532,085	770,358
Net rates collectable	532,085	770,358
% Collected	89.1%	83.7%

- Credit
- Current
- 30 Days
- 60 Days
- 90+ Days

Accounts Receivable (non-rates)



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	168,122	67,482	280	9,833	245,717
Percentage	0.0%	68.4%	27.5%	0.1%	4.0%	
Balance per trial balance						
Sundry receivable						245,717
GST receivable						48,681
Allowance for impairment of receivables from contracts with customers						(4,452)
Total receivables general outstanding						289,946

Amounts shown above include GST (where applicable)

KEY INFORMATION

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.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 30 November 2022
	\$	\$	\$	\$
Other current assets				
Inventory				
Fuel	47,225	13,528	0	60,753
Other Assets				
Accrued income	7,506	0	(7,506)	0
Contract assets				
Contract assets	178,731	0	(178,731)	0
Total other current assets	233,462	13,528	(186,237)	60,753

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

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.

Contract assets

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

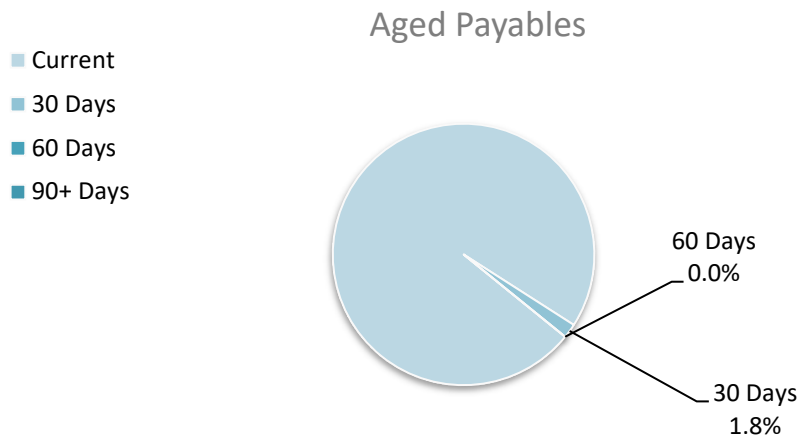
**OPERATING ACTIVITIES
NOTE 5
PAYABLES**

Payables - trade	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables - trade	250,402	4,547	0	0	254,949
Percentage	98.2%	1.8%	0%	0%	
Balance per trial balance					
Sundry creditors					407,913
ATO liabilities					(48,895)
Total payables general outstanding					359,018

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book		Profit	(Loss)	Net Book		Profit	(Loss)
		Value	Proceeds			Value	Proceeds		
\$	\$	\$	\$	\$	\$	\$	\$		
	Plant and equipment								
	Recreation and culture								
	1881 - Ride on mower	19,670	6,000	0	(13,670)	0	0	0	0
	2012 - Fuso Canter light tip truck	48,710	25,000	0	(23,710)	0	0	0	0
	2037 - Toyota Hilux single cab ute	29,522	30,000	478	0	0	0	0	0
	1894 - Isuzu SX single cab ute	14,829	19,700	4,871	0	0	0	0	0
	1878 - Elevated working platform	16,554	5,000	0	(11,554)	0	0	0	0
	Transport								
	1994 - John Deer grader	197,400	75,000	0	(122,400)	0	0	0	0
	1992 - Bomag Multi-tyred Roller	86,056	30,000	0	(56,056)	0	0	0	0
	1818 - Roadwest Tandem Dolly	20,196	5,000	0	(15,196)	0	0	0	0
	2039 - Toyota Landcruiser LC70 ute	44,577	50,000	5,423	0	0	0	0	0
	2040 - Toyota Landcruiser LC70 ute	48,296	50,000	1,704	0	0	0	0	0
	2048 - Toyota Landcruiser LC70 ute	35,978	40,000	4,022	0	0	0	0	0
	2050 - Toyota Landcruiser LC70 ute	47,436	45,000	0	(2,436)	0	0	0	0
	Other property and services								
	2015 - Toyota RAV4	21,139	15,000	0	(6,139)	21,831	19,091	0	(2,740)
	2038 - Toyota Prado	55,036	65,000	9,964	0	0	0	0	0
	2 - Toyota Hilux	48,329	40,000	0	(8,329)	0	0	0	0
		733,728	500,700	26,462	(259,490)	21,831	19,091	0	(2,740)

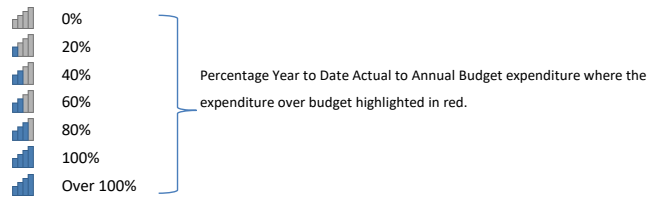
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (SUMMARY)

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	2,398,751	137,764	237,568	99,804
Furniture and equipment	65,000	50,000	10,530	(39,470)
Plant and equipment	1,826,000	128,000	216,922	88,922
Infrastructure - roads	3,587,413	1,546,512	810,245	(736,267)
Infrastructure - other	716,500	53,830	12,396	(41,434)
Payments for Capital Acquisitions	8,593,664	1,916,106	1,287,661	(628,445)

Capital expenditure total

Level of completion indicators

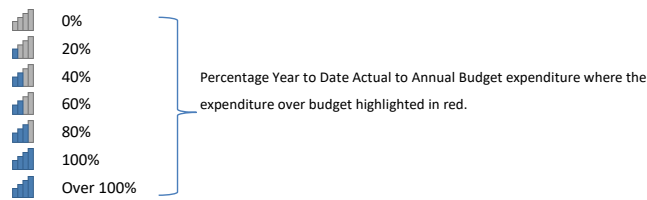


Level of completion indicator, please see table at the end of this note for further detail.

