



Attachments

Council Meeting

September 2023

Attachments

Minutes/Notes

Ordinary Meeting of Council –August 2023

Great Eastern Country Zone-August 2023

Local Emergency Management Committee-August 2023

Central East Accommodation Care Alliance Inc-September 2023

Wheatbelt East Regional Organisation of Council Inc-September 2023

Shire of Yilgarn Tourism Advisory Committee-September 2023

Agenda Attachments

9.1.1 Proposed Dwelling House Plans

9.1.7 Development Site Plans

9.1.9 Draft Council Policy Manual

9.2.1 Financial Reports-August 2023

9.2.2 Accounts for Payment –August 2023



Minutes

Ordinary Meeting of Council

*17 August
2023*

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Table of Content

1 Declaration of Opening/Announcement of Visitors	3
2 Announcements from the Presiding Member	3
3 Attendance	3
4 Declaration of Interest	3
5 Public Question Time	3
6 Confirmation of Minutes	4
7 Presentations, Petitions, Deputations	4
8 Delegates' Reports	4
9 Officers' Reports	5
9.1 Chief Executive Officer	6
9.1.1 Proposed Single House-Lot 241 (No 27) Polaris Street, Southern Cross	6
9.1.2 CEACA Constitution Change	15
9.1.3 Development Application-Proposed Workforce Accommodation (Parkers Camp)- Lot 1006 (adjacent to Burbridge Road) Marvel Loch	20
9.1.4 Covalent Lithium Road Use Agreement	29
9.2 Executive Manager Corporate Services	33
9.2.1 Financial Reports July 2023	33
9.2.2 Accounts for Payment July 2023	36
9.2.3 Write off of Uncollected Debt	40
9.3 Executive Manager Infrastructure	n/a
10 Application for leave of absence	43
11 Motions for which previous notice has been given	43

12 New business of an urgent nature introduce by decision of the meeting.....	43
13 Meeting closed to the public-Confidential Items.....	43
14 Closure.....	44

UNCONFIRMED

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The presiding member declared the meeting open at 5pm

2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil

3. ATTENDANCE

Members	Cr W Della Bosca	
	Cr B Close	
	Cr J Cobden	
	Cr L Granich	
	Cr G Guerini	
	Cr P Nolan	
	Cr L Rose	
Council Officers	N Warren	Chief Executive Officer
	C Watson	Executive Manager Corporate Services
	G Brigg	Executive Manager Infrastructure
	F Mudau	Finance Manager
	L Della Bosca	Minute Taker
Apologies:	Nil	
Observers:	Mrs. Kaye Crafter	
Leave of Absence:	Nil	

4. DECLARATION OF INTEREST

Cr Philip S Nolan declared a financial interest pursuant to section 5.60A of the Local Government Act 1995 in relation to agenda item 9.1.4, 'Covalent Lithium Road User Agreement' due to potential financial gain by supplying material for road construction.

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the July 2023 Ordinary Meeting of Council, the following question was posed by Jacque Drzymulski;

Question: *Can the oven in the Sports Complex be replaced as it is old and very hard to cook with, making catering in the sport's complex kitchen difficult.*

Answer during the Meeting: The Shire President referred the question to the CEO. The CEO advised the Shire would look into the oven and cook top to determine what the best course of

action is to address the difficulties experienced.

Follow up information for Council and Observers

Shire staff sought to have the oven inspected by a gasfitter to determine if there are any interim measures that could be undertaken to assist with operation of the unit.

Furthermore, staff are seeking pricing for replacement of the unit. Pending costs, then funding options will be considered. The Shire has already been approached by a local mining entity who have shown an interest in funding the replacement.

Mrs. Drzymulski has been provided an update via email.

5.1. PUBLIC QUESTION TIME

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

Question: *Is the Shire of Yilgarn responsible for the maintenance of the Koolyanobbing road from the railway line crossing, inclusive of the crossing, into the Koolyanobbing mine camp? The road is becoming worn with increasingly growing pot holes. There is also a section of road past the railway crossing which is very narrow with a large drop off onto the shoulder which could be difficult to navigate should heavy traffic have to pass on the section.*

Answer The Shire President replied that the Executive Manager Infrastructure would look into the issue and also contact the Australian rail track corporation regarding the issues on the railway crossing.

6. CONFIRMATION OF MINUTES

6.1 Ordinary Meeting of Council, Thursday, 20 July 2023

125/2023

Moved Cr Guerini/Seconded Cr Cobden

That the minutes from the Ordinary Council Meeting held on the 20 July 2023 be confirmed as a true record of proceedings.

CARRIED (7/0)

6.2 Intractable Waste Disposable Facility (IWDF), Mount Walton East Community Liaison Committee (CLC), Thursday, 29 June 2023

126/2023

Moved Cr Cobden/Seconded Cr Rose

That the minutes from the IWFD Mount Walton East CLC Meeting held on the 29 June 2023 be received.

CARRIED (7/0)

7. PRESENTATIONS, PETITIONS, DEPUTATIONS

Nil

8. DELEGATES' REPORTS

Cr Della Bosca announced the following;

- Attended a Road Use Agreement meeting with Covalent on the 31 July 2023

Cr Rose announced the following;

- Attended a public forum in Katanning discussing farming and issues with live export and the Aboriginal Cultural Heritage Act.
- Attended the Bullfinch Progress Association meeting on the 12 August 2023
- Attended the Mt Hampton Progress Association meeting on the 14 August 2023

Cr Cobden Announced the following;

- Attended a Road Use Agreement meeting with Covalent on the 31 July 2023

UNCONFIRMED

9.1 Officer Report – Chief Executive Officer

9.1.1 Proposed Single House – Lot 241 (No 27) Polaris Street, Southern Cross

File Reference	3.1.1.2
Author	Liz Bushby, Town Planning Innovations
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Attachments	1. Plans 2. Photographs of proposed transportable dwelling

Purpose of Report

Council is to consider a planning application for a transportable dwelling on Lot 241 (No 27) Polaris Street, Southern Cross. The house is second hand and has been refurbished with all new external materials.

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.

- **Existing Approval from 2022**

Council considered an application for a single house and ancillary dwelling on Lot 241 at the Ordinary Council Meeting held on the 17 November 2022. The dwellings were also second hand and were proposed to be refurbished.

At the November 2022 meeting, Council resolved as follows:

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.'

The owner did not proceed with the development, and has lodged an application for a different transportable dwelling.



Above: Location Plan

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 a transportable dwelling for use as a single house.

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’.

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.

TABLE 1 - ZONING TABLE

		ZONES					
		Residential	Commercial	Industrial	Special Use	Townsite	Rural Mining
USE CLASSES							
43	Residential Single House Attached House Grouped Dwelling	P AA AA	AA AA		ref to Appendix	P AA AA	P

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.’

It is a flaw that the Scheme has a definition for a ‘transportable dwelling’ but does not list ‘transportable dwelling’ in Table 1. This is problematic as:

- (a) The development could be construed as a single house, which is essentially one house on a lot. As a single house is permitted in the Residential zone it could be argued that this development is permitted.
- (b) There could be a legal argument that the development is a single house, and cannot be processed as a ‘use not listed’. A ‘use not listed’ is one that is not specifically mentioned in the zoning table, and cannot reasonably be determined as falling under one of the uses already listed in Table 1 (such as a single house).

The Shire would be disadvantaged if second hand transportable dwellings were treated as permitted in the Residential zone.

It is therefore recommended that the development be classified as a ‘transportable dwelling’ and a ‘use not listed’ in Table 1 based on the fact that the Scheme does differentiate between a single house and transportable structures.

In processing the dwelling 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.

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.

- **Consultation**

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

Advertising closes on the 24 August 2024. 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. The 'Deemed to Comply' requirements relate to building setbacks, site open space, overlooking, site works, retaining walls, and other general site controls.

The transportable dwelling complies with the 'deemed to comply' requirements of the Residential Design Codes.

- **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 residential dwelling whether in whole or in part.	This clause does not specifically state that a transportable dwelling requires development approval.
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, side and rear setbacks are proposed. - The dwelling is low and small scale. <p>The transportable dwelling is second hand, and has been re-clad with all new external materials.</p>
5.3.3	The approval to be obtained from Council pursuant to Sub-clause 5.3.2 may be granted on condition, which conditions may include a condition requiring the applicant to provide a bond to Council as surety for the completion of the Transportable Dwelling to a standard of presentation acceptable to Council within such period of time as Council may deem fit.	<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>

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 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.

The fact that a ‘transportable dwelling’ is defined in the Scheme, but is not listed in Table 1, causes a conflict as the dwelling could be construed as a single house which is permitted development in a Residential zone. If Council seeks to refuse any transportable dwelling in the future, and a decision is challenged at the State Administrative Tribunal, the Scheme provisions may disadvantage the Shire.

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)*.

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</p>	<p>The proposed dwelling complies 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.</p> <p>Refer Attachment 2.</p>

	proposed and existing buildings for Council assessment.	
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. A Policy cannot override the Town Planning Scheme, and it is the Scheme that determines whether planning approval is required.

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)

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 and Council Decision

127/2023

Moved Cr Granich/Seconded Cr Rose

That Council:

1. *Determine that the proposed transportable dwelling 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 August 2023.*
 - (b) *The dwelling complies 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 a transportable dwelling on Lot 241 (No 27) Polaris Street, Southern Cross.*

CARRIED (6/1)

* Cr Nolan voted against the decision

9.1 Officers Report – Chief Executive Officer

9.1.2 CEACA Constitution Change

File Reference	1.3.3.18
Disclosure of Interest	None
Voting Requirements	Absolute Majority
Author	Nic Warren – Chief Executive Officer
Attachments	1 – Amendments to Constitution 2 – Explanatory Statement

Purpose of Report

For Council to consider a proposed change to the Central East Accommodation & Care Alliance (CEACA) constitution.

Background

CEACA was established to conduct research in conjunction with the Wheatbelt Development Commission and Regional Development Australia (RDA) Wheatbelt, which found there was significant under-resourcing of housing, health care beds and other age-appropriate related resources across the region. Formed in 2012, CEACA's current membership includes the Shires of Bruce Rock, Kellerberrin, Merredin, Mt Marshall, Mukinbudin, Westonia, Wyalkatchem and Yilgarn.

Royalties for Regions grants ensured funding for the construction of 71 two-bedroom units across 11 shires in the Central East Wheatbelt Region. All 71 CEACA units were designed in accordance with the Liveable Housing Guidelines, which have been developed by industry leaders in consultation with community members and provide assurance that a home is easier to access, navigate and live in, as well more cost effective to adapt when life's circumstances change.

The first occupants moved into the units in October 2019 and the last of the sites, Bruce Rock, saw their first tenants enter the units in July 2020.

In January 2020, CEACA became a registered charity and as such, not only provide benefits to the elderly and disabled population in the Wheatbelt, but also to others who are experiencing hardship, are on low incomes or are otherwise struggling to find suitable, affordable accommodation in the region to remain living close to family and contribute to their local community.

With the 71 units completed and tenanted, CEACA's focus will move to investigating and developing partnerships and models to provide better care services across the region.

CEACA is currently exploring further funding opportunities, as well as looking at the possibility of managing accommodation owned by certain Member Shires.

At the CEACA Management Committee meeting held on the 29th May 2023, amendments to the CEACA constitution was tabled and considered, as follows:

4.1 Amendments to the Constitution

The Executive Officer spoke of the draft amendments to the Constitution and advised as follows:

- *Jackson McDonald reviewed the document and updated the membership terms as well as wording to ensure it was modern and up to date for charitable and tax for compliance. Changes are tracked.*
- *The document has been tabled to obtain approval for the draft changes and will be submitted for approval of CEACA members immediately after the August Management Committee meeting.*
- *Department of Communities has a copy of the draft and will advise if the wording is compliant with their requirements, should CEACA decide to apply for Registered Community Housing Provider status.*
- *75% of Members must approve the changes. A Members Meeting will be held in August.*

General discussion ensued.

ACTION ITEMS

- *The Executive Officer will continue with the review and set a date for a Members Meeting to finalise.*
- *All Members review the draft and discuss with their Councils to ensure full transparency and authority.*

RESOLUTION

It was resolved by the Members that the draft changes to the Constitution be approved for presentation at a Members Meeting in August 2023 or at the 2023 CEACA AGM.

CARRIED

Comment

CEACA's Executive staff have since provided a proposed amended constitution, as well as explanatory notes, of which both are attached.

The changes proposed, as per explanatory notes include:

1. **Vision of the Association (Paragraph 1.2)**
"ageing population" changed to "current and future population".
This change reflects the broader view of CEACA in relation to the needs of the Wheatbelt communities.
2. **Objects and Purpose of Association (Paragraph 1.3)**
"aged" changed to "people in need including disadvantaged, aged and individuals with disabilities".
This change reflects the broader view of CEACA in relation to the needs of the Wheatbelt communities.

3. **Definitions (Paragraph 2.1)**
Various changes to bring the Constitution in line with the current standard clauses of charitable entities in respect of ACNC and Taxation related matters.
4. **Applying for Membership (Paragraph 5.4)**
Applicants to apply for a 3-year term.
5. **Becoming a Member (Paragraph 5.6)**
“and terms of Membership” added to the paragraph heading.
Membership terms to be 3-year terms.
6. **Resigning as a Member (Paragraph 7.2)**
A Member which resigns is liable to pay the remaining Membership fees, if any, related to a 3-year term.
7. **Annual Membership Levy (Paragraph 9.2)**
Annual membership levy to be paid annually or as otherwise determined by the Management Committee.
A Member which resigns before the end of the 3-year term is immediately liable to pay the remaining Membership fees, if any, related to the 3-year term.
8. **Secretary and Treasurer (Paragraphs 11.5 and 11.6)**
With the approval of the Management Committee, the Secretary and Treasurer may delegate their duties to the Executive Officer of the Association.
9. **Special Resolutions (Paragraph 19.1)**
“sell transfer or otherwise dispose of any land owned by the Association” is added to the list of items requiring a special resolution (at least 75% approval of Members).
10. **Cancellation and Distribution of Surplus Property (Paragraph 29)**
Changes to the wording to comply with the current standard in accordance with ACNC and ATO requirements.
11. **Generally**
The lawyers have reviewed the Constitution and proposed wording changes where appropriate to comply with the current standard in accordance with the ACNC and ATO.

The reporting officer supports the proposed amendments, and recommends Council’s endorsement, however it should be noted as per proposed Clause 5.6(c), membership will transition to three year terms (commencing on the 1 July 2023 for Shire of Yilgarn), with the Shire required to pay any membership fees owing if resigning within the term.