Account Description	Adopted		YTD Actual	Variance (Under)/Over
	Budget	YTD Budget		
	\$	\$	\$	\$
Land and buildings				
E07451 Southern Cross medical centre, genset with security fencing	30,000	15,000	21,015	6,015
J08401 Homes For The Aged Units 1 & 2, carport and fence	19,101	-	738	738
J08402 Homes For The Aged Units 3 & 4, carport and fence	19,124	-	-	-
J08403 Homes For The Aged Units 5 & 6, carport and fence	23,113	-	-	-
J08404 Homes For The Aged Units 7 & 8, carport and fence	19,054	-	-	-
J08405 Homes For The Aged Units 9 & 10, carport and fence	19,054	-	-	-
J08406 Homes For The Aged Units 11 & 12, carport and fence	16,577	-	-	-
J09105 3 Libra Place, capital works	-	-	43,078	43,078
J09106 6 Libra Place, capital works	-	-	17,431	17,431
J09755 35 Taurus St, blinds, window locks and flyscreens	18,000	-	-	-
J09759 91C Antares St, kitchen and internal upgrades	44,607	44,607	28,666	(15,941)
J09760 1/50 Antares St, renovate bathroom	8,221	8,221	-	(8,221)
E08150 Community Resource Centre, storage and toilet upgrades	11,811	3,928	5,494	1,566
J11341 Yilgarn Bowls and Tennis Club, paint external walls	14,000	-	11,980	11,980
J11342 Southern Cross recreation complex, LRCl Round 3 renovations	1,237,044	-	19	19
J13203 Caravan Park, renovate Sandalwood bathrooms	81,224	-	-	-
J14601 Shire administration building, windows	35,830	11,940	8,017	(3,923)
J14602 Shire depot, improve vehicle wash bays	20,000	20,000	-	(20,000)
J14603 11 Antares St, general renovations and internal works	102,214	34,068	100,643	66,575
J14604 Shire depot, yard surfaces	-	-	487	487
E09710 New executive residence	595,277	-	-	-
E11250 Southern Cross swimming pool, solar panels	50,000	-	-	-
E11359 Southern Cross golf club, sewerage system and toilets	34,500	-	-	-
Furniture				
E10755 Grave shoring box	15,000	-	13,100	13,100
E12352 Shire Depot, shelving and storage	20,000	20,000	-	(20,000)
E12452 Aerodrome, AFRU & PAL units	30,000	30,000	-	(30,000)
E13258 Southern Cross caravan park, washer/dryer units	-	-	10,530	10,530
Plant and equipment				
E10353 Southern Cross sewerage scheme, various pump and equipment upgrades	172,500	57,500	43,163	(14,337)
E10451 Marvel Loch sewerage scheme, new pumps	10,500	10,500	14,191	3,691
E11357 Parks and Gardens, light vehicles and plant items	342,500	-	82,960	82,960
E12350 Works, grader, roller and multiple light vehicles	1,120,500	-	13,483	13,483
E14656 Administration, light vehicles	180,000	60,000	50,025	(9,975)

Capital expenditure total

Level of completion indicators



Level of completion indicator, please see table at the end of this note for further detail.

Account Description	Adopted		YTD Actual	Variance (Under)/Over
	Budget	YTD Budget		
	\$	\$	\$	\$
Infrastructure - roads				
RRG21	624,822	624,819	13,015	(611,804)
RRG22	100,559	100,554	365	(100,189)
RRG23	434,500	434,496	365	(434,131)
RRG24	48,754	48,750	365	(48,385)
R2R32	167,622	-	12,537	12,537
R2R33	61,296	-	431	431
R2R34	286,666	-	234,831	234,831
R2R35	82,698	-	1,886	1,886
R2R36	310,401	-	284,243	284,243
RRU29	286,284	-	54,901	54,901
RRU30	449,941	-	38,979	38,979
RRU31	56,312	-	365	365
RRU32	270,397	-	154,154	154,154
HVRIC7	337,895	337,893	13,810	(324,083)
Infrastructure - other				
TRU13	69,266	-	-	-
J10107	7,500	2,500	-	(2,500)
J11151	16,000	-	-	-
J11343	630,000	-	-	-
E10350	17,500	5,832	-	(5,832)
E10450	25,500	25,500	-	(25,500)
E11355	20,000	19,998	12,396	(7,602)
	8,593,664	1,916,106	1,287,661	(628,445)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2022	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Community amenities										
WA Treasury, Southern Cross swimming pool	0098	857,166	0	0	48,156	48,156	809,010	809,010	4,897	4,897
Total		857,166	0	0	48,156	48,156	809,010	809,010	4,897	4,897
Current borrowings		96,588					48,432			
Non-current borrowings		760,578					760,578			
		857,166					809,010			

All debenture repayments were financed by general purpose revenue.

The Shire has no unspent debenture funds as at 30th June 2021, nor is it expected to have unspent funds as at 30th June 2022.

KEY INFORMATION

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

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**FINANCING ACTIVITIES
NOTE 9
LEASE LIABILITIES**

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2022	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Other property and services										
<i>Commander telephones</i>	0001	9,540	0	0	(4,002)	(4,002)	5,538	5,538	406	406
<i>Canon Photocopier (front office)</i>	0002	1,112	0	0	(1,112)	(1,112)	(0)	(0)	102	102
<i>Canon Photocopier (back office)</i>	0003	5,662	0	0	(569)	(569)	5,093	5,093	11	11
Total		16,314	0	0	(5,683)	(5,683)	10,631	10,631	519	519
Current lease liabilities		9,260					3,578			
Non-current lease liabilities		7,054					7,054			
		16,314					10,632			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**OPERATING ACTIVITIES
NOTE 10
RESERVE ACCOUNTS**

Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Legislation									
Aerodrome reserve	296,452	1,038	3,402	0	0	0	0	297,490	299,854
Yilgarn bowls and tennis club reserve	54,074	261	620	6,594	0	0	0	60,929	54,694
Building funding reserve	2,649,632	9,274	30,404	0	0	0	0	2,658,906	2,680,036
Community bus reserve	129,093	452	1,481	0	0	0	0	129,545	130,574
Unspent grants	943,522		7,703	0	0	(943,522)	(943,522)	0	7,703
Health services (operations) reserve	108,981	381	1,250	0	0	0	0	109,362	110,231
Health services (capital) reserve	212,247	743	2,435	0	0	0	0	212,990	214,682
Homes for the aged reserve	401,940	1,407	4,612	0	0	0	0	403,347	406,552
HVRIC reserve	584,839	2,047	6,711	154,000	0	(168,947)	0	571,939	591,550
Long service leave reserve	297,148	1,040	3,410	0	0	0	0	298,188	300,558
Mt Hampton/Dulyalbin reserve	54,691	391	628	7,300	0	0	0	62,382	55,319
Museum reserve	24,827	187	285	2,900	0	0	0	27,914	25,112
Plant funding reserve	894,945	3,132	10,269	200,000	0	0	0	1,098,077	905,214
Sport and recreation facility reserve	597,900	2,093	6,861	0	0	0	0	599,993	604,761
Southern Cross refuse site reserve	242,947	850	2,788	0	0	0	0	243,797	245,735
Sewerage upgrades reserve	1,156,795	4,049	13,274	0	0	0	0	1,160,844	1,170,069
Standpipe upgrade reserve	200,155	701	2,297	0	0	0	0	200,856	202,452
Tourism reserve	253,916	889	2,914	0	0	0	0	254,805	256,830
Youth development reserve	111,543	390	1,280	0	0	0	0	111,933	112,823
Minreral Resources Contributions Reserve	0	0	0	710,000	0	0	0	710,000	0
	9,215,647	29,325	102,624	1,080,794	0	(1,112,469)	(943,522)	9,213,297	8,374,749

	Note	Opening Balance 1 July 2022	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 November 2022
		\$		\$	\$	\$
Other current liabilities						
Other liabilities						
- Contract liabilities		1,004,129	0	9,106	0	1,013,235
Total other liabilities		1,004,129	0	9,106	0	1,013,235
Employee Related Provisions						
Annual leave		287,735	0	0	0	287,735
Long service leave		183,567	0	0	0	183,567
Total Employee Related Provisions		471,302	0	0	0	471,302
Total other current assets		1,475,431	0	9,106	0	1,484,537
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12

KEY INFORMATION

Provisions

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

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

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

Operating grants, subsidies and contributions revenue				
Provider	Adopted Budget Revenue	YTD Budget	Annual Budget	YTD Revenue Actual
	\$	\$	\$	\$
Operating grants and subsidies				
General purpose funding				
Grants Commission - General	585,344	292,672	585,344	341,008
Grants Commission - Roads	436,343	218,170	436,343	193,919
Law, order, public safety				
FESA Grant - Operating Bush Fire Brigade	73,718	18,429	73,718	36,859
Education and welfare				
DRD Grant - Community Resource Centre Operations	105,311	105,311	105,311	26,999
Centrelink Commissions	5,750	2,395	5,750	0
CRC Professional Development & Training	2,500	0	2,500	0
Senior Citizens Centre	800	800	800	0
Community amenities				
Grants - Various Community Development Programs	1,000	415	1,000	0
Transport				
Street Light Operations	11,500	0	11,500	0
Heavy Vehicle Road Improvement Charge	864,000	360,000	864,000	653,499
Economic services				
Skeleton Weed LAG Program	130,000	130,000	130,000	0
	2,216,266	1,128,192	2,216,266	1,252,284
TOTALS	2,216,266	1,128,192	2,216,266	1,252,284

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022

NOTE 13

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities				Non operating grants, subsidies and contributions revenue			
	Liability 1 July 2022	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Nov 2022	Adopted Budget Revenue	YTD Budget	Annual Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Governance								
Local Roads & Community Infrastructure	808,262	135,260	0	943,522	943,522	0	943,522	(135,260)
Community amenities								
Waste water reuse	0	0	0	0	100,000	0	100,000	0
Transport								
Main Roads Direct	0	0	0	0	398,203	398,203	398,203	406,768
Roads To Recovery	(43,471)	43,471	0	0	1,103,768	100,000	1,103,768	82,348
Regional Road Groups				0	805,750	201,437	805,750	322,298
	764,791	178,731	0	943,522	3,351,243	699,640	3,351,243	676,154
TOTALS	764,791	178,731	0	943,522	3,351,243	699,640	3,351,243	676,154

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**NOTE 14
TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2022	Amount Received	Amount Paid	Closing Balance 30 Nov 2022
	\$	\$	\$	\$
Police Licensing	(44)	0	0	(44)
Builders Levy	16,374	123	0	16,497
Transwa Bookings	3,514	2,687	(3,154)	3,047
Staff Personal Dedns	45,787	14,080	(30,718)	29,149
Housing Tenancy Bonds	5,460	0	(440)	5,020
Hall Hire Bonds And Deposits	1,115	0	0	1,115
Security Key System - Key Bonds	1,830	0	0	1,830
Clubs & Groups	220	0	0	220
Third Party Contributions	6,338	0	0	6,338
Rates Overpaid	17,345	1,950	(6,119)	13,176
	97,939	18,840	(40,431)	76,348

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**NOTE 15
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 Actual materially.

The material variance adopted by Council for the 2022-23 year is \$30,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Explanation of variances	
			Timing	Permanent
	\$	%		
Revenue from operating activities				
Operating grants, subsidies and contributions	124,093	11.00%	▲	HVRIC income received sooner than budgeted.
Interest earnings	135,657	395.91%	▲	Climbing cash rate has increased interest received on Council investments
Other revenue	103,352	40.36%	▲	Variance predominantly due to proceeds on sale of property not originally budgeted for
Expenditure from operating activities				
Materials and contracts	(339,762)	(26.50%)	▼	Variance in timing of budgeted maintenance work; delay in costs being incurred.
Utility charges	(80,435)	(22.29%)	▼	Standpipe usage lower than budgeted.
Depreciation on non-current assets	(238,342)	(14.50%)	▼	Depreciation lower than budgeted due to delay in delivery of major plant
Insurance expenses	130,351	65.66%	▲	Timing variance in second instalment; expense on budget overall.
Investing activities				
Payments for property, plant and equipment and infrastructure	(628,445)	(32.80%)	▼	Variance predominantly due to delays in roadworks.