The current annual membership fee is \$15,000 but this has been reduced from \$20,000. Estimated costs over the three years from 1 July 2023 is between \$45,000 to \$60,000. The 2023/2024 budget already has provision for annual membership fee.

Statutory Environment

Nil

Strategic Implications

Nil.

Policy Implications

Nil.

Financial Implications

Commitment of annual fees for three year terms. Current annual fee is \$15,000, which has been reduced from \$20,000.

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Lack of housing options are support services for in-need community members	High (15)	Council's ongoing involvement with CEACA helps to assist with providing housing options and support services in the district.
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)

Office Recommendation and Council Decision

128/2023

Moved Cr Close/Seconded Cr Guerini

That Council endorse the proposed amendments to the Central East Accommodation & Care Alliance Inc constitution, as presented.

And

That Council note the proposed constitution amendments will require the Shire of Yilgarn to commit funding for a minimum period of three years for each term. Currently annual fees are \$15,000.

CARRIED BY ABSOLUTE MAJORITY (7/0)

9.1 Officers Report – Chief Executive Officer

9.1.3 Development Application - Proposed Workforce Accommodation (Parkers Camp) – Lot 1006 (adjacent to Burbridge Road), Marvel Loch

File Reference	3.1.1.2
Author	Liz Bushby, Town Planning Innovations
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Attachments	1. Layout Plans 2. Internal Layout Plans

Purpose of Report

Council is to consider a planning application for workforce accommodation on Lot 1006 which has frontage to Burbridge and Emu Fence Road, in Marvel Loch. The buildings will be second hand transportable structures.

Background

- Location**

Lot 1006 is located in Marvel Loch, and has been developed with workers accommodation and supporting infrastructure, including a waste water treatment plant. The existing accommodation is known as 'Parkers Camp'.

The applicant has advised that existing development includes:

- Accommodation for 99 people;
- A kitchen and dining room;
- One wet mess and beer garden;
- Two laundries and a toilet block;
- Recreation rooms such as common room and gymnasium;
- An office and medical room;
- Storage buildings and a maintenance shed;
- A locker room;
- Deisel generators and fuel storage; and
- A waste water treatment plant.

The lot has an approximate area of 804 hectares. It is approximately 32 kilometres to the south east of the Southern Cross.

A broad location plan and an aerial are included over page for convenience.



Above: Broad Location Plan

- **Owners Signature**

The applicant has lodged a planning application form, however as the Certificate of Title is in a company name, they have been requested to provide corrected owners signatures consisting of 2 Directors, or 1 Director and 1 Secretary.

At the time of writing this report, the applicant was organising the correct signatures. The application will not be determined until a corrected application form is lodged.



Above: Aerial Plan

Comment

- **Description of Application**

The application proposes;

- An additional 34 four room accommodation buildings which will cater for 136 workers;
- 3 new laundries;
- A new locker room and gymnasium;
- Expansion of the existing dining room area by approximately 95m²;
- A café alfresco area adjacent to the existing mess; and
- A new storage shed.

Site plans are included as **Attachment 1**. The applicant has advised that Stage 1 (eight buildings) will be second hand structures, whereas State 2 will be new buildings.

In support of the application the applicant has advised that;

- The proposed camp expansion is required to move operation teams closer to the Parker Range mine site from existing camps at Koolyanobbing and Windarling, and to facilitate construction teams for construction of the Parker Range haul road.
- There will be no change to the food preparation processes that occur at the camp. There will be a minor increase in food waste volumes due the increase of workers, however it can be managed within existing facilities and processes.
- The camp will continue to operate for 24 hours per day, 7 days per week.
- The new accommodation will cater for an additional 100 people. The total number of persons to be accommodated at the camp will be approximately 235 persons.
- Truck and traffic movements will increase slightly to accommodate the additional people. However, there will be a decrease in people travelling from Koolyanobbing and Windarling, therefore traffic increase is expected to be insignificant.
- There will be no change to the types of goods stored at the camp and no change to the type of machinery used.

- **Zoning and Land Use Permissibility**

Lot 1006 is zoned 'Rural/Mining' under the Shire of Yilgarn Town Planning Scheme No 2 (the Scheme).

Part of the planning assessment for any application involves determining which land use definition from the Scheme 'best fits' the proposal. The application proposes transportable buildings to be made available for workforce accommodation, associated with the mining industry. It also proposes other uses and development to support the main accommodation camp.

The land use of 'workforce accommodation' is not defined in the Scheme, or listed in Table 1 under the Scheme.

Table 1 lists land uses in a table format with different symbols listed under different zones. Ordinarily the symbols in Table 1 outline the permissibility of land uses in different zones.

As 'workforce accommodation' is not listed in Table 1, it can be processed as what is referred to as a 'Use Not Listed'.

In processing the workforce accommodation as a 'Use Not Listed' Council has three options under Clause 3.2.5 of the Scheme as follows:

Option 1 - Determine that the workforce accommodation use is consistent with the objectives and purposes of the Rural/Mining zone and is therefore permitted.

TPI does not recommend Option 1. If Council determines that workforce accommodation is permitted in the Rural/Mining zone, it will set a precedent for all future similar applications to also be treated as a permitted use in the same zone.

Option 2 - Determine that the proposed workforce accommodation use may be consistent with the objectives and purpose of the Rural/Mining 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 Rural/Mining zone and is therefore not permitted.

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

- **Advertising**

The application has to be advertised for a minimum of 28 days. Shire Administration has commenced advertising the application through a notice published on the Shire website, and a letter sent to a nearby landowner. Advertising will close on the 24 August 2023.

TPI has informally liaised with the Department of Health who has advised that *'a new wastewater application is required for the expansion'*.

- **Setbacks and Site Requirements**

There are no specific setbacks or site requirements outlined in the Scheme. The setbacks of existing development in the locality appears varied.

- **Car Parking**

The Scheme has no specific car parking ratios for 'workforce accommodation' under Table 2 of the Scheme. Notwithstanding the above, Council can reasonably require car parking to be provided on site.

The applicant has advised that any traffic increase will be marginal and will be managed within existing facilities. Any increase of traffic associated with the increased accommodation will partially be mitigated by a decrease of traffic from the existing camps at Koolyanobbing and Windarling.

Car parking is not considered to be an impediment to the development. Lot 1006 has sufficient area to accommodate carparking on site.

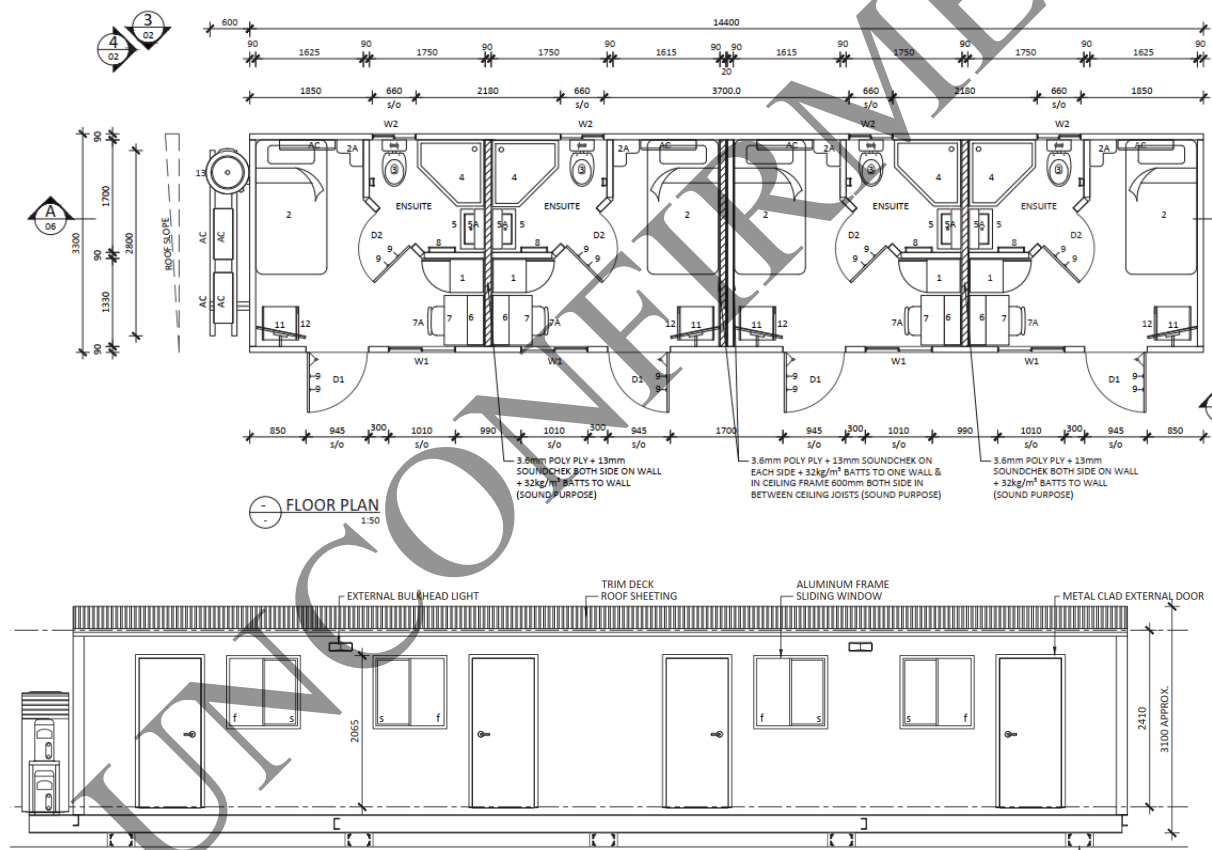
- **Elevations and floor plans**

The applicant has provided elevations and floor plans that are typical of accommodation at Parkers Camp. They have advised that the expansion will be consistent with these plans, however they can provide more definitive details to the Shire upon procurement.

The Shire has the ability to approve application ‘subject to later approval of details’.

Having regard that there is an established camp on the lot, the isolated location of the property, and that the development is expanding an existing camp, the Shire can issue an approval subject to conditions requiring lodgement of additional plans.

The ‘typical’ floor plan and elevations supplied are included below.



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.

The application is classified as a ‘complex application’ under the Regulations. A ‘complex application’ is defined as ‘*an application for approval of development that is a use of land if the use is not specifically referred to in the zoning table for this Scheme in respect of the zone in which the development is located*’.

Under Clause 64 (6)(a) of the Regulations, a ‘complex application’ must be advertised for a minimum of 28 days.

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.

Under the Model Provisions of the Regulations, which is a model template used for new or amended town planning schemes, the term ‘workforce accommodation’ is defined as ‘*means premises, which may include modular or relocatable buildings, used -*

- (a) *primarily for the accommodation of workers engaged in construction, resource, agricultural or other industries on a temporary basis, and*
- (b) *for any associated catering, sporting and recreation facilities for the occupants and authorised visitors.*’

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

The Scheme states that the Rural/Mining Zone is to be used for agricultural, residential and public recreation uses. Extractive industry (mining) occurs widespread in the rural area of the Shire but, owing to its high impact, needs to be approved by Council after satisfactory advertisement.

Strategic Implications

There are no known strategic implications associated with the proposed development.

Policy Implications

- ***Western Australian Planning Commission (WAPC) Position Statement on Workforce Accommodation***

Whilst not a State Planning Policy, the WAPC has a Position Statement that outlines:

- (a) The development requirements for workforce accommodation under the *Planning and Development Act 2005* and associated Regulations.
- (b) That local governments can include scheme provisions addressing the suitability of sites, access, capability with surrounding development and facility design.
- (c) That local governments can prepare and adopt local planning policies to guide workforce accommodation developments.

- **Shire of Yilgarn Policy Manual**

The Shire has a Policy Manual dating back to at least June 2012.

The Policy Manual includes 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.

There are no known local planning policy implications associated with this development.

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)

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 and Council Decision

129/2023

Moved Cr Rose/Seonded Cr Cobden

That Council:

1. *Determine that the proposed workforce accommodation may be consistent with the objectives and purpose of the Rural/Mining zone and thereafter follow the 'SA' procedures of Clause 6.3 in considering an application for planning approval.*
2. *Note that Shire Administration has commenced advertising of the planning application for Lot 1006 (adjacent to Burbridge Road) in Marvel Loch. Advertising closes on the 24 August 2023.*
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 workforce accommodation on Lot 1006 (adjacent to Burbridge Road) in Marvel Loch.*

CARRIED (7/0)

9.1 Officers Report – Chief Executive Officer

9.1.4 Covalent Lithium Road Use Agreement

File Reference	3.2.1.31
Disclosure of Interest	None
Voting Requirements	Absolute Majority (Revoke), Simple Majority (New Motion)
Author	Nic Warren – Chief Executive Officer
Attachments	Nil

Cr Philip S Nolan declared a financial interest pursuant to section 5.60A of the Local Government Act 1995 in relation to agenda item 9.1.4, 'Covalent Lithium Road User Agreement' 'due to potential financial gain by supplying material for road construction.

Cr Nolan left the meeting at 5.21pm

Purpose of Report

For Council to endorse the commencement of construction of the Covalent Lithium Haul Road prior to execution of a Road Use Agreement.

Background

The Shire of Yilgarn have been working with Covalent Lithium over a number of years, in relation to the development of the lithium mine at Mount Holland, and subsequently, the upgrade of Shire roads for hauling purposes.

The Shire and Covalent Lithium have undertaken significant negotiations relating to the road use agreement, with a number of iterations of the agreement produced to date.

At a session with Covalent and Councillors on the 31 July 2023, a number of items were discussed which related to the road use agreement, of which are currently being progressed by staff.

One item discussed related to a previous requirement of Council that construction of the haul road is unable to commence until such time as the Road Use Agreement was executed.

At the November 2022 Ordinary Council meeting, the following was resolved:

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)

Covalent raised concerns with this requirement, stating they needed to commence the construction works in mid-August to ensure the first stage of sealing works could be completed prior to Winter 2024.

Comment

Councillors present on the 31st July 2023 session discussed that as Covalent are currently responsible for maintenance of the haul road, and that a cost liability for the Shire doesn't eventuate until such time as a seal is put in place, it was the consensus that a decision could be put to the next Council meeting, of which allows Covalent to commence construction works, without an executed road use agreement, however sealing works are not permitted to commence until such time as an agreement is in place.

As a decision has already been resolved in this regard, Council will need to move a rescinding motion before a new motion can be considered.

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	Liability of road upgrade without agreement in place.	Moderate (9)	Without a seal the works to be completed will be a benefit to the Shire.
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)

Revoking of Previous Decision

130/2023

Moved Cr Guerini/Cr Cobden

That Council, by Absolute Majority, revoke the requirement in decision 276/2022 that requires a road user agreement prior to any construction commencing for the Covalent Lithium haul road works.

The original decision read:

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)

CARRIED BY ABSOLUTE MAJORITY (6/0)

Officer Recommendation and Council Decision

131/2023

Moved Cr Guerini/Seconded Cr Granich

That Council endorse construction works for the Covalent Lithium Haul Road, involving the upgrade of Parker Range Road and Marvel Loch Forrestania Road, to commence prior to having an executed Road Use Agreement, on the condition no sealing works are permitted to commence unless a road use agreement is executed.

CARRIED (5/1)

*Cr Close is recorded as being against the decision

UNCONFIRMED

Cr Nolan rejoined the meeting at 5.28pm

9.2 Reporting Officer– Executive Manager Corporate Services

9.2.1 Financial Reports–July 2023

File Reference	8.2.3.2
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Author	Fadzai Mudau-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 July 2023

- 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 —

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
 - (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Strategic Implications

Nil

Policy Implications

Nil

Financial Implications

Nil

Risk Implications

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

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

Officer Recommendation and Council Decision

132/2023

Moved Cr Cobden/Seconded Cr Close

That Council endorse the various Financial Reports as presented for the period ending 31 July 2023.

9.2 Reporting Officer– Executive Manager Corporate Services

9.2.2 Accounts for Payment – July 2023

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 41230 to 41232 totalling \$691.30
- Municipal Fund - EFT 14212 to 14284 totalling \$556,971.44
- Municipal Fund – Cheques 2196 to 2214 totalling \$265,000.82
- Municipal Fund - Direct Debit Numbers:
 - 18030.1 to 18030.14 totalling \$4,965.19
 - 18031.1 to 18031.14 totalling \$18,999.62
 - 18060.1 to 18060.14 totalling \$24,395.55
- Trust Fund – EFT 14210 to 14211 totalling \$10,335.30

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

Comment

Nil

Statutory Environment

Local Government Act 1995

5.42. Delegation of some powers and duties to CEO

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

* *Absolute majority required.*

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

Local Government (Financial Management) Regulations 1996

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

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

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

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

Strategic Implications

Nil

Policy Implications

Council Policy 3.11 – Timely Payment of Suppliers

Financial Implications

Drawdown of Bank funds

Risk Implications

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

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

Officer Recommendation and Council Decision

133/2023

Moved Dr Close/Seconded Cr Guerini

- *Municipal Fund – Cheques 41230 to 41232 totalling \$691.30*
- *Municipal Fund – EFT 14212 to 14284 totalling \$556,971.44*
- *Municipal Fund – Cheques 2196 to 2214 totalling \$265,000.82*
- *Municipal Fund - Direct Debit Numbers:*
 - *18030.1 to 18030.14 totalling \$4,965.19*
 - *18031.1 to 18031.14 totalling \$18,999.62*
 - *18060.1 to 18060.14 totalling \$24,395.55*
- *Trust Fund – EFT 14210 to 14211 totalling \$10,335.30*

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

CARRIED (7/0)

9.2 Reporting Officer– Executive Manager Corporate Services

9.2.3 Write Off of Uncollectable Debt

File Reference	8.2.1.5 & A101147
Disclosure of Interest	Nil
Voting Requirements	Absolute Majority
Author	Cameron Watson – Exec Manager Corporate Services
Attachments	Nil

Purpose of Report

This report seeks Councils approval for the write off of an outstanding but uncollectable rates debt.

Background

Tenement E77/02404 was first granted effective 7th July 2017 to a Mr Steven Parnell. Initial interim rates raised (\$393.42) were paid in full with the then accrued interest amount of \$16.72 on the 13 April 2018. Since this time no payment of Rates or interest charges have been received. The assessment is rated on a minimum basis.

The tenement death is recorded as effective 2nd August 2021.

Comment

Collection action (General Procedural Claim) has been unable to proceed as AMPAC (Councils appointed collection agents) has been unable locate Mr Parnell. AMPAC have been advised that further investigation into this matter has been deemed not to be cost effective and to close the file.

The following amounts are currently outstanding for Assessment A101147:

Levies	Receipts	Balance	C/A	Description
1235.07	0.00	1235.07	A	Rates
431.20	0.00	431.20	C	Interest
967.25	0.00	967.25	C	Legal Charges
				=====
2633.52	0.00	2633.52		*** TOTALS ***

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.

The recommendation that follows is consistent with the legislative requirements.

Strategic Implications

Nil

Policy Implications

Council Policy

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

Financial Implications

Write-off of \$2,633.52 in uncollectable Rates revenue.

The 2023/2024 budget has an inclusion of \$40,000 in Account E03118 – Debtors Written Off of which NIL has been utilised.

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Loss of Rate Revenue	Low (2)	Nil
Service Interruption	Nil	Nil	Nil

Compliance	Compliance with the Local Government Act and Council Policies.	Low (4)	Ensure rate write-offs are endorsed by Council.
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

134/2023

Moved Cr Close/Seconded Cr Guerini

That Council, pursuant to Section 6.12 (1) (c) of the Local Government Act 1995, approve the write off of the amount of \$2,633.52 in outstanding Rates, Interest & Legal Charges for Assessment A101147

CARRIED (7/0)

10 APPLICATIONS FOR LEAVE OF ABSENCE

135/2023

Moved Cr Cobden/Seconded Cr Granich

That Cr Rose be granted a leave of absence from the September Ordinary Meeting of Council.

CARRIED (7/0)

11 MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

13 MEETING CLOSED TO THE PUBLIC-CONFIDENTIAL ITEMS

Nil

14 EMERGING ISSUES

Cr Nolan requested permission from the presiding member to raise a number of emerging issues. Cr Della Bosca, as presiding member, agreed for Councillors to raise and emerging issues.

Cr Nolan issues raised:

1. *Has the Shire of Yilgarn noticed the powder that is being dropped on the west side of Lake Polaris opposite Caltex.*

CEO Response: CEO is aware of deposits, and has liaised with the responsible entity.

They have investigated the matter and had put controls in place. The CEO advised he would follow up again.

2. *There is the ongoing issue of rubbish on the Marvel Loch Road, the Emu Fence Road south of the Parkers Range camp and the Marvel Loch/Forrestania Road south of the Parkers Range turn off.*

CEO Response: We will contact the companies using this road and raise the issue.

14 CLOSURE

As there was no further business to discuss, the Shire President declared the meeting closed at 5.39pm

I, Wayne Della Bosca, confirm the above Minutes of the Meeting held on Thursday, 17 August 2023, are confirmed on Thursday, 21 September 2023 as a true and correct record of the August 2023 Ordinary Meeting of Council.

Cr Wayne Della Bosca
SHIRE PRESIDENT

UNCONFIRMED

Great Eastern Country Zone

MINUTES

Monday, 21 August 2023
Commenced at 9:31am

Shire of Merredin

Merredin Regional Community & Leisure Centre
Bates Street, Merredin Western Australia 6415

TABLE OF CONTENTS

1.	Opening and Welcome	3
1.1	Acknowledgement of Country.....	3
2.	Attendance and Apologies	3
4.	Declarations of Interest.....	5
5.	Announcements.....	5
6.	Guest Speakers / Deputations	6
6.1	Speakers for the August Zone Meeting	6
7.	Members of Parliament.....	7
8.	Agency Reports	7
8.1	Department of Local Government, Sport, and Cultural Industries	7
8.2	Wheatbelt Development Commission.....	7
8.3	Regional Development Australia Wheatbelt.....	7
8.4	Main Roads Western Australia	7
8.5	Water Corporation	7
9.	Minutes.....	8
9.1	Confirmation of Minutes, Zone meeting, Tuesday 20 June 2023	8
9.2	Business Arising from the Minutes, Zone Meeting, Tuesday 20 June 2023	8
9.3	Minutes of the Executive Committee Meeting, Tuesday, 8 August 2023.....	8
9.4	Business arising from the Executive Committee Meeting, Tuesday, 8 August 2023	8
9.4.1	Speakers for the November 2023 Zone Meeting (Item 5.5)	8
10.	Zone Business.....	9
10.1	Minutes on a Page	9
10.2	Auditor Experience and Survey Results	9
10.3	The Aboriginal Heritage Cultural Act.....	10
10.4	Proposed Boundaries for the 2025 State General Election.....	11
10.5	2023 Local Government Elections – Zone Office Bearer Elections.....	11
11.	Zone Reports.....	12
11.1	Zone President Report	12
11.2	Local Government Agricultural Freight Group (LGAFG)	13
11.3	Wheatbelt District Emergency Management Committee (DEMC).....	13
11.4	Regional Health Advocacy Group.....	14
11.5	WALGA RoadWise.....	14
12.	Western Australian Local Government Association (WALGA) Business	14
12.1	State Councillor Report	14
12.2.1	State Council Agenda Items – 13 September 2023	15
12.3	WALGA President’s Report – September 2023	16
13.	Emerging Issues	16
14.	Date, Time, and Place of Next Meetings.....	17
15.	Closure	17

1. Opening and Welcome

The Chair declared the meeting open at 9.31am.

1.1 Acknowledgement of Country

We, the Great Eastern Country Zone of WALGA acknowledge the Traditional Custodians of this land, and pay our respects to their Elders past, present and future.

2. Attendance and Apologies

Shire of Bruce Rock	President Cr Stephen Strange
Shire of Cunderdin	President Cr Alison Harris Mr Stuart Hobley, Chief Executive Officer, non-voting
Shire of Dowerin	President Cr Robert Trepp
Shire of Kellerberrin	Mr Raymond Griffiths, Chief Executive Officer, non-voting
Shire of Koorda	President Cr Jannah Stratford Ms Lana Foote, Acting Chief Executive Officer, non-voting
Shire of Merredin	President Cr Mark McKenzie Ms Lisa Clack, Chief Executive Officer, non-voting
Shire of Mount Marshall	President Cr Tony Sachse (Chair) Deputy President Cr Nick Gillett Mr Ben McKay, Chief Executive Officer, non-voting
Shire of Mukinbudin	President Cr Gary Shadbolt Mr Dirk Sellenger, Chief Executive Officer, non-voting
Shire of Narembeen	President Cr Kellie Mortimore Deputy President Cr Scott Stirrat Mr Paul Sheedy, A/Chief Executive Officer, non-voting
Shire of Nungarin	Deputy President Cr Gary Coumbe Mr John Merrick, A/Chief Executive Officer, non-voting
Shire of Tammin	President Cr Glenice Batchelor
Shire of Trayning	President Cr Melanie Brown Ms Leanne Parola, Chief Executive Officer, non-voting
Shire of Westonia	Cr Ross Della Bosca Mrs Jasmine Geier, D/Chief Executive Officer, non-voting
Shire of Wyalkatchem	President Cr Quentin Davies (Deputy Chair)

Mr Peter Klein, Chief Executive Officer, non-voting

Shire of Yilgarn

President Cr Wayne Della Bosca
Mr Nic Warren, Chief Executive Officer, non-voting

Guests

WA Country Health Service

Rachele Ferrari, Executive Director- Wheatbelt
Lesley Watson, Clinical Practise Improvement Officer,
Aged Care - Wheatbelt
Jacinta Herbert, Operations Manager Eastern Wheatbelt
Nancy Bineham, Director Strategy, Change & Service
Development - Wheatbelt
Peter Barratt, Director Medical Services - Wheatbelt

Rural Health West

Tim Shackleton, Chief Executive Officer
Kelli Porter, Deputy Chief Executive Officer

Department of Fire and Emergency Services
Main Roads WA
Water Corporation
Regional Development Australia WA

Craig Smith, DFES Superintendent
Mohammad Siddiqui, Regional Manager Wheatbelt
Rebecca Bowler, Manager, Customer & Stakeholder
Mandy Walker, Director Regional Development

Members of Parliament

Rick Wilson MP, Federal Member for O'Connor
Hon Mia Davies MLA, Member for Central Wheatbelt
Hon Steve Martin, Member for the Agricultural Region

WALGA

Cr Paul Kelly, WALGA Deputy President
James McGovern, Manager Governance & Procurement
Naoimh Donaghy, Governance & Organisational Services
Officer

Apologies

Shire of Bruce Rock

Deputy President Cr Tony Crooks
Mr Darren Mollenoyux, Chief Executive Officer, non-voting
Deputy President Cr Tony Smith

Shire of Cunderdin

Shire of Dowerin

Cr Darrel Hudson
Ms Rebecca McCall, Chief Executive Officer, non-voting

Shire of Nungarin

Shire of Mukinbudin

Shire of Trayning

Shire of Tammin

President Cr Pippa de Lacy
Deputy President Romina Nicoletti
Deputy President Cr Geoff Waters
Deputy President Cr Tanya Nicholls
Ms Joanne Soderlund, Chief Executive Officer, non-voting
President Kent Mouritz
Deputy President Cr Beverley Gangell
Mr David Burton, Chief Executive Officer, non-voting

Shire of Kondinin

Shire of Kellerberrin	President Cr Matt Steber
Shire of Koorda	Deputy President Cr Emily Ryan
Shire of Merredin	Deputy President Cr Buster Cooper
Shire of Mukinbudin	Cr Donna Crook
Shire of Westonia	Deputy President Romina Nicoletti
	President Cr Mark Crees
Shire of Wylkatchem	Mr Bill Price, Chief Executive Officer, non-voting
Shire of Yilgarn	Deputy President Cr Owen Garner
	Deputy President Cr Bryan Close
Department of Local Government, Sport, & Cultural Industries	Samantha Cornwaithe, Regional Manager Wheatbelt
Wheatbelt Development Commission	Renee Manning, Principal Regional Development Officer
	Pip Gooding, Regional Development Officer Wheatbelt South
	Hon Colin de Grussa MLC, Member for Agricultural Region
	Hon Peter Rundle MLA, Member for Roe
	Hon Martin Aldridge MLC, Member for Agricultural Region
	Hon Shelley Payne MLC, Member for Agricultural Region
	Hon Darren West MLC, Member for Agricultural Region
	Hon Sandra Carr MLC, Member for Agricultural Region
WALGA	Cliff Simpson, Regional Road Safety Advisor

Attachments

The following are provided as attachments to the Minutes:

1. Item 6.1.1 WA Country Health presentation
2. Item 8.4 Mainroads presentation

4. Declarations of Interest

NIL

5. Announcements

With the upcoming Local Government Elections, the Chair wishes to thank all Elected Members who are not running for re-election. Your time and efforts are appreciated by your peers and your communities.

Good luck is wished to those running for re-election.

NOTED

6. Guest Speakers / Deputations

Water Corporations Rebecca Bowler, Manager, Customer & Stakeholder gave a verbal report in advance of welcoming the guest speakers.