Attachment 9.2.2

Shire of Yilgarn

Council Copy

Payments made from the Municipal Account for the Period 1st November 2022 to 30th November 2022
Presented to Council, 15th December 2022

CHQ/EFT	Date	Payee	Description	Amount
CHQ				
41180	04/11/2022	LGRCEU	PAYROLL DEDUCTIONS	\$ 20.50
41181	04/11/2022	PHILIP SPENCER NOLAN	ORDINARY COUNCIL MEETING - OCTOBER 2022	\$ 400.00
41182	18/11/2022	LGRCEU	PAYROLL DEDUCTIONS	\$ 20.50
			TOTAL CHEQUES	\$ 441.00

Payments made from the Municipal Account for the Period 1st November 2022 to 30th November 2022
Presented to Council, 15th December 2022

CHQ/EFT	Date	Payee	Description	Amount
EFT				
EFT13310	04/11/2022	ABCO PRODUCTS	CLEANING CONSUMABLES	\$ 820.52
EFT13311	04/11/2022	AEROROME MANAGEMENT SERVICES PTY LTD	AERODROME SUPPORT SERVICES - OCTOBER 2022	\$ 2,820.82
EFT13312	04/11/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD	GRADER PARTS	\$ 5,713.09
EFT13313	04/11/2022	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBTORS DEBT RECOVERY - OCTOBER 2022	\$ 99.00
EFT13314	04/11/2022	APACHE INVESTMENTS AUSTRALIA PTY LTD	GRAVEL SUPPLY - SOUTHERN CROSS SOUTH ROAD	\$ 11,000.00
EFT13315	04/11/2022	AV-SEC	QUARTERLY ALARM SERVICE - 1ST OCTOBER 2022 UNTIL 31ST DECEMBER 2022	\$ 375.00
EFT13316	04/11/2022	BANNER EXCAVATIONS & ROCKBREAKING	GRAVEL PUSH-UP - CAPITO ROAD	\$ 55,571.00
EFT13317	04/11/2022	FINANCE MANAGER	STAFF INTERNET REIMBURSEMENT FROM 20/10/2022 TO 19/11/2022	\$ 79.00
EFT13318	04/11/2022	BOC GASES	GAS CONTAINER HIRE - OCTOBER 2022	\$ 52.21
EFT13319	04/11/2022	R DELLA BOSCA FAMILY TRUST	GRADER HIRE - COCKATOO TANK, BENNETT, PANIZZA AND FROG ROCK ROADS	\$ 13,090.00
EFT13320	04/11/2022	BUNNINGS GROUP LTD	BUILDING SUPPLIES -11 ANTARES STREET	\$ 6,313.95
EFT13321	04/11/2022	EMCS	STAFF REIMBURSEMENT PHONE - OCTOBER 2022	\$ 95.00
EFT13322	04/11/2022	CARAVAN PARK GUEST	CARAVAN PARK REFUND	\$ 100.00
EFT13323	04/11/2022	AUST. GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 537.81
EFT13324	04/11/2022	BRYAN CLOSE	ORDINARY COUNCIL MEETING - OCTOBER 2022 - INCLUDING TRAVEL FOR WALGA AGM	\$ 1,142.58
EFT13325	04/11/2022	COMMERCIAL AQUATICS AUSTRALIA PTY LTD	QUARTERLY SERVICE - SOUTHERN CROSS AQUATIC FACILITY	\$ 891.00
EFT13326	04/11/2022	AUSTRALIAN TAXATION OFFICE	SEPTEMBER 2022 - BAS	\$ 80,614.00
EFT13327	04/11/2022	COPIER SUPPORT	CRC PHOTOCOPIER PRINTING - 22/08/2022 TO 24/10/2022	\$ 3,826.04
EFT13328	04/11/2022	COURIER AUSTRALIA	TOLL FREIGHT	\$ 11.01
EFT13329	04/11/2022	GERALDTON CENTRAL REGIONAL TAFE	ELEVATED WORK PLATFORM TRAINING FOR DEPOT STAFF	\$ 2,312.47
EFT13330	04/11/2022	DRAEGER AUSTRALIA PTY LTD	SAEFTY SUPPLIES	\$ 402.60
EFT13331	04/11/2022	EASTERN WHEATBELT BIOSECURITY GROUP INC	ANNUAL MEMBERSHIP - 2022	\$ 110.00
EFT13332	04/11/2022	FELGATE SAFETY TRAINING	WORK HEALTH AND SAFETY 5 DAY REP TRAINING - MECHANIC	\$ 910.00
EFT13333	04/11/2022	GARY MICHAEL GUERINI	ORDINARY COUNCIL MEETING - OCTOBER 2022 - INCLUDING TRAVEL FOR COUNCIL MEETING, CEO APPRAISAL, AND EASTERN WHEATBELT BIOSECURITY GROUP	\$ 760.40
EFT13334	04/11/2022	GILBA DOWNS	ROADTRAIN HIRE - EMU FENCE ROAD	\$ 8,778.00
EFT13335	04/11/2022	MULTIPLANT HOLDINGS	REIMBURSEMENT OF UNUSED STANDPIPE CREDIT	\$ 268.49
EFT13336	04/11/2022	JODIE MAREE COBDEN	ORDINARY COUNCIL MEETING - OCTOBER 2022	\$ 400.00
EFT13337	04/11/2022	EXTERIA STREET & PARK OUTFITTERS	SPORTS COMPLEX - STACKABLE BENCHES	\$ 2,323.20
EFT13338	04/11/2022	LIBERTY OIL RURAL PTY LTD	BULK DIESEL	\$ 44,866.00
EFT13339	04/11/2022	INTERIM EHO	STAFF REIMBURSEMENT TRAVEL COSTS AS INTERIM ENVIRONMENTAL HEALTH OFFICER - OCTOBER 2022	\$ 2,498.28
EFT13340	04/11/2022	PAYWISE PTY LTD	PAYROLL DEDUCTIONS	\$ 483.21
EFT13341	04/11/2022	PERTH COMMERCIAL FRIDGES & EQUIPMENT	SWIMMING POOL FRIDGE	\$ 2,308.90