6.1 Speakers for the August Zone Meeting

6.1.1 WA Country Health Services

The Zone welcomed a panel of representatives from WA Country Health Services and Rural Health West;

Rachele Ferrari, Executive Director, WA Country Health Service - Wheatbelt

Tim Shackleton, Chief Executive Officer, Rural Health West

Kelli Porter, Deputy Chief Executive Officer, Rural Health West

Lesley Watson, Clinical Practise Improvement Officer, Aged Care, WA Country Health Service - Wheatbelt

Jacinta Herbert, Operations Manager Eastern Wheatbelt, WA Country Health Service

Nancy Bineham, Director Strategy, Change & Service Development, WA Country Health Service - Wheatbelt

Peter Barratt, Director Medical Services, WA Country Health Service - Wheatbelt

The presentation is now attached to the Minutes – **Attachment 1**.

The panel took the floor for 20 Minutes of well received question time.

Questions are welcomed for the panel, through the Executive Officer.

The meeting took a break at 11.19am for morning tea and recommenced at 11.26am.

6.1.2 Department of Fire and Emergency Services

DFES Superintendent Craig Smith presented to the Zone, providing a verbal update on preparedness for the upcoming fire season and will take questions from the floor.

Zone Delegates are reminded that a presentation was provided by DFES in August 2022 in relation to road works being conducted during Total Fire Bans. Item 7.2 of the current State Council Agenda proposes that adoption of the following advocacy position:

That WALGA endorse the following principles in relation to the exemptions and conditions under which road works may be undertaken during a Total Fire Ban:

- 1. Road Activity Tiers: That there be a tiered risk approach for road work activities and associated controls, based on the proposed activities and fire danger forecast.*
- 2. Local Government operations: That any controls specified in regulations to provide effective risk mitigation and response be able to be implemented within the works crew deployed for the task.*

3. *Reduce Red Tape: That the processes where repeated notification to DFES for the same task at the same location is required be streamlined.*

Superintendent Smith advised that Fire Season Readiness and Preparedness Workshops are planned for Northam on 30 October and Kalgoorlie on 1 November. Information to be sent to Local Governments.

NOTED

7. Members of Parliament

Any Members of Federal and State Government in attendance are invited to provide a brief update on matters relevant to the Zone.

- Hon Mia Davies MLA, Member for Central Wheatbelt
- Hon Steve Martin, Member for the Agricultural Region
- Rick Wilson MP, Federal Member for O'Connor will be late joining the meeting

NOTED

8. Agency Reports

8.1 Department of Local Government, Sport, and Cultural Industries

Samantha Cornthwaite, Regional Director Wheatbelt was an apology. The August 2023 report was attached.

NOTED

8.2 Wheatbelt Development Commission

Renee Manning, Principal Regional Development Officer was an apology.

NOTED

8.3 Regional Development Australia Wheatbelt

Mandy Walker, Director Regional Development, provided a report.

Mandy highlighted the web links on her report as advantageous to review

NOTED

8.4 Main Roads Western Australia

Mohammad Siddiqui, Regional Manager Wheatbelt tabled a report (**Attachment 2**) in advance of the meeting.

NOTED

8.5 Water Corporation

Rebecca Bowler, Manager Customer & Stakeholder provided a verbal report at the beginning of the meeting.

NOTED

9. Minutes

9.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held on Tuesday 20 June 2023

The Minutes of the Great Eastern Country Zone meeting held on Tuesday, 20 June 2023 have previously been circulated to Member Councils.

RESOLUTION :

Moved: Shire of Yilgarn
Seconded: Shire of Koorda

That the minutes of the Great Eastern Country Zone meeting held on Tuesday, 20 June 2023 be confirmed as a true and accurate record of the proceedings.

CARRIED

9.2 Business Arising from the Minutes from the Great Eastern Country Zone Meeting held on Tuesday, 20 June 2023

NIL

9.3 Minutes of the Great Eastern Country Executive Committee Meeting held on Tuesday, 8 August 2023

The Minutes of the Great Eastern Country Zone Executive Committee meeting held on Tuesday, 8 August 2023 are attached.

RESOLUTION

Moved: Shire of Wyalkatchem
Seconded: Shire of Narembeen

That the Minutes of the Great Eastern Country Zone Executive Committee Meeting held on Tuesday, 8 August 2023 be endorsed.

CARRIED

9.4 Business arising from the Great Eastern Country Executive Committee Meeting held on Tuesday, 8 August 2023

The recommendations from the Executive Committee meeting that require Zone consideration have been extracted for the Zones consideration.

9.4.1 Speakers for the November 2023 Zone Meeting (Item 5.5)

Item 5.5 – DFES will be represented at the August Zone meeting.

Item 7.3.2 - The Executive Committee want to assess the Members appetite for inviting the Deputy Auditor General, Grant Richardson, to an upcoming meeting. The Audit process is a continual issue which needs further attention.

An alternative to inviting the Deputy to a meeting is for a delegation to be established and a meeting arranged in Perth.

RESOLUTION

Moved: Shire of Tammin

Seconded: Shire of Trayning

That the Great Eastern Country Zone invite the Deputy Auditor General to the November meeting. Should the Deputy be unavailable to attend, a Delegation will be established and a meeting requested with the Deputy Auditor General.

CARRIED

10. Zone Business

10.1 Minutes on a Page

At the April meeting of the Zone, it was resolved that the Executive would establish a 'Minutes on a page' document to be distributed to all Elected Members and CEO's of the Great Eastern Country Zone. The purpose of the document is to brief all Elected Members on what happens at a Zone meeting. A draft was provided for the meeting to discuss.

NOTED

10.2 Auditor Experience and Survey Results

At the State Council meeting of July 2023, the following advocacy position was adopted in relation to the survey of Local Government Audit Experience:

That:

1. *State Council note the Audit Experience Survey Results Summary; and*
2. *WALGA advocate to the Office of the Auditor General (OAG) to reform the audit process for Local Governments by seeking*
 - a. *Audits of Local Governments are completed and reported on in a timely manner and that the processes, procedures and scope of audits are consistently applied.*
 - b. *That the OAG review the requirements for preaudit information with a view to reducing the need for additional information where possible;*
 - c. *That the OAG review their costing formulae for Local Government audits and show constraint in audit cost increases;*
 - d. *That the OAG provide a breakdown on the cost of the audit and justification for any variance to the estimate to the Local Government as part of the final billing process;*
 - e. *That auditors be required to improve their communication and information management and avoid repeated requests for information that has already been provided or that is publicly available;*
 - f. *That Local Governments only be required to communicate with contract Auditors (unless the OAG is directly auditing the Local Government) and the onus be placed on the contract Auditors to confirm their advice with the OAG before instructing the Local Government;*
 - g. *In-conjunction with the Department of Local Government, Sport and Cultural Industries, review the application of Fair Value principles in the context of the audit; and*
 - h. *Seek an opportunity for Local Government to make representations in relation to any adverse findings prior to the publication of the report.*

RESOLUTION 464.3/2023

A letter has been sent to the Auditor General outlining WALGA’s advocacy positions and suggested reforms to the audit process for Local Governments.

In respect to item g, the Minister for Local Government, Hon David Michael has advised that he will make a regulation change to the Financial Management regulations to only require Local Governments to revalue assets once every five years. This will occur with the next instalment of regulatory reforms as part of the current legislative reform process.

This is very good news and an advocacy success for the Local Government sector and the Minister and Department of Local Government assistance on this matter has been appreciated.

The meeting discussed the Audit Readiness Guide released by OAG in July 2023, with WALGA inviting any comments arising from the content to be provided to assist with future communications and advocacy.

NOTED

10.3 The Aboriginal Heritage Cultural Act

On 8 August the State Government announced it will repeal the *Aboriginal Heritage Act 2021* that came into effect on 1 July 2023 and restore the original *Aboriginal Heritage Act 1972*, with amendments, notably:

- The newly formed Aboriginal Cultural Heritage Council will take on the role of the Committee established under the 1972 Act to make recommendations on Section 18 Notices to the Minister.
- Proponents and Native Title parties will have the same right of review for Section 18 decisions via the State Administrative Tribunal, with clear timeframes and an ability for the Premier to calling a decision of ‘State significance’, to act in the interests of all Western Australians.
- When a Section 18 has been approved, a new requirement for the owner to notify the Minister of any new information about an Aboriginal site – an important reform to help prevent another Juukan Gorge.

The [Aboriginal Heritage Legislation Amendment and Repeal Bill 2023](#) was introduced to Parliament on 9 August 2023. WALGA was not consulted on this decision, but the Premier has indicated that the Implementation Group on which WALGA is a participant will continue and that the group will work on the transition to the renewed 1972 legislation.

From a Local Government perspective, the following additional points are relevant:

- Local Aboriginal Cultural Heritage Services (LACHS) will not continue. Support will be provided to existing relevant Native Title groups, including the relevant Prescribed Body Corporations, registered claimants or native title representative bodies.
- There will be no requirement for landowners to conduct their own heritage survey.
- The Section 18 process will be strengthened, with these changes mainly impacting miners and Government, whose work most impacts cultural heritage.
- The Government will commence a 10-year plan to undertake heritage surveys of unsurveyed areas in “high priority” areas of the State.

The sector will be kept informed of progress and engaged where appropriate in the coming months.

NOTED

10.4 Proposed Boundaries for the 2025 State General Election

Item 9.4 of the State Council Agenda summarises the Flying Minute that was distributed to the Zone on 10 August 2023.

WALGA advise Members that the close date for submissions was 21 August 2023 and encourage Local Governments to reply to meet the deadline. WALGA has submitted a submission.

Executive Officer Comment:

The Commissioners' proposal to reduce the number of non-metropolitan districts by one is open for objections until Friday 21 August. Whilst WALGA is submitting an Objection Paper on behalf of the sector, a submission has been prepared on behalf of the Great Eastern Country Zone. This is in response to the widespread objection within the Zone to the boundaries proposal to reduce the number of non-metropolitan districts by one as the reduction in political representation will negatively impact rural and regional communities.

The Zone Submission is under development at the time of writing and will be distributed to Zone delegates prior to the meeting.

RESOLUTION

Moved: Shire of Yilgarn

Seconded: Shire of Merredin

That the Great Eastern Country Zone endorse the Objection to the Proposed Boundaries for the 2025 State General Election.

CARRIED

10.5 2023 Local Government Elections – Zone Office Bearer Elections

By Chantelle O'Brien, Governance Support Officer

BACKGROUND

With the bi annual Local Government elections being held on Saturday, 21 October 2023, Zones will also be required to hold an election process for State Council representatives.

A chronological overview of the process is detailed below:

- Local Government elections occur on Saturday, 21 October 2023.
- Member Councils to elect/appoint their Zone Delegates and to advise the Zone Executive Officer, as soon as possible but preferably by 3 November 2023.
- For the purpose of electing their representatives and deputy representatives to the WALGA State Council, the Zones are required to hold these elections at their November 2023 meeting.
- Zones to advise WALGA, in writing, of their elected State Council representative and deputy representative immediately following the 2023 November Zone meeting.
- A State Councillor Induction Session will be held for all State Council representatives and deputy representatives before the first meeting in December.
- The new State Council will take office at the Ordinary Meeting of State Council on **6 December 2023**.

In relation to the nominations and election process to be followed by each Zone in electing a representative and deputy representative to the WALGA State Council, the below process has been instituted by State Council:

1. Zone Executive Officer to write to all Member Councils no later than 1 month prior to the Zone meeting at which the election is to be held calling for nominations from Delegates to the Zone for the positions of representative and deputy representative to State Council. The correspondence is to state that all nominations are to be made in writing to the Zone Executive Officer, and only Elected Members who are a nominated Zone Delegates are eligible to nominate. The time period for the receipt of nominations is preferably to be **one week prior** to the Zone meeting at which the election will be held. However, nominations will be accepted from the floor at the Zone meeting.
2. Zone Executive Officer to receive written nominations from Zone Delegates for the positions of representative and deputy representative to State Council and then provide written confirmation to Member Councils of the nominations received.
3. Elections are to be held at the next Zone meeting as the first item of business. Nominations will be permitted from the floor at the Zone meeting. Where there is more than one nomination for each vacant position, an election will be conducted using a secret ballot, with the Zone Executive Officer to represent WALGA as the returning officer for the election. Prior to the ballot, nominees for each position are to be extended the opportunity to provide a 2 minute election bid to Delegates.
4. All voting Delegates to the Zone are entitled to cast one (1) vote in the ballot process. The candidate with the greater or greatest number of votes is elected to the office.
5. **Tied vote** – in the event of a tied vote, election will be determined by drawing names from a box. The Secretariat will put the names of the candidates concerned in a box and the first name drawn is the Elected Member.
6. Zone Executive Officer to advise WALGA in writing immediately following the Zone meeting of the outcome of their elections.

If you have any questions or require further information in relation to the above mentioned process, please contact Tony Brown, Executive Director Member Services on 9213 2051 or email tbrown@walga.asn.au.

RESOLUTION

Moved: Shire of Trayning
Seconded: Shire of Koorda

That the Great Eastern Country Zone note the process for election of Zone Representative and Deputy Representative to the WALGA State Council.

CARRIED

11. Zone Reports

11.1 Zone President Report

President Tony Sachse

Today's meeting mark's the last meeting in the current term of the WALGA GECZ Delegates, Office bearers and Executive given the upcoming Local Government elections in October 2023. Thank you everyone for your contribution over the last two years. The regular attendance and input by Delegates, CEO's, WALGA, Politicians, Agency Representatives and Guest Speakers have all combined in making for a very relevant and active Zone, with flow on benefits for all our communities and constituents. Thanks especially to the WALGA staff for their contribution, especially James McGovern, Tony Brown, Naoimh Donaghy and Janine Neugebauer.

Some of our Delegates and Executive members are not intending re-standing in October. We wish you all the best for the future. Your input and enthusiasm have been greatly appreciated. A job well done.

RESOLUTION

Moved: Shire of Trayning
Seconded: Shire of Yilgarn

That the Zone President's Report be received.

CARRIED

11.2 Local Government Agricultural Freight Group (LGAFG)

President Tony Sachse

The LGAFG meeting last met on 13th July 2022. A meeting in 2023 has so far not been scheduled. There is nothing else to report.

RESOLUTION

Moved: Shire of Cunderdin
Seconded: Shire of Nungarin

That the Local Government Agricultural Freight Groups Report be received.

CARRIED

11.3 Wheatbelt District Emergency Management Committee (DEMC)

President Tony Sachse

Wheatbelt District Emergency Management Committee (Wheatbelt DEMC) Report August, 2023.

The last Wheatbelt DEMC met on 17th May 2023. The next DEMC meeting isn't scheduled until October, the DEMC endorsement of the LEMC Handbook as required by the SEMC Policy Unit is being conducted out of session.

Attached are the following:

- The final draft of the LEMC Handbook
- The DEMC Agenda item with full recommendations and background for your information.
- The proposed communication and marketing plan for your information and noting.

If you have any comments on this final draft of the Handbook, could you please return to me no later than the 25 August 2023.

The Wheatbelt Operational Area Support Group (OASG)/ISG is now only meeting as needed. There have not been any meetings over recent months.

The Wheatbelt Human Services Managers Forum last met on Tuesday, 6th June 2023. The minutes of this meeting were attached.

RESOLUTION

Moved: Shire of Narambeen
Seconded: Shire of Dowerin

That the Wheatbelt District Emergency Management Committee Report be received.

CARRIED

11.4 Regional Health Advocacy Group

Cr Alison Harris referred this update to Nancy Bineham, WACHS Chair for the Wheatbelt.

RESOLUTION

Moved: Shire of Wyalkatchem
Seconded: Shire of Tammin

That the Regional Health Advocacy Report be received.

CARRIED

11.5 WALGA RoadWise

Cliff Simpson, Road Safety Advisor, was an apology.

NOTED

12. Western Australian Local Government Association (WALGA) Business

12.1 State Councillor Report

Cr Stephen Strange

Cr Strange referenced our guest speakers and encouraged Members to engage with and stay involved with these valuable services.

It is of utmost importance for Zone Local Government delegates to attend the AGM occurring on Monday 18 September 2023 in order to vote on WALGA's governance review. Cr Strange encouraged Members to consider the new model proposed which, in his opinion, will encourage more agility resulting in more being done for the Zones and a more modern WALGA.

Cr Strange also highlighted a trend of dangerous truck driver behaviour, potentially exacerbated by inadequate training and driver's on work visas being unfamiliar with rural road environments. More discussions are needed on common issues and what can be done, with this proposed as a future Executive Committee matter of business..

RESOLUTION

Moved: Shire of Mukinbudin
Seconded: Shire of Cunderdin

That the State Councillor Report be received with the transport issues relating to poor driver behaviour be presented to the incoming Executive Committee as a priority area for advocacy.

CARRIED

12.2.1 State Council Agenda Items – 13 September 2023

Background

WALGA State Council meets five times each year and as part of the consultation process with Member Councils circulates the State Council Agenda for input through the Zone structure.

The full State Council Agenda can be found via link: [State Council Agenda 13 September 2023](#)

The Zone is able to provide comment or submit an alternative recommendation that is then presented to the State Council for consideration.

Matters for Decision

7.1 Local Emergency Management Arrangements (LEMA) Advocacy Position

That WALGA endorse the following position on Local Emergency Management Arrangements (LEMA):

1. *The State Government should fund the implementation of the Local Emergency Management Arrangements (LEMA) Improvement Plan endorsed by the State Emergency Management Committee (SEMC).*
2. *A reformed LEMA system should:*
 - a) *Clearly articulate the roles and responsibilities of Local Governments in emergency management;*
 - b) *Simplify the reporting processes and reduce the administrative burden of maintaining compliance;*
 - c) *Provide a suite of scalable tools and guidance materials that are accessible through an online knowledge hub;*
 - d) *Build the emergency management capacity and capability of Local Governments through the provision of targeted training, exercising support, human resources and sustainable funding;*
 - e) *Assist Local Governments to continue to deliver their core business activities and provide public information during an emergency event;*
 - f) *Improve the connectivity of Local Governments' various risk management and hazard planning processes through an integrated approach; and*
 - g) *Enable resource sharing and collaboration across the Local Government sector.*

7.2 Advocacy Position on Road Works during Total Fire Ban

That WALGA endorse the following principles in relation to the exemptions and conditions under which road works may be undertaken during a Total Fire Ban:

1. Road Activity Tiers: That there be a tiered risk approach for road work activities and associated controls, based on the proposed activities and fire danger forecast.
2. Local Government operations: That any controls specified in regulations to provide effective risk mitigation and response be able to be implemented within the works crew deployed for the task.
3. Reduce Red Tape: That the processes where repeated notification to DFES for the same task at the same location is required be streamlined.

Policy Team And Committee Reports

- 8.1 Environment and Waste Policy Team Report
- 8.2 Governance and Organisational Services Policy Team Report
- 8.3 Infrastructure Policy Team Report
- 8.4 People and Place Policy Team Report
- 8.5 Municipal Waste Advisory Council (MWAC) Report

RESOLUTION

Moved: Shire of Tammin
Seconded: Shire of Trayning

That the Great Eastern Country Zone:

- 1. **Supports all Matters for Decision as listed above in the September 2023 State Council Agenda; and**
- 2. **Notes all Matters for Noting, Policy Team and Committee Reports and Organisational Reports as listed in the September 2023 State Council Agenda.**

CARRIED

12.3 WALGA President’s Report – September 2023

The WALGA President’s Report was attached to the agenda.

WALGA Deputy President Cr Paul Kelly was in attendance took the report as read.

RESOLUTION

Moved: Shire of Trayning
Seconded: Shire of Merredin

That the Great Eastern Country Zone notes the WALGA President’s Report.

CARRIED

13. Emerging Issues

13.1 Road Usage Agreement

Shire of Yilgarn

Cr Della Bosca discussed the Shire’s frustration with completing negotiations with a heavy road user company for 113km of roads within the Shire. WALGA’s guidelines are not reflective of current economic status or considerate of smaller Local Governments with lower ratepayer income. The Shire have estimated a cost of \$84-90million over a 40 year period to ratepayers based in WALGA’s guide. This cost and risk cannot be imposed on ratepayers.

ACTION: The Great Eastern Country Zone agreed to receive information on road use agreements through the WALGA Executive for the November Agenda.

13.2 NEWROC workshop

NEWROC are hosting a workshop in Nungarin on Thursday 7 September on empowering producers to provide better land access. Registration can be completed through Caroline, caroline@newroc.com.au

13.3 Thanks for outgoing Councillors of the Zone

Cr Davies, Cr Mortimore, Cr Forsyth and Cr Waters were thanked for their contribution to the Zone and Executive Committee.

Cr Davies took the opportunity to say a few words, highlighting how the Zone has added value to member communities. The Zone has a valuable voice assisted by the Executive Officer and WALGA. The collaboration between Local Governments has been great and is the best way to succeed. Cr Davies thanked State Councillor Stephen Strange for all he does for the Zone. Cr Davies mentioned Country Councillors are so valuable as they truly have their community in mind and encouraged new Councillors to come on board. A special thanks was given to Chair President Cr Tony Sachse for his leadership and his willingness to go above and beyond for the Great Eastern Country Zone.

NOTED

14. Date, Time, and Place of Next Meetings

The next Executive Committee meeting will be held following the November elections.

The next Great Eastern Country Zone meeting will be held on Monday, **20** November 2023 commencing at 9.30am. This meeting will be hosted by the Shire of Kellerberrin.

15. Closure

There being no further business the Chair declared the meeting closed at 1.18pm.

MINUTES
WESTONIA/YILGARN
LOCAL EMERGENCY MANAGEMENT COMMITTEE
23 ANTARES STREET, SOUTHERN CROSS
THURSDAY, 24th August 2023

Herein are the minutes of the Westonia/Yilgarn Local Emergency Management Committee meeting held on Thursday, 24th August 2023

1 Declaration of Opening

The Chair, Cr Della Bosca, Declared the meeting open at 7:04 p.m.

2 Record of Attendance & Apologies

2.1 Attendance

In Person

Cr Wayne Della Bosca – Shire of Yilgarn – Chair

Kelly Watts – Shire of Yilgarn

Chris Thompson – WAPOL Southern Cross

Jo Spadaccini – Department of Communities

Hannibal Spicer – Barto Gold

Kelly Mihaly – Barto Gold

Via Zoom

John Ninness – ESO, Barto Gold

Bill Price – Shire of Westonia

Daniel Goss – Mineral Resources Limited

2.2 Apologies

Stephanie Smylie – Practice Manager-SX General Practice

Jeremy Willis – DFES Area Officer

Yvette Grigg – District Emergency Management Advisor

Cr Daimon Geier - Shire of Westonia

Cr Bryan Close – Shire of Yilgarn, St Johns

3 Confirmation of Previous Minutes

Moved J.Spadaccini / Seconded B.Price

The Local Emergency Management Committee meeting minutes held on Thursday, 25th May 2023, are a true and correct record.

4 Business Arising from Previous Meeting

4.1 Contact listing has been updated and is now live on the Shire of Yilgarn website

4.2 Emergency exercise

MINUTES
WESTONIA/YILGARN
LOCAL EMERGENCY MANAGEMENT COMMITTEE
23 ANTARES STREET, SOUTHERN CROSS
THURSDAY, 24th August 2023

4.2.1 N. Warren enquired if the emergency scenario could be combined with the upcoming aerodrome desktop scenario.

J.Spadaccini suggests that an aerodrome desktop may not meet the level 2 incident rate to enact the LEMC.

J.Ninness suggested a scenario of an Ammonium Nitrate truck/Hazmat with mas casualty might be better suited.

D. Goss advised that he was onsite when the Ammonium Nitrate truck trailer exploded outside Gruyere Gold mining operations. I am happy to assist with materials and findings.

K.Watts to email Y.Grigg for assistance with templates for a desktop exercise.

5 Reports

5.1 - J. Willis – DFES Area Manager (read by C. Thompson)	LEMC – Preseason Preparedness and Information 2023
5.2 – C. Thompson – WAPOL Southern Cross	Plane Crash landing Southern Cross side of Yellowdine, Pilot sustained no injuries.
	Road fatality on Thursday, the 17th, due to a suspected medical episode.
5.3 – H. Spicer – Barto Gold, ERT Captain	The Emergency Response Team still green
	Block Training has been scheduled.
	Looking to talk with the VFRS to assist with prescribed burn-offs
5.4 – J. Spadaccini – Department of Communities	Carried out Evacuation Centre Reviews observations so far
	<ul style="list-style-type: none"> - Southern Cross Community Centre is listed as the main evac point - Three centres listed, reduce numbers for ease of instructions - Require the building codes for each building

MINUTES
WESTONIA/YILGARN
LOCAL EMERGENCY MANAGEMENT COMMITTEE
23 ANTARES STREET, SOUTHERN CROSS
THURSDAY, 24th August 2023

	<ul style="list-style-type: none"> - Require an aerial shot of the buildings labelled with amenities and access points. Areas of interest itemised - Welfare plans

6 General Business

B.Price – Shire of Westonia	- OSH for managers
	- 60-70 participants through FCO training
C.Thompson – WAPOL Southern Cross	- Confirmation from N. Warren of the scale of the desktop incident at the Aerodrome.
	- Working Group to be arranged for desktop
J.Spadaccini – Department of Communities	- Timing of meeting: Consider looking at alternating between afternoon and evening meetings
D.Goss – MRL Principal Advisor – Emergency Management	- Bush Fire Risk Management Plan for the Yilgarn. Grants available from DFES include fuel loads and risk management
	- K.Watts to investigate what is already in place with J.Willis & N.Warren

7 Next Meeting

It is scheduled for Thursday, 23rd of November, although this may vary depending on circumstances.

8 Closure of Meeting

The chair closed the meeting at 7:59 p.m.

9 Attachments

MINUTES OF THE CENTRAL EAST ACCOMMODATION & CARE ALLIANCE INC MANAGEMENT COMMITTEE MEETING HELD AT 10.30AM ON MONDAY, 4 SEPTEMBER 2023 AT THE MERREDIN REGIONAL COMMUNITY & LEISURE CENTRE, BATES ST, MERREDIN

1. MEETING OPENING

The Chairperson opened the meeting at 10.35am, welcomed the new Members from the Shire of Narembeen, Paul Sheedy (Acting CEO) and Counsellor Amy Hardham and commented as follows:

- CEACA Treasurer and Member for the Shire of Kellerberrin, Cr Rodney Forsyth, has resigned from Council. The Chairperson acknowledged the contribution that Cr Forsyth has made to CEACA and the community and extended his sincere thanks. Cr Monica Gardiner will be the delegate for the Shire.
- CEACA's focus is to expand the number of units across its Member shires, apply for State and Federal funding for additional units and apply to become a Registered Community Housing Provider.

2. MEETING MATTERS

2.1 Record of Attendance and Apologies

Present

Terry Waldron (Chairperson), Richard Marshall (CEACA Executive Officer), Jo Trachy (CEACA Operations Manager & Minute Secretary), Darren Mollenoyux (Shire of Bruce Rock), Stephen Strange (Shire of Bruce Rock), Raymond Griffiths (Shire of Kellerberrin), Codi Mullen (Shire of Merredin), Gary Shadbolt (Shire of Mukinbudin), Dirk Sellenger (Shire of Mukinbudin), Paul Sheedy (Shire of Narembeen), Amy Hardham (Shire of Narembeen), Bill Price (Shire of Westonia), Louis Geier (Shire of Westonia), Quentin Davies (Shire of Wyalkatchem), Mischa Stratford (Shire of Wyalkatchem), Peter Klein (Shire of Wyalkatchem), Nic Warren (Shire of Yilgarn), Wayne Della Bosca (Shire of Yilgarn)

Apologies

Rodney Forsyth (Shire of Kellerberrin), Monica Gardiner (Shire of Kellerberrin), Lisa Clack (Shire of Merredin), Mark McKenzie (Shire of Merredin), Ben McKay (Shire of Mt Marshall), Tony Sachse (Shire of Mt Marshall)

2.2 Declaration of Quorum

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

2.3 Conflicts of Interest

None.

2.4 Matters Arising

Report tabled – no comments or questions raised.

3. MATTERS FOR DECISION

3.1 Previous Minutes

RESOLUTION

It was resolved that the Minutes of the CEACA Management Committee meeting held on the 29 May 2023 be accepted as a true and accurate record of proceedings.

CARRIED

3.2 Application to be a Registered Community Housing Provider (RCHP)

The Executive Officer spoke to the *EO Report - Attachment 5* and the following additional comments were made:

- The major disadvantage with RCHP is changes are required to the Constitution, including the wind-up clause which means surplus property on wind-up must be transferred to another RCHP or the Housing Authority. It is expected this would only apply to new Units (not the existing 71 Units), but this will be checked before the application is finalised.
- There is no requirement in the funding application to be a RCHP and CEACA can still apply without it. It will however improve CEACA's chance of obtaining funding.
- If additional units are built, CEACA can continue to refer to the Allocations Matrix when choosing future tenants. The main difference would relate to governance, which will result in more work for CEACA Management.
- Operations Manager reviewed the RCHP assessment criteria and is working on current and future policies and procedures to assist with compliance.
- The application process is lengthy, and Members must therefore decide they wish to proceed with application.