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CHQ/EFT	Date	Payee	Description	Amount
EFT				
EFT13342	04/11/2022	PERFECT COMPUTER SOLUTIONS PTY LTD	IT SUPPORT SERVICES - MEDICAL CENTRE SOFTWARE TROUBLESHOOTING	\$ 212.50
EFT13343	04/11/2022	PRECISION ACOUSTIC	MEDICAL CENTRE AUDIOMETER CALIBRATION AND TEST/TAG	\$ 281.60
EFT13344	04/11/2022	WA CONTRACT RANGER SERVICES	RANGER CONTRACT SERVICES - 18/10/2022 AND 25/10/2022	\$ 1,149.50
EFT13345	04/11/2022	ROSS'S DIESEL SERVICE	PRIME MOVER PARTS	\$ 152.37
EFT13346	04/11/2022	SHAC ELECTRICAL SERVICES	ELECTRICAL SERVICES - INCLUDING INSTALLATION OF MEDICAL CENTRE GENSET, 11 ANTARES STREET AIRCON SYSTEM, AND INSTALLATION OF 3 PHASE OUTLET AT DEPOT WORKSHOP	\$ 15,365.80
EFT13347	04/11/2022	YILGARN SHIRE SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 90.00
EFT13348	04/11/2022	ST JOSEPHS CATHOLIC SCHOOL SOUTHERN CROSS	END OF YEAR AWARD SPONSORSHIP 2022	\$ 75.00
EFT13349	04/11/2022	SOUTHERN CROSS MOTOR MART	GARDENING SUPPLIES	\$ 103.95
EFT13350	04/11/2022	SYNERGY	POWER - OCTOBER 2022	\$ 43,744.84
EFT13351	04/11/2022	T-QUIP	MOWER PARTS	\$ 285.40
EFT13352	04/11/2022	UNITED EQUIPMENT PTY LTD	ELEVATED WORK PLATFORM	\$ 58,131.70
EFT13353	04/11/2022	WATERGROUP PTY LTD	SOUTHERN CROSS SEWERAGE REPAIR	\$ 1,754.50
EFT13354	04/11/2022	WATER CORPORATION	WATER - OCTOBER 2022 - INCLUDING STANDPIPES	\$ 123,407.13
EFT13355	04/11/2022	WAYNE ALAN DELLA BOSCA	ORDINARY COUNCIL MEETING - OCTOBER 2022 - INCLUDING CEACA COMMITTEE MEETING	\$ 800.00
EFT13356	04/11/2022	WURTH AUSTRALIA PTY LTD	MOWER SUPPLIES	\$ 539.51
EFT13357	04/11/2022	THE WORKWEAR GROUP PTY LTD	STAFF UNIFORM - 2022/2023	\$ 398.92
EFT13358	04/11/2022	YILGARN NETBALL ASSOCIATION	DONATION FOR YNA MEDALLIONS 2022	\$ 187.20
EFT13359	04/11/2022	YILGARN PLUMBING AND GAS	HFA UNIT 2 - HOT WATER SYSTEM REPAIRS	\$ 334.13
EFT13360	18/11/2022	CEO	STAFF REIMBURSEMENT INTERNET - DECEMBER 2022	\$ 79.99
EFT13361	18/11/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD	GRADER PARTS AND REPAIR	\$ 4,829.55
EFT13362	18/11/2022	WA DISTRIBUTORS PTY LTD	CLEANING CONSUMABLES	\$ 423.00
EFT13363	18/11/2022	EUROFINS ARL PTY LTD	EFFLUENT WATER SAMPLING	\$ 445.50
EFT13364	18/11/2022	AUSTRALIA POST	POSTAL CHARGES - OCTOBER 2022	\$ 463.79
EFT13365	18/11/2022	AVON WASTE	MONTHLY RUBBISH COLLECTION - OCTOBER 2022	\$ 14,210.60
EFT13366	18/11/2022	R DELLA BOSCA FAMILY TRUST	GRADER HIRE - FROG ROCK ROAD	\$ 7,892.50
EFT13367	18/11/2022	BUNNINGS GROUP LTD	BUILDING SUPPLIES - 3 LIBRA PLACE	\$ 6,098.76
EFT13368	18/11/2022	C & F BUILDING APPROVALS	NATIONAL CONSTRUCTION CODE COMPLIANCE ASSESSMENT 167 GARRATT ROAD	\$ 165.00
EFT13369	18/11/2022	AUST. GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 537.81
EFT13370	18/11/2022	AUSTRALIAN TAXATION OFFICE	OCTOBER 2022 - BAS	\$ 24,659.00
EFT13371	18/11/2022	COURIER AUSTRALIA	TOLL FREIGHT	\$ 487.92
EFT13372	18/11/2022	DEPARTMENT OF ENVIRONMENT REGULATION	ANNUAL LICENCE FEE - SOUTHERN CROSS LANDFILL - 2022	\$ 1,042.80
EFT13373	18/11/2022	DEPARTMENT OF PLANNING, LANDS AND HERITAGE	MONTHLY LEASE - LOT 36 - 01/11/2022 to 30/11/2022	\$ 183.34
EFT13374	18/11/2022	DISTINCTIVE POOLS PTY LTD	SWIMMING POOL REPAIRS - CHLORINE GAS SYSTEM	\$ 1,650.00
EFT13375	18/11/2022	ELITE STEEL FABRICATION	CEMETERY REPAIRS - FABRICATE AND SUPPLY OF GRAVE SHORING	\$ 14,410.00
EFT13376	18/11/2022	GILBA DOWNS	ROADTRAIN HIRE - CAPITO ROAD	\$ 12,672.00