General discussion ensued and questions were raised including:

- The consequence of being a RCHP if CEACA took over management of shire owned properties. EO advised he understands there would be no impact as the RCHP status only relates to surplus property owned by CEACA which has been funded by the Housing Authority.
- Would it be possible for existing CEACA properties to be transferred to another entity if CEACA were to cease trading. EO advised the existing Constitution states that surplus property can be transferred to a similar organisation that has charitable status. This will need to be checked in relation to any changes to the Constitution.
- Is there a provision in the CEACA Constitution that indicates the units can be sold if required and is there a limit to that number. EO advised that this would be possible, however the sites may need to be strata titled.
- If RCHP application stipulates that Management Committee Members will be interviewed to ascertain their suitability to manage a Registered Community Housing Organisation, Council's would have to take this into account when nominating Members. As CEACA is an incorporated body, there is no requirement for shires to nominate a Councillor and could nominate others with relevant experience. EO advised that interviews may not be necessary.
- If occupancy rates dropped to very low levels could local workers (eg. Teachers, nurses) be offered a unit if CEACA were RCHP. EO advised that CEACA's Allocations Matrix already caters for workers, and this would not change.

ACTION ITEMS

1. Executive Officer to confirm that if CEACA were operating as a RCHP and ceased trading, the existing 71 units could be transferred to a like-minded, charitable organisation and not to another RCHP or the Housing Authority/State Government.
2. Prior to finalising the changes to the existing Constitution, the Executive Officer to check the impact on charitable status if CEACA were granted RCHP status. It is not expected there will be any impact because it is the activities which determine charitable status.

RESOLUTION

It was resolved to apply for Registered Community Housing Provider status and to obtain legal advice on the impact to the existing 71 Units.

CARRIED

3.3 Funding Options & Opportunities

The EO spoke to *funding options and opportunities listed in the EO Report Page 2* and commented as follows:

- CEACA is assuming a 10% contribution from shires, as this occurred in the original project and State Govt agree that it is appropriate. CEACA's contribution is the ongoing management and maintenance of the units.
- Question raised at the Executive Committee meeting regarding CEACA applying for a loan instead of 10% contribution. The financial modelling is summarised in Annexures E1 and E2 of the EO Report. The modelling shows that CEACA would not be able to service debt at lower levels of occupancy, partly due to the need to provision for refurbishment of the Units. The EO and Chairperson do not recommend CEACA borrowing money at this stage.

RESOLUTION

It was resolved not to apply for a loan to contribute to the funding application and that shires would be asked to contribute 10% of unit costs.

CARRIED

3.4 Submission to State Government Department of Housing

The Executive Officer commented as follows:

- Annexure C of EO report sets out the number of ILU required per shire (Merredin TBC). Narembeen would like 3.
- CEACA will approach State Government for funding and then Federal to make up the difference. Calls for Submissions for Growing Regions (Federal) funding are expected in Feb 2024 and cut off for applications expected to be July 2024.

ACTION ITEMS

1. Shires to finalise ILU numbers and land details by the end of September 2023.
2. Shires to provide a letter of commitment to the 10% contribution, ILU number and details of land donated.

4. MATTERS FOR DISCUSSION

4.1 Executive Officer Report

The Executive Officer made the following additional comments to his report:

- Elders has offered a 12-month extension to existing Management Authority with no increase in fees, which will be accepted.
- Discussions were held with Nutrien Harcourts and Professionals Northam regarding managing CEACA properties and the conclusion was that Elders still provided the best management option for CEACA's portfolio. When Nutrien Harcourts has qualified property management staff and software in place, they may be invited to tender.
- With regards to the draft FY24 budget, the large profit for FY23 can be misleading as most of the repairs and maintenance are being allocated to defects. The profit would be closer to \$100k if the defect costs were charged to the P&L.
- Executive Officer thanked the Operations Manager for her work on collating information to submit a Housing Indemnity Claim with respect to sewer and other defects in Westonia. The claim was accepted and \$15k awarded.
- For the purposes of the year-end accounts, Elders has conducted a re-valuation of the properties.
- The Budget is in draft format only and has not been formally approved. The draft Budget assumes 95% occupancy.
- CEACA will investigate opening a term deposit account to get a better return on money in the bank.

RESOLUTION

It was resolved that the CEACA 2023-4 budget be accepted.

CARRIED

4.2 OPERATIONS MANAGER REPORT

The Operations Manager made the following additional comments to her report tabled:

- All vacancies have now been filled and we expect another vacancy in Merredin shortly.
- Policies and procedures have been reviewed to ensure that we are ready for RHCP application. Risk documentation has been created and input from Members will be required prior to the next meeting.
- Bubble pits on unit driveways have been difficult to maintain. A local contractor suggested they be filled in and let the rainwater go on the road. The OM put the suggestion to Members and they disagreed.

ACTION ITEM

Operations Manager to conduct further research into options for cleaning, repairing or maintenance of bubble pits.

5. GENERAL BUSINESS

Cr Quentin Davies advised that he is not standing at the LGA Elections in October and emphasised the importance of Member shire's giving a lot of thought to who should be nominated as future CEACA Members. CEACA had a rocky start but is now an amazing organisation, has many admirers and that is due to the current management team and Management Committee Members past and present. The value of CEACA should not be underestimated and Member shire CEO's must be aware of this when electing new Members.

The Chairperson thanked Quentin for his substantial contribution to his community, the region and to CEACA and wished him all the best for the future.

ACTION ITEM

Shire CEO's should consider the benefits of CEACA and the need to nominate Members who have a positive contribution to make to its future.

6. EVOKE LIVING HOMES PRESENTATION

7. NEXT MEETING

The next meeting, also the AGM date, will be at the Kellerberrin Leisure Centre on 6th November 2023.

8. MEETING CLOSURE

There being no items of general business, the Chairperson declared the meeting closed at 12.45pm

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. Board Meeting MINUTES

Monday 4 September 2023

Shire of Merredin Council Chambers
Corner of King & Barrack Street

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

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CONTENTS

1.	OPENING AND ANNOUNCEMENTS.....	3
2.	RECORD OF ATTENDANCE AND APOLOGIES.....	3
2.1	Attendance.....	3
2.2	Apologies.....	3
2.3	Guests.....	3
3.	DECLARATIONS OF INTEREST	3
4.	PRESENTATIONS	4
5.	MINUTES OF MEETINGS	4
5.1	Minutes of the WEROC Inc. Board Meeting held on Wednesday 28 June 2023	4
5.2	Business Arising – Status Report	4
6.	WEROC INC. FINANCE	5
6.1	WEROC Inc. Financial Report as of 30 June 2023	5
6.2	WEROC Inc. Financial Report as of 31 July 2023.....	7
6.3	Income & Expenditure.....	9
7.	MATTERS FOR DECISION	10
7.1	WEROC Housing Analysis	10
7.2	WEROC Economic Futures	14
7.3	WEROC Drive Trail.....	14
7.4	WEROC Inc. Bank Account Review	16
8.	PROJECT UPDATES	17
8.1	Corella Management Coordinator.....	17
8.2	Town Team Movement	18
8.3	Co-Operative Marketing Activity	18
8.4	Waste Management.....	19
9.	EMERGING ISSUES.....	19
9.1	Local Government Expenditure on Primary Healthcare Services	19
9.2	SAT ONE	20
10.	OTHER MATTERS (FOR NOTING)	20
10.1	WEROC Board Nominations Required for November Meeting	20
10.2	Wheatbelt Tourism Destination Development Working Group	20
10.3	Live Sheep Export by Sea	20
10.4	\$100 Million Community Energy Upgrades Fund	21
11.	FUTURE MEETINGS	21
12.	CLOSURE	21

WEROC Inc.

Wheatbelt East Regional Organisation of Councils Inc.

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

MINUTES

Minutes of the Board Meeting held in Merredin on Monday 4 September 2023.

1. OPENING AND ANNOUNCEMENTS

Ms. Emily Ryan as Chair of WEROC Inc. welcomed Members of the Board and opened the meeting at 1.17pm.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 Attendance

Ms. Emily Ryan (Chair)

Ms. Glenice Batchelor

Ms. Lisa Clack

Mr. Mark Crees

Mr. Wayne Della Bosca

Mr. Mark McKenzie (Deputy Chair)

Mr. Darren Mollenoyux

Mr. Bill Price

Ms. Joanne Soderlund

Mr. Nic Warren, proxy and voting delegate for Mr. Bryan Close

Mr. Stephen Strange, proxy and voting delegate for Mr. Tony Crooks

Ms. Rebekah Burges, Executive Officer

2.2 Apologies

Mr. Tony Crooks

Mr. Raymond Griffiths

Mr. Bryan Close

2.3 Guests

Mr. Grant Arthur, Director Regional Development, Wheatbelt Development Commission (joined via videoconference at 1.17pm and left the meeting at 1.46pm)

Ms. Kerida Hodge, General Manager Communications and Business Analytics, Rural Health West (joined via videoconference at 2.04pm and left the meeting at 2.11pm)

3. DECLARATIONS OF INTEREST

As per Clause 42 of the Associations Incorporation Act 2015, "a member of the management committee of an incorporated association who has a material personal interest in a matter being considered at a management

committee meeting must, as soon as the member becomes aware of the interest, disclose the nature and extent of the interest to the management committee”.

Name	Agenda Item / Initiative	Disclosure
Ms. Glenice Batchelor	Items relating to 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.

4. PRESENTATIONS

NIL

5. MINUTES OF MEETINGS

5.1 Minutes of the WEROC Inc. Board Meeting held on Wednesday 28 June 2023

Minutes of the WEROC Inc. Board meeting held in Tammin on Wednesday 28 June 2023 have previously been circulated.

Recommendation:

That the Minutes of the WEROC Inc. meeting held in Tammin on Wednesday 28 June 2023 be confirmed as a true and correct record.

RESOLUTION:

Moved: Mr. Darren Mollenoyux

Seconded: Mr. Wayne Della Bosca

That the Minutes of the WEROC Inc. meeting held in Tammin on Wednesday 28 June 2023 be confirmed as a true and correct record.

CARRIED

5.2 Business Arising – Status Report

Actions Arising from the WEROC Inc. Board Meeting held on 28 June 2023.

Agenda Item	Action(s)	Status
7.1 Shire of Merredin Tourism Proposal	<ol style="list-style-type: none"> 1) Commence work on WEROC Drive Trail 2) Register WEROC Trails on Trails WA website. 	<p>A draft WEROC Drive Trail itinerary has been completed. Further information is provided under Agenda Item 7.3.</p> <p>The Executive Officer met via videoconference with Ms. Katie Stevens, Marketing Officer Trails WA, to discuss the best way to improve WEROC trails’ presence on their website. A list of WEROC trails was sent to Ms. Stevens who is now planning a visit to Westonia and Merredin from 9 to 15 September with the view to collecting missing trail content and content for social media, imagery, and drone footage. The WEROC trails that Ms. Stevens has on her list to complete while in the region are:</p> <ul style="list-style-type: none"> • Elachbutting Rock walk and drive trail • Totadgin Conservation Park Interpretive Trail

		<ul style="list-style-type: none"> • Kokerbin Rock Walk • Granite Way - Images only • Yorkrakine Rock Walk Trail • Tamma Parkland - Merredin • Merredin Cycle Paths x 2 • WWII Military History Trail • WWII Army Hospital Trail <p>Ms. Stevens will also host a mini workshop at the Central Wheatbelt Visitors Centre on 12 September to demonstrate how to upload and manage content on the Trails WA website. The Executive Officer has registered as a Trail Manager and after this workshop will be able to upload missing WEROC trail information.</p>
<p>7.2 WEROC Housing Analysis</p>	<ol style="list-style-type: none"> 1) Request base level housing data for WEROC Local Governments from the Wheatbelt Development Commission. 2) WEROC Local Governments to individually complete a ground truthing exercise to verify the desktop data provided by the WDC and compile the additional information required. 3) Request assistance from WDC assessing current and future economic drivers for the WEROC region. 	<p>The Executive Officer requested base level housing data and assistance with assessing current and future economic drivers for WEROC from Ms. Renee Manning at the Wheatbelt Development Commission. Ms. Manning has provided both. Please refer to Agenda items 7.1 and 7.2.</p> <p>Mr. Grant Arthur, Director Regional Development, Wheatbelt Development Commission, will join the meeting via videoconference to provide further information and answer questions on these two items.</p>

Recommendation:
That the status report be received.

Comments from the Meeting:

- The Executive Officer will send details of the Trails WA workshop on 12 September to Shire CEOs to include members of their staff responsible for tourism information management.

RESOLUTION:

Moved: Mr. Bill Price

Seconded: Ms. Glenice Batchelor

That the status report be received.

CARRIED

6. WEROC INC. FINANCE

6.1 WEROC Inc. Financial Report as of 30 June 2023

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose.

WEROC Inc. Board Meeting Monday 4 September 2023 - Minutes

Date: 1 August 2023

Attachments: Nil

Voting Requirement: Simple Majority

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 refunds for Q4 BAS 2021-22, Q2 and Q3 BAS 2022-23
Note 4	Executive Officer services for the months of June 2022 to April 2023
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, the Customer Service Institute of Australia for the customer service excellence workshops, the Shire of Merredin for the Central Wheatbelt Visitor Centre mail out service and Australia’s Golden Outback for cooperative marketing initiatives and the Perth Caravan and Camping show.
Note 9	Payment to PWD for .au domain name registration, 12-month hosting fee and compulsory safety upgrade
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 30/06/2023	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	\$5713.00	3

	Total Receipts	\$87,127.78	\$84,913.00	
	EXPENSES			
1545	Bank Fees & Charges	\$0.00	\$0.00	
1661.01	WEROC Inc. Executive Services	\$34,501.50	\$31,928.16	4
1661.02	Executive Officer Travel and Accommodation	\$1,560.00	\$1,006.99	5
1661.03	WEROC Executive Officer Recruitment	\$0.00	\$0.00	
1687	WEROC Financial Services Accounting	\$1,000.00	\$818.16	6
1687.03	WEROC Financial Services Audit	\$1,000.00	\$931.00	7
1585	WEROC Consultant Expenses	\$60,000.00	\$16,056.10	8
1850	WEROC Management of WEROC App & Website	\$360.00	\$680.00	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	\$5,394.15	11
	ATO Payments	\$3,668.70	\$5,399.00	12
	Total Payments	\$121,612.35	\$68,152.08	
	Net Position	-\$34,484.57	\$16,760.92	
	OPENING CASH 1 July	\$168,194.70	\$164,322.88	
	CASH BALANCE	\$133,710.13	\$181,083.80	

Recommendation:

That the WEROC Inc. financial report for the period 1 July 2022 to 30 June 2023, be received.

RESOLUTION:

Moved: Mr. Wayne Della Bosca

Seconded: Ms. Glenice Batchelor

That the WEROC Inc. financial report for the period 1 July 2022 to 30 June 2023, be received.

CARRIED

6.2 WEROC Inc. Financial Report as of 31 July 2023

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose.

Date: 1 August 2023

Attachments: Nil

Voting Requirement: Simple Majority

At the WEROC Inc. Board Meeting held on 26 April 2023 the budget for the financial year commencing 1 July 2023 and ending 30 June 2024 was adopted. The approved Budget 2023-24 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 2022-23
Note 4	Executive Officer services for the month of June 2023
Note 5	Executive Officer travel to Board and other meetings
Note 6	Monthly subscription fee for Xero accounting software

WEROC Inc.
ABN 28 416 957 824
1 July 2023 to 30 June 2024

		Budget 2023/2024	Actual to 31/07/2023	Notes
INCOME				
0501	General Subscriptions	\$72,000.00	\$60,000.00	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	\$6,000.00	2
	GST Refunds	\$5,083.15	\$917.00	3
Total Receipts		\$84,283.15	\$66,917.00	
EXPENSES				
1545	Bank Fees & Charges	\$0.00	\$0.00	
1661.01	WEROC Inc. Executive Services	\$34,500.00	\$2,603.18	4
1661.02	Executive Officer Travel and Accommodation	\$1,000.00	\$77.00	5
1661.03	WEROC Executive Officer Recruitment	\$1,000.00	\$0.00	
1687	WEROC Financial Services Accounting	\$1,000.00	\$68.18	6
1687.03	WEROC Financial Services Audit	\$1,050.00	\$0.00	
1585	WEROC Consultant Expenses	\$60,000.00	\$0.00	
1850	WEROC Management of WEROC App & Website	\$420.00	\$0.00	
1801	WEROC Meeting Expenses	\$500.00	\$0.00	
1851	WEROC Insurance	\$6,300.00	\$0.00	
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	\$10,807.00	\$267.14	
	ATO Payments	\$2,393.33	\$0.00	
Total Payments		\$121,270.33	\$3,015.50	

Net Position	-\$36,987.18	\$63,901.50
OPENING CASH 1 July	\$181,216.58	\$181,083.80
CASH BALANCE	\$144,229.39	\$244,985.30

Recommendation:

That the WEROC Inc. financial report for the period 1 July 2023 to 31 July 2023, be received.

RESOLUTION:

Moved: Mr. Bill Price

Seconded: Ms. Glenice Batchelor

That the WEROC Inc. financial report for the period 1 July 2023 to 31 July 2023, be received.

CARRIED

6.3 Income & Expenditure

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose.

Date: 1 August 2023

Attachments: Nil

Voting Requirement: Simple Majority

A summary of income and expenditure for the period 1 June 2023 to 30 June 2023 is provided below.

Date	Description	Credit	Debit	Running Balance
Opening Balance		183,746.30		
07 Jun 2023	150 Square Pty Ltd	0.00	2,662.50	181,083.80
TOTAL		0.00	2,662.50	181,083.80
Closing Balance		181,083.80		

A summary of income and expenditure for the period 1 July 2023 to 31 July 2023 is provided below.

Date	Description	Credit	Debit	Running Balance
Opening Balance		183,746.30		
04 Jul 2023	150 Square Pty Ltd	0.00	3,015.50	178,068.30
07 Jul 2023	ATO	917.00	0.00	178,985.30
11 Jul 2023	Shire of Tammin	13,200.00	0.00	192,185.30
14 Jul 2023	Shire of Bruce Rock	13,200.00	0.00	205,385.30
20 Jul 2023	Shire of Merredin	13,200.00	0.00	218,585.30
26 Jul 2023	Shire of Westonia	13,200.00	0.00	231,785.30
28 Jul 2023	Shire of Yilgarn	13,200.00	0.00	244,985.30
TOTAL		66,917.00	3,015.50	244,985.30
Closing Balance		244,985.30		

Recommendation:

That the WEROC Inc. summary of income and expenditure for the period 1 June 2023 to 30 June 2023 and 1 July 2023 to 31 July 2023 be received.

That the Accounts Paid by WEROC Inc. for the period 1 June 2023 to 30 June 2023 totalling \$2,662.50 be approved.

That the Accounts Paid by WEROC Inc. for the period 1 July 2023 to 31 July 2023 totalling \$3,015.50 be approved.

RESOLUTION:

Moved: Mr. Darren Mollenoyux

Seconded: Ms. Joanne Soderlund

That the WEROC Inc. summary of income and expenditure for the period 1 June 2023 to 30 June 2023 and 1 July 2023 to 31 July 2023 be received.

That the Accounts Paid by WEROC Inc. for the period 1 June 2023 to 30 June 2023 totalling \$2,662.50 be approved.

That the Accounts Paid by WEROC Inc. for the period 1 July 2023 to 31 July 2023 totalling \$3,015.50 be approved.

CARRIED

7. MATTERS FOR DECISION

7.1 WEROC Housing Analysis

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose.

Date: 21 August 2023

Attachments: *Attachment 1. WEROC Housing & Land Availability*
Attachment 2. 4WDL Key Worker Housing Analysis

Consultation: Ms. Renee Manning, Principal Regional Development Officer, Wheatbelt Development Commission

Financial Implications: NA

Voting Requirement: Simple Majority

Background:

At the WEROC Inc. Board meeting held on 28 June 2023 the Board received a presentation from Mr. Gavin Treasure, Chief Executive Officer, Shire of Dumbleyung, on the 4WDL worker housing analysis. The 4WDL report had not been finalised at the time of the last meeting but has now been released and is provided as an attachment.

In response to Mr. Treasure’s presentation and further discussion prompted by the Wheatbelt Development Commission, it was suggested that WEROC follow the example of the 4WDL group and be proactive in undertaking a housing analysis. It was resolved that the initial steps in progressing a housing needs analysis would involve the following:

- 1) Request that the WDC provide base level housing data for the WEROC Local Governments.
- 2) Individually WEROC Local Governments complete a ground truthing exercise to verify the desktop data available from the WDC and to compile the additional information required.
- 3) Request assistance from the WDC or RDA Wheatbelt in assessing current and future economic drivers for the WEROC region.

Executive Officer Comment:

On 7 August 2023 the Executive Officer received base level housing data from the Wheatbelt Development Commission, which was forwarded to the WEROC CEOs on the same day with a request to compile some of the following information in advance of the next WEROC meeting on 4 September:

1. Ground truth the housing statistics.
2. Identify “lazy land”. This is land that is ideally located, maybe owned by the Shire or someone else. Think about what it would be ideal for and what would be required to prepare it to be “development ready” - for example zoning, knowing costs of servicing.
3. Identify potential “stranded accommodation assets” and document what might be required to get them back to a functioning standard.
4. Each Shire to go through their planning schemes with a forward looking, growth optimistic lens. That is, if someone wanted to develop some worker accommodation in town, is there appropriately zoned and located land to facilitate this. Same with light industry land.
5. Document any existing or known, projected demand for residential land and housing, including any known shortages for GROH, or even the Shires themselves, and from existing businesses.

Mr. Nic Warren provided the following responses regarding the data provided for the Shire of Yilgarn:

- Lazy land:
 - Crown Land along Procyon Street in Southern Cross. Located in industrial Zone. DPLH not actively offering. Would require onsite Septics, not sure about power and water connections.
 - Significant parcels of surveyed UCL properties, would require significant infrastructure spend to develop, not on sewer would need road infrastructure.
- Planning Scheme: Existing site of historic accommodation camp in Southern Cross, was reconsidered by Council in 2017 and approved, but did not eventuate.
- Existing, known, or projected demand:
 - Aware that GROH housing is in demand both due to poor existing stock and inadequate quantities, both Education, Police and Health all seeking and often ask Shire for housing.
 - Shire leases 3 properties to private businesses.
 - Own Shire properties need updating, whilst still finalising Shire housing strategy, already looking at 1 executive and 2 standard dwellings.

Mr. Darren Mollenoyux provided the following responses regarding the data provided for the Shire of Bruce Rock:

- Ground truth housing data provided:
 - It appears the CEACA Units maybe missing from the new construction data.
 - Light Industrial Land on the market – there are 3 significant industrial lots not included.
 - Residential Land on the market – there are 10 lots not included (owned by Council)
 - The statistics from Census are not accurate for total dwellings on any of the years. I have checked against the Census website and they don’t match what has been provided either. I am thinking that they may have just selected Bruce Rock Townsite and not the LG area which includes our outlying towns/farms.
- Lazy Land:
 - 37 Farrall Street - This is privately owned residential land that is 9890m² and would be ideal for subdivision or used for a multi property development. The owners were proposing a village style accommodation, however never eventuated and now want too much for it. Sold in 2019 for \$25,000 with reports the owner wants in excess of \$100,000. Land would require headworks to be subdivided and is currently R25 under Town Planning Scheme
 - 71 Noonajin Road - This is owned by State Government for GROH housing, residential land and is 2543m².

- 69 Noonajin Road - Is land vested with the Catholic Church as it was previously a Catholic School oval which has not existed for many years. The land is a large 1.0284 ha area and ideally located opposite the school and hospital. There would be the expensive of headworks as well as the site would need significant raising as it sits lower than the road.
- 92 Johnson Street - Land under the control of Education Department in a residential zoning which has never been developed. Ideal for a house or 2 smaller units being 1012m2.
- Stranded accommodation assets: Memorial House owned by WACHS – this has been vacant for 6 years and was previously low care aged persons accommodation adjoining the hospital. It was deemed no longer suitable by the Department of Health and WACHS and the remaining occupants relocated. It was assessed over four years ago and WACHS advised that they would be converting it to staffing accommodation. Whilst Council has been advised on several occasions that these works will be occurring, to date nothing has started. There is a significant shortage of accommodation options for nursing staff, and this has been propped up by Council for the past 10 years, where nursing staff have occupied Council’s staff housing that is required for our own purposes.
- Planning Scheme: This is something that is ongoing and our EHO, who is currently completing his Town Planning Degree is continually monitoring and seeking to update.
- Existing, known, or projected demand:
 - The Shire of Bruce Rock has just completed a survey of businesses seeking feedback on accommodation shortages within the Shire and their impacts. The highlighted issues and demand were:
 - i. 80% of the businesses are experiencing challenges in recruiting & retaining staff due to lack of housing.
 - ii. 60% provide housing assistance.60% of businesses have staff finding it difficult to access housing within a reasonable distance.
 - iii. Most businesses are looking for 2- or 3-bedroom accommodation.
 - iv. 77% of businesses see their workforce growing and being impacted by accommodation restrictions.
 - There is significant shortage of GROH accommodation within Bruce Rock and if the Shire was not constructing and leasing then the situation would be dire. Council already constructed 2 Police residences and 1 Principal Residence to GROH on medium term leases. Council also accommodates two nursing staff and up until 5 months ago provided a house for the HSM of the Bruce Rock Hospital, which we had to break the lease for our own staffing requirements. It is estimated that there is a need for at least 3 houses for Hospital staff and 3 for the District High School.
 - Bruce Rock Engineering is a significant employer in Bruce Rock and has constructed a 25-man village for drive in drive out workers. There is a high demand for rentals from their employees and many are also now buying residential properties.
 - The Shire has just completed its own review and analysis of staff housing and it was identified that there needed to be greater diversity in accommodation as there were a large portion of larger family home options and not enough smaller type accommodation. The review also highlighted aging assets and plan for renewal.

The Executive Officer is aware that some WEROC Shires are involved in a joint housing initiative that was put forward as a project for consideration through the Growing Regions program expression of interest process. There may be some valuable insights from the work done in preparing this application that can add value to the discussion.

Recommendation:

That the Board discuss the matter and agree on next steps.

Comments from the meeting:

- The data provided by the WDC was discussed and Members advised as follows:

- Kellerberrin's information looks mostly correct.
- Westonia have not had a chance to look at the data as yet.
- Tammin's data looks ok, but they would like to confirm some items with their town planner.
- Merredin have identified that some of the data is accurate but there are some issues as well.
- Bruce Rock and Yilgarn provided their assessments of the data in advance of the meeting.
- Mr. Darren Mollenoyux asked if it can be verified where WDC got their data as it appears to be inconsistent with the Census data they have. Mr. Mollenoyux questioned if they had just used the Bruce Rock townsite and not the Shire.
- Mr. Grant Arthur, who joined the meeting via videoconference, advised that:
 - The 4WDL group have completed their worker housing analysis and are now progressing with a feasibility study to develop a couple of lots in each town.
 - AROC are looking at undertaking the same process and have engaged the same consultants as the 4WDL group.
 - Not all Shires in the AROC are involved in their housing analysis so they have formed a sub-group that is looking at doing the more detailed planning and economic analysis. WEROC could consider doing the same if not all Shires want to be involved.
 - There is very little money available for land activation at the moment. WDC are currently looking at ways to get more investment in the activation space.
- Ms. Glenice Batchelor queried, if headworks are an issue are the WDC approaching Development WA to address this. Mr. Arthur advised that it is part of their process but reiterated there is limited money available.
- Ms. Emily Ryan asked Mr. Arthur what his recommended next steps for WEROC would be. Mr. Arthur suggested the following:
 - Collate all the individually collected information into one document.
 - Complete the economic futures process (as per Agenda item 7.2).
 - Identify and justify the demand now and into the future.
 - If there are a small group of people from WEROC that are particularly interested in progressing this work, form a sub-committee and organise a time to meet with Mr. Alex MacKenzie.
- Ms. Lisa Clack advised that the Shire of Merredin are meeting with RDA Wheatbelt to discuss the Regional Precincts and Partnerships Program, which offers grants of between \$5 million and \$50 million to help deliver one or more elements of a precinct. Ms. Clack suggested that there might be an opportunity to put forward a multi-Shire proposal and will make some enquiries.

RESOLUTION:

Moved: Mr. Darren Mollenoyux

Seconded: Ms. Glenice Batchelor

That:

- 1) Individually, Shires will review the base level data provided by WDC and provide feedback to the Executive Officer by the end of September.
- 2) The Executive Officer will collate the data into one document and then arrange a meeting with Mr. Alex MacKenzie to discuss the findings and next steps.
- 3) The Executive Officer will source quotes from the consultants who assisted the 4WDL group and who are now working with AROC.