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EFT				
EFT13377	18/11/2022	EMI	STAFF INTERNET REIMBURSEMENT	\$ 80.00
EFT13378	18/11/2022	GREAT EASTERN FREIGHTLINES	SWIMMING POOL FRIDGE FREIGHT	\$ 169.92
EFT13379	18/11/2022	HEWER CONSULTING SERVICES	SHIRE ROAD INFRASTRUCTURE FAIR VALUATION CONSULTANCY - SECOND PORTION	\$ 16,660.00
EFT13380	18/11/2022	INDUSTRIAL AUTOMATION GROUP	SUPPLY OF STANDPIPE SWIPE CARDS X 100	\$ 1,650.00
EFT13381	18/11/2022	WESFARMERS KLEENHEAT GAS PTY LTD	CARAVAN PARK GAS SUPPLY	\$ 1,536.31
EFT13382	18/11/2022	CHIVAS ENTERPRISES PTY LTD	ROLLER HIRE - CAPITO ROAD	\$ 3,025.00
EFT13383	18/11/2022	MERREDIN GLAZING SERVICE	11 ANTARES STREET - BUILDING SUPPLIES	\$ 4,222.74
EFT13384	18/11/2022	MOORINE ROCK PRIMARY SCHOOL	COMMUNITY SUPPORT - DONATION FOR SCITECH SCHOOL VISIT	\$ 154.02
EFT13385	18/11/2022	MURRAY HOTEL PTY LTD	STAFF TRAINING ACCOMMODATION	\$ 298.80
EFT13386	18/11/2022	M & W KITCHENS & CABINETS	BUILDING SUPPLIES - 3 LIBRA PLACE	\$ 3,575.00
EFT13387	18/11/2022	OFFICE NATIONAL	STATIONERY FOR ADMIN, DEPOT, CARAVAN PARK AND MUSEUM	\$ 929.50
EFT13388	18/11/2022	IXOM OPERATIONS PTY LTD	CHLORINE BOTTLE RENTAL - OCTOBER 2022	\$ 465.12
EFT13389	18/11/2022	PAYWISE PTY LTD	PAYROLL DEDUCTIONS	\$ 483.21
EFT13390	18/11/2022	WA CONTRACT RANGER SERVICES	RANGER CONTRACT SERVICES - 02/11/2022 AND 08/11/2022	\$ 1,149.50
EFT13391	18/11/2022	RED DUST HOLDINGS	STANDPIPE WATER CREDIT REFUND	\$ 1,822.35
EFT13392	18/11/2022	VOLUNTEER	VOLUNTEER REIMBURSEMENT - DISPLAY EQUIPMENT FOR MUSEUM	\$ 32.50
EFT13393	18/11/2022	ROSS'S DIESEL SERVICE	TRAILER PARTS & REPAIRS	\$ 3,778.86
EFT13394	18/11/2022	SANDRA LEE CIABARRI	PAINTING SERVICES -YILGARN BOWLS AND TENNIS	\$ 13,178.00
EFT13395	18/11/2022	SHAC ELECTRICAL SERVICES	ELECTRICAL SERVICES - INCLUDING 3 LIBRA PLACE LIGHTING, COMMUNITY CENTRE AND 11 ANTARES STREET AIR CON SERVICES	\$ 5,840.82
EFT13396	18/11/2022	SHEQSY PTY LTD	GPS PACKAGE - OCTOBER 2022	\$ 197.84
EFT13397	18/11/2022	DAIMLER TRUCKS PERTH	PRIME MOVER PARTS	\$ 142.71
EFT13398	18/11/2022	SOUTH METRO TAFE	STAFF TRAINING - TAFE FEES FOR APPRENTICE BUILDER	\$ 304.03
EFT13399	18/11/2022	YILGARN SHIRE SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 84.00
EFT13400	18/11/2022	FOODWORKS - SRI DEVESH PTY LTD	FOODWORKS PURCHASES - OCTOBER 2022 - CARAVAN PARK, ADMIN, MUSEUM, AND CRC	\$ 1,013.51
EFT13401	18/11/2022	SPEEDEE MOBILE CARPET BINDING	BUILDING SERVICES - FLOORING FOR 3 LIBRA PLACE	\$ 7,760.00
EFT13402	18/11/2022	SOUTHERN CROSS GENERAL PRACTICE	PRE EMPLOYMENT MEDICAL AND ROUTINE STAFF DRUG TESTING	\$ 1,285.70
EFT13403	18/11/2022	SOUTHERN CROSS HARDWARE AND NEWS	HARDWARE PURCHASES - OCTOBER 2022 - INCLUDING GARDENING EQUIPMENT AND 11 ANTARES STREET APPLIANCES/BUILDING SUPPLIES	\$ 15,930.24
EFT13404	18/11/2022	SOUTHERN CROSS TYRE & AUTO SERVICES	TYRE SERVICE PURCHASES - OCTOBER 2022 - INCLUDING OIL, PRIME MOVER AND DEPOT VEHICLE SERVICING/PARTS	\$ 21,624.13
EFT13405	18/11/2022	TOWN PLANNING INNOVATIONS PTY LTD	PROVIDE REPORT FOR COUNCIL OF 27 POLARIS STREET, SOUTHERN CROSS	\$ 412.50
EFT13406	18/11/2022	TELSTRA	SMS SERVICE - OCTOBER 2022	\$ 846.18
EFT13407	18/11/2022	THE WORKWEAR GROUP PTY LTD	DEPOT STAFF UNIFORM - 2022/2023	\$ 385.41
EFT13408	18/11/2022	YILGARN AGENCIES	YILGARN AGENCIES PURCHASES - OCTOBER 2022 -DEPOT PRESSURE CLEANER, FLEXI DRIVE PUMP AND MOWER PUMP REPAIR KIT	\$ 18,228.42

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<i>EFT</i>				
EFT13409	18/11/2022	YILGARN PLUMBING AND GAS	PLUMBING SERVICES - INCLUDING BACKFLOW RPZ TESTING	\$ 2,436.50
TOTAL:				\$ 716,542.01

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CHQ/EFT	Date	Payee	Description	Amount
DIRECT DEBITS				
DD17363.1	08/11/2022	THE TRUSTEE FOR AWARE SUPER	PAYROLL DEDUCTIONS	\$ 13,368.17
DD17363.2	08/11/2022	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 106.73
DD17363.3	08/11/2022	HOSTPLUS EXECUTIVE SUPERANNUATION FUND	PAYROLL DEDUCTIONS	\$ 522.44
DD17363.4	08/11/2022	PRIME SUPER	PAYROLL DEDUCTIONS	\$ 483.32
DD17363.5	08/11/2022	REST (RETAIL EMPLOYEES SUPERANNUATION TRUST)	PAYROLL DEDUCTIONS	\$ 1,038.23
DD17363.6	08/11/2022	BEATON FARMING CO SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 717.14
DD17363.7	08/11/2022	FIRST CHOICE EMPLOYER SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 632.67
DD17363.8	08/11/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 4,788.07
DD17363.9	08/11/2022	THE TRUSTEE FOR MACQUARIE SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 593.31
DD17363.10	08/11/2022	BT SUPER FOR LIFE ACCOUNT	SUPERANNUATION CONTRIBUTIONS	\$ 748.37
DD17363.11	08/11/2022	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 614.62
DD17363.12	08/11/2022	BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 537.21
TOTAL DIRECT DEBIT 17363				\$ 24,150.28

DD17401.1	22/11/2022	THE TRUSTEE FOR AWARE SUPER	PAYROLL DEDUCTIONS	13655.60
DD17401.2	22/11/2022	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	598.45
DD17401.3	22/11/2022	AUSTRALIAN RETIREMENT TRUST	PAYROLL DEDUCTIONS	47.84
DD17401.4	22/11/2022	HOSTPLUS EXECUTIVE SUPERANNUATION FUND	PAYROLL DEDUCTIONS	499.95
DD17401.5	22/11/2022	PRIME SUPER	PAYROLL DEDUCTIONS	543.86
DD17401.6	22/11/2022	REST (RETAIL EMPLOYEES SUPERANNUATION TRUST)	SUPERANNUATION CONTRIBUTIONS	1050.72
DD17401.7	22/11/2022	BEATON FARMING CO SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	729.62
DD17401.8	22/11/2022	FIRST CHOICE EMPLOYER SUPER	SUPERANNUATION CONTRIBUTIONS	633.39
DD17401.9	22/11/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	4672.56
DD17401.10	22/11/2022	CBUS	SUPERANNUATION CONTRIBUTIONS	477.29
DD17401.11	22/11/2022	THE TRUSTEE FOR MACQUARIE SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	573.82
DD17401.12	22/11/2022	BT SUPER FOR LIFE ACCOUNT	SUPERANNUATION CONTRIBUTIONS	748.37
DD17401.13	22/11/2022	BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	537.22
TOTAL DIRECT DEBIT 17401				\$ 24,768.69
TOTAL DIRECT DEBITS				\$ 48,918.97

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CHQ/EFT	Date	Payee	Description	Amount
BANK CHARGES				
	01/11/2022	WESTPAC BANK	BANK CHARGES	\$ 20.00
	01/11/2022	WESTPAC BANK	BANK CHARGES	\$ 182.60
	01/11/2022	WESTPAC BANK	BANK CHARGES	\$ 1,062.08
			TOTAL BANK CHARGES	\$ 1,264.68

**Payments made from the Municipal Account for the Period 1st November 2022 to 30th November 2022
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CHQ/EFT	Date	Payee	Description	Amount
CHQ				
Chq/EFT	Date	Name	Description	Amount
2048	01/11/2022	SOUTHERN CROSS GENERAL PRACTICE	MONTHLY PAYMENT TO THE DOCTOR - NOVEMBER 2022	\$ 6,600.00
2049	07/11/2022	MOTORCHARGE LIMITED	FUEL CARD - OCTOBER 2022	\$ 2,076.94
2050	09/11/2022	SHIRE OF YILGARN - PAYROLL	NET PAYROLL PPE - 08/11/2022	\$ 96,440.43
2051	04/11/2022	DEPARTMENT OF TRANSPORT	DOT LICENSING FROM 01/11/2022 TO 04/11/2022	\$ 21,668.20
2052	14/11/2022	TELSTRA	PHONE - OCTOBER 2022 - SHIRE	\$ 899.48
2053	11/11/2022	TELSTRA	PHONE - OCTOBER 2022 - SKELETON WEED AND DURESS ALARM	\$ 300.20
2055	21/11/2022	TELSTRA	PHONE - OCTOBER 2022 - MANAGER MOBILES	\$ 672.92
2056	16/11/2022	TELCO CHOICE - COMMANDER CENTRE	COMMANDER TELEPHONE FEES - DATA, EQUIPMENT, VOICE - OCTOBER 2022	\$ 1,365.39
2057	15/11/2022	WESTPAC BANKING CORPORATION	CEO CREDIT CARD - OCTOBER 2022	\$ 3,700.18
2058	15/11/2022	WESTPAC BANKING CORPORATION	EMCS CREDIT CARD - OCTOBER 2022	\$ 1,192.10
2059	18/11/2022	DEPARTMENT OF TRANSPORT	DOT LICENSING FROM 14/11/2022 TO 18/11/2022	\$ 4,789.45
2060	23/11/2022	SHIRE OF YILGARN - PAYROLL	NET PAYROLL PPE - 22/11/2022	\$ 102,593.21
2061	25/11/2022	DEPARTMENT OF TRANSPORT	DOT LICENSING FROM 21/11/2022 TO 25/11/2022	\$ 6,276.85
2062	24/11/2022	CANON FINANCE AUSTRALIA PTY LTD	BACK PHOTOCOPIER LEASE - NOVEMBER 2022	\$ 127.62
2063	15/11/2022	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	COMMANDER TELEPHONE FEES - BONDER HIRE - NOVEMBER 2022	\$ 250.00
2064	30/11/2022	DEPARTMENT OF TRANSPORT	DOT LICENSING FROM 28/11/2022 TO 30/11/2022	\$ 1,013.45
2065	11/11/2022	DEPARTMENT OF TRANSPORT	DOT LICENSING FROM 07/11/2022 TO 11/11/2022	\$ 4,443.70
TOTAL CHEQUES				\$ 254,410.12

**Payments made from the Municipal Account for the Period 1st November 2022 to 30th November 2022
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CHQ/EFT	Date	Payee	Description	Amount
CORPORATE CREDIT CARDS				
CEOCC-OCT22	15/11/2022	THE MERRYWELL - CROWN PERTH	WALGA CONFERENCE REFRESHMENTS FOR COUNCILLORS AND CEO	\$ 603.68
CEOCC-OCT22	15/11/2022	CROWN METROPOL	WALGA 2022 CONFERENCE ACCOMMODATION AND MEALS - BRYAN CLOSE	\$ 1,062.96
CEOCC-OCT22	15/11/2022	CROWN METROPOL	WALGA 2022 CONFERENCE ACCOMMODATION AND MEALS - LINDA ROSE	\$ 1,244.99
CEOCC-OCT22	15/11/2022	DEPARTMENT OF TRANSPORT	PLATE CHANGE YL1	\$ 30.50
CEOCC-OCT22	15/11/2022	DEPARTMENT OF TRANSPORT	PLATE CHANGE YL285	\$ 30.50
CEOCC-OCT22	15/11/2022	DEPARTMENT OF TRANSPORT	LICENCE 2021 JOHN DEERE MOWER	\$ 74.15
CEOCC-OCT22	15/11/2022	JB HI-FI GROUP PTY LTD	TV FOR HFA UNIT 8 PROFESSIONAL UNIT	\$ 413.00
CEOCC-OCT22	15/11/2022	TRYBOOKING PTY LTD	BOOKING TICKET SHORTFALL FOR RURAL DANCE SCHOOL WA AS PER AGREEMENT	\$ 96.00
CEOCC-OCT22	15/11/2022	DEPARTMENT OF TRANSPORT	PLATE CHANGE YL7315	\$ 30.50
CEOCC-OCT22	15/11/2022	DEPARTMENT OF TRANSPORT	REGISTRATION OF 2022 ELEVATED WORK PLATFORM YL7315	\$ 36.40
CEOCC-OCT22	15/11/2022	DEPARTMENT OF TRANSPORT	PLATE REMAKE YL7315	\$ 44.50
CEOCC-OCT22	15/11/2022	AUTOMOTIVE DATA SERVICES PTY LTD	VEHICLE VALUATION - SKELETON WEED VEHICLE	\$ 33.00
TOTAL CEO CREDIT CARD				\$ 3,700.18
EMCSCC-OCT22	15/11/2022	SOUTHERN CROSS HARDWARE AND NEWS	DEPOT STAFF PASSPORT PHOTOS FOR FORKLIFT LICENCES	\$ 139.65
EMCSCC-OCT22	15/11/2022	GALVIN HARDWARE	11 ANTARES STREET BUILDING SUPPLIES	\$ 119.99
EMCSCC-OCT22	15/11/2022	OPTUS	WI-FI MODEM INTERIM EHO	\$ 69.00
EMCSCC-OCT22	15/11/2022	4CABLING PTY LTD	COUNCIL CHAMBERS IT EQUIPMENT	\$ 48.05
EMCSCC-OCT22	15/11/2022	OPTUS	INTERNET DATA PLAN - INTERIM EHO	\$ 69.00
EMCSCC-OCT22	15/11/2022	IINET/WESTNET	MONTHLY CHARGES FOR BUSINESS NBN - OCTOBER 2022	\$ 52.78
EMCSCC-OCT22	15/11/2022	SOUTHERN CROSS HARDWARE AND NEWS	DEPOT STAFF PASSPORT PHOTOS FOR FORKLIFT LICENCE	\$ 19.95
EMCSCC-OCT22	15/11/2022	DEPARTMENT OF TRANSPORT	REGISTRATION OF CEO VEHICLE YL1	\$ 148.60
EMCSCC-OCT22	15/11/2022	CARBATEC	BUILDING SUPPLIES	\$ 49.85
EMCSCC-OCT22	15/11/2022	SOUTHERN CROSS HARDWARE AND NEWS	DEPOT STAFF PASSPORT PHOTOS FOR FORKLIFT LICENCE	\$ 39.90
EMCSCC-OCT22	15/11/2022	MERREDIN CRC	EMPLOYMENT ADVERTISEMENT	\$ 160.00
EMCSCC-OCT22	15/11/2022	HEATLEYS	DEPOT STAFF UNIFORM	\$ 230.43

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CORPORATE CREDIT CARDS				
EMCSCC-OCT22	15/11/2022	SAFETYCULTURE PTY LTD	IAUDITOR SUBSCRIPTION FOR PERFORMING WORKPLACE INSPECTIONS - OCTOBER 2022	\$ 26.40
EMCSCC-OCT22	15/11/2022	DEPARTMENT OF TRANSPORT	PLATE CHANGE 1HSG178	\$ 18.50
TOTAL EMCS CREDIT CARD				\$ 1,192.10
TOTAL CREDIT CARD				\$ 4,892.28

Payments made from the Trust Account for the Period 1st November 2022 to 30th November 2022
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CHQ/EFT	Date	Payee	Description	Amount
CHQ				
402671	21/11/2022	PUBLIC TRANSPORT AUTHORITY	TRANSWA TICKET SALES - OCTOBER 2022	\$ 454.56
402672	21/11/2022	SHIRE OF YILGARN	TRANSWA TICKET COMMISSION - OCTOBER 2022	\$ 77.79
TOTAL CHEQUES				\$ 532.35