CARRIED

7.2 WEROC Economic Futures

Author:	Rebekah Burges, Executive Officer
Disclosure of Interest:	No interest to disclose.
Date:	21 August 2023
Attachments:	<i>Attachment 3: WEROC Economic Futures Discussion Paper</i>
Consultation:	Ms. Renee Manning, Principal Regional Development Officer, Wheatbelt Development Commission
Financial Implications:	NA
Voting Requirement:	Simple Majority

Background:

At the WEROC Inc. Board meeting held on 28 June 2023, the second action arising from Agenda item 7.2, WEROC Housing Analysis, was to request assistance from the Wheatbelt Development Commission (WDC) on assessing current and future economic drivers for the WEROC region.

Executive Officer Comment:

The Executive Officer contacted Ms. Renee Manning Principal Regional Development Officer, WDC with a request for assistance. Ms. Manning advised that the WDC are working with NEWROC to test an approach to explore and understand key economic drivers and to identify assets and constraints of the NEWROC region in enabling future development and/or investment related to these drivers. The approach does not involve attracting one type of investment, rather it is about preparedness/investment readiness.

Ms. Manning has prepared a written overview of the process. It is intended that this overview will initiate some early discussion, and Ms. Manning will attend the next WEROC meeting, scheduled for 29 November, to give a more comprehensive presentation that prompts the detailed discussion.

Recommendation:

As per the briefing note the recommendations are that:

- The contents of the paper be noted.
- Consider if WEROC would like to progress working with the WDC like the NEWROC approach.
- Contact WDC to further discuss the next steps.

Comments from the meeting:

- Mr. Grant Arthur advised that the WDC are starting to gather some information on the WEROC region but the amount of data they collect will be dependent on how much interest there is from our Shires. If there is a positive response from WEROC, the WDC will start preparing for a detailed discussion at the November meeting.
- Mr. Arthur noted that this process will require quite a bit of work at the Shire level and there may need to be some financial investment from WEROC but reinforced that this economic piece is really essential for the housing analysis.

RESOLUTION:

Moved: Ms. Glenice Batchelor

Seconded: Mr. Wayne Della Bosca

That WEROC advise the Wheatbelt Development Commission that we would like their assistance in progressing the WEROC Economic Futures discussion.

CARRIED

7.3 WEROC Drive Trail

Author:	Rebekah Burges, Executive Officer
Disclosure of Interest:	As noted in Agenda item 3.
Date:	21 August 2023
Attachments:	<i>Attachment 4: Draft WEROC Drive Trail Itinerary</i> <i>Attachment 5: Example WEROC Drive Trail Signage</i>
Consultation:	Shire's of Westonia, Tammin, Yilgarn & Merredin have provided input.
Financial Implications:	As per cost estimates provided.
Voting Requirement:	Simple Majority

Background:

At the WEROC Inc. Board meeting held on 28 June 2023 it was agreed that WEROC would progress with a staged series of tourism projects aligned to the priority recommendations of the WEROC Tourism audit. Immediate priorities were to develop a WEROC self-drive trail itinerary and to improve the visibility of existing trails by uploading them to the Trails WA website.

Executive Officer Comment:

A draft WEROC self-drive trail itinerary has been developed and is presented for discussion. The trail focuses on 18 key sites (three in each Shire) and has purposely been designed to encourage stays in the towns rather than at the free camp sites as per the discussion at the previous meeting. Recommended overnight stops are in the towns with the most accommodation on offer but the accommodation options in each town are listed.

The Executive Officer has obtained two cost estimates from cartographers to produce the self-drive trail map. The first option is for one map and the second option is for one regional map and six individual shire trail maps with more detailed itineraries for each location.

Option 1: Flat Earth Mapping

This option includes the production of a regional A4 map featuring the six towns and the 18 points of interest. The map scale will be around 1:1 million and will include basic features such as major roads, towns, parks, reserves, lakes etc. The roads will have route numbers and names and the suggested drive trail route will be highlighted to navigate the reader between the points of interest. The approximate cost to design and produce this custom map is \$1,650+GST which includes 3 drafts and a final high-res digital file.

On the rear of the map will be written text and images. The WEROC colour palette will be used to inspire the design. Assistance with editing the text will be provided. This side will cost \$1,200+GST.

Printing, trimming, folding/binding, and shipping can also be provided. The cost will be dependent on quantity of maps required. The following options were provided:

A4 brochure, folded to DL size: 1,000 copies \$680

A4 brochure, folded to DL size: 2,000 copies \$790

A4 tear-off pads of 50 maps: 40 pads (2,000 maps) \$785

A4 tear-off pads of 50 maps: 80 pads (4,000 maps) \$987

The printing prices are +GST and are indicative only as paper stock prices fluctuate regularly.

You can view some of the work produced by Flat Earth Mapping on their website [Custom Mapping Service, Digital Cartography, Flat Earth Mapping](#).

Option 2. Development Cartographics.

This option includes the development of one regional map with the six towns and 18 points of interest plus six individual maps with more detailed itineraries for each location. The estimated cost to produce one regional map and six individual shire maps is \$3,000 + GST plus the cost of the digital data that would come from Landgate as the base for the maps.

A quote for some basic aluminium trail signs (see attachment 5 for indicative art work) has been sourced from Wheatbelt Uniforms, Signs & Safety. For a 300mm x 225mm sign the cost will be \$37.50 +GST each. If one sign for each of the 18 points of interest is purchased the total cost will be \$675 +GST.

Recommendation:

That:

- The draft WEROC self-drive trail itinerary be endorsed with amendments to be made as per board discussion; and
- The Board agree on a preferred cartographer to develop the map(s).

Comments from the meeting:

- Members expressed a desire to have more time to review the draft itinerary and provide feedback.
- Mr. Nic Warren suggested that having hard copies of the map/itinerary is worthwhile as many visitors still like to pick up brochures.
- At this stage, Members would just like to progress with the overarching drive-trail itinerary as some Shires already have their own self-drive itineraries (e.g., Bruce Rock through Pathways to Wave Rock and Westonia through the Wheatbelt Way).
- The drive trail signage needs to include the wording “Eastern Wheatbelt” and it is recommended that a graphic designer be engaged to provide the design so that it presents professionally. Potentially add a QR code that links to the map/itinerary for the trail. Once the sign design is finalised it can be distributed to each Shire who will decide on where they want the signs and pay for the quantity they require.

RESOLUTION:

Moved: Ms. Joanne Soderlund

Seconded: Mr. Darren Mollenoyux

That:

- 1) Option 1 as outlined above, be progressed.
- 2) Shires to review the draft itinerary and provide feedback to the Executive Officer by the end of September.
- 3) The Executive Officer to finalise the design for the drive trail sign, with the assistance of a graphic designer.

CARRIED

7.4 WEROC Inc. Bank Account Review

Author: Rebekah Burges, Executive Officer

Disclosure of Interest: No interest to disclose.

Date: 10 August 2023

Attachments: Nil

Consultation: Nil

Financial Implications: As per the recommendation

Voting Requirement: Simple Majority

Background:

WEROC Inc. holds a Community Solutions One account with Westpac Bank, into which all funds are deposited. The Community Solutions One account is specifically designed for not-for-profits and charities and has no associated fees. This account previously paid a small amount of interest (0.10%), however this ceased in November 2020.

In March 2021 the Executive Officer consulted with Ms. Kerry Kretschmer, Branch Manager Merredin Westpac Bank on interest earning accounts that might be suitable for WEROC. At that time interest rates paid on term deposits ranged from 0.05% to 0.10% depending on the term fixed.

Due to the minimal interest rates being paid on accounts it was resolved that the existing Community Solutions One bank account would be retained, and no new account would be opened at that time.

Executive Officer Comment:

Given that banks are now offering competitive interest rates the Executive Officer suggests that the board consider establishing a term deposit.

The Executive Officer corresponded with Ms. Kerry Kretschmer, Bank Manager, Westpac Merredin, who advised on 10 August 2023 that the available rates are as follows:

- 3.78% for 3 months
- 3.86% for 4 months
- 3.94% for 5 months
- 4.10% for 6 months

An online search found that there is also a 12-month option with a 4.25% per annum fixed rate.

The budget for the 2023-24 financial year estimates an expenditure of \$121,270.33 and income of \$84,283.15 resulting in a closing cash balance on 30 June 2024 of \$144,229.39. To account for any budget, overspend and to allow for investment in any new initiatives that might arise in this timeframe, the Executive Officer suggests locking in \$50,000 for a 12-month term. At an interest rate of 4.25% the interest payable at maturity would be \$2,125.

Recommendation:

That WEROC Inc. establish a Term Deposit with \$50,000 locked in for a 12-month term.

Comments from the meeting:

- The Executive Officer advised that the balance of the WEROC Inc. Bank Account as of 4 September is \$248,214.54. If \$50,000 was put into a Term Deposit the remaining balance will be \$198,214.54. With an estimated expenditure of \$121,270.33 for the 2023-24 financial year, there is room to increase the amount transferred to a Term Deposit.
- Ms. Glenice Batchelor recommended that \$100,000 be invested in a Term Deposit.

RESOLUTION:

Moved: Ms. Glenice Batchelor

Seconded: Ms. Lisa Clack

That WEROC Inc. establish a Term Deposit with \$100,000 locked in for a 12-month term.

CARRIED

8. PROJECT UPDATES

8.1 Corella Management Coordinator

On 10 August 2023 the Executive Officer contacted Wheatbelt NRM for an update on the corella management project. They advised that they have appointed a coordinator, who started with them in early August and indicated that Dr. Karl O’Callaghan “will be in touch to assist in the integration”. No further information was provided.

Comments from the meeting:

- The Shire of Bruce Rock have a meeting with Dr. Karl O’Callaghan this coming Wednesday.
- The Shire of Merredin is also meeting with Dr. O’Callaghan this Wednesday, over the phone.
- Ms. Glenice Batchelor queried if there is scope for the Corella Coordinator to look at other pest birds (e.g., pigeons).

8.2 Town Team Movement

Attachment 6: *RAC Connecting Communities Fund EOI Pack*

Attachment 7: *Two-Day Change Maker Workshop*

As agreed at the WEROC Inc. Board meeting held on 28 June 2023, the Town Team Partnership has been deferred until 1 January 2024. In the interim Town Teams have agreed to keep WEROC informed of activities and grant opportunities that may be of benefit.

Ms. Alyce Ventris forwarded information on the RAC Better Streets and Communities funding opportunity. Expression of interest applications are open and close on Sunday 17 September 2023 (EOI pack is provided as an attachment). They are looking for projects from local community groups and Local Governments up to \$25,000 that align to one of the following:

- Safer roads by encouraging people to slow down.
- Cleaner and healthier air by encouraging people to walk, cycle and use public transport.
- Inviting streets and better planned communities that improve the way local residents move around their community.

Ms. Ventris also advised that the Department of Local Government, Sport, and Cultural Industries are providing free online placemaking training to Local Government staff and elected members. To access the courses staff or elected members can:

- 1) Go to <https://placemaking.education/courses>
- 2) Choose the course or product you would like to access, go to the checkout for the product and add the coupon code - **WALOCALGOV** - in the Order Summary section. This will automatically apply the 100% discount and allow you to purchase the course or product for free.

Please note that the coaching sessions are not free, but they can be purchased separately at an additional cost.

A free leadership workshop delivered by the Australian Rural Leadership Foundation as part of the Helping Regional Communities Prepare for Drought Initiative is taking place in Merredin on 18 and 19 September 2023 (see attached flyer for more information).

Finally, the sixth annual Town Team Convergence will take place in the Joondalup City Centre on Friday 27 and Saturday 28 October 2023. With the theme Make It Happen, the event focuses on collaboration and breaking down the barriers to empower and enable communities to reimagine the places they live and provide an avenue to positively influence change. The Friday program will run from 11.30am to 4.00pm and is focused on Local and State Government staff and elected members. The event is free to attend.

8.3 Co-Operative Marketing Activity

Attachment 8: *Wheatbelt Co-Op Spring Campaign*

Attachment 9: *The West Travel Feature 5 August 2023*

Attachment 10: *AGO Agritourism Strategy*

WEROC Inc. have once again committed \$3,000 +GST in the 2023-24 financial year toward the Wheatbelt Co-operative Marketing Group which consists of WEROC, Roe Tourism, NEW Travel, Pioneers Pathway and

Australia's Golden Outback (AGO). The primary aim of this marketing is to promote the four major self-drive trails - Golden Pipeline Heritage Trail, Wheatbelt Way, Pioneers Pathway and Pathways to Wave Rock.

The Spring Campaign was launched in late July. The first activity was a half-page ad in the West Australian (provided as an attachment). This will be followed by a three-week social media campaign through the AGO Facebook page, which will commence in late August.

Whilst separate to the co-operative marketing group, the AGO Agritourism Strategy, which was launched in June 2023, might be of interest to Members and is provided as an attachment. This strategy is the current focus for tourism product development for AGO.

8.4 Waste Management

The Executive Officer invites Members to provide any updates on progress with the agreed actions to implement the WEROC Strategic Waste Management Plan.

- Ms. Lisa Clack provided the following update from the Shire of Merredin:
 - An interim gate fee has been set so that it can be used at any point.
 - Their data management system will be implemented in the coming weeks.
 - The Shire is working on fixing up the existing site now.
 - The Shire has received a grant to establish an E-waste and recycling facility.
- Mr. Darren Mollenoyux advised that the Bruce Rock waste collection service is out for tender at the moment.
- Mr. Bill Price advised that a new scheme is being trialed in Westonia. It is a partnership between the Shire and the Cash for Containers provider that involves a monthly household pick up service. Bins have been provided and the householder can nominate under the lid where they want the money to go. If there is no nomination the money goes to the Westonia Progress Association.
- Mr. Nic Warren advised that they are working on a plan to consolidate their waste sites.

9. EMERGING ISSUES

9.1 Local Government Expenditure on Primary Healthcare Services

Rural Health West are partnering with the WA Local Government Association on a survey to determine the total funding local governments are spending on primary healthcare services in their communities. This is in response to concerns that the rate of local government spending into supporting health services – particularly GP services – is becoming unsustainable.

WALGA and Rural Health West aim to quantify this spend to inform advocacy efforts to State and Commonwealth government. A request to complete an online survey has been sent via email to WEROC Local Governments.

Ms. Kerida Hodge, General Manager Communications and Business Analytics, Rural Health West, will join the meeting via videoconference at 2.00pm to provide a brief overview of the project and to outline what they intend to do with the survey results.

Comments from the meeting:

- Ms. Kerida Hodge provided the following overview:
 - This initiative is enabled by a partnership with WALGA and is being conducted in recognition that Local Governments are increasingly being left to pick up the pieces of unsustainable GP services and the Federal and State Government are not being as proactive as they should be in that space.

- Through the survey they aim to put a dollar value on exactly how much Local Government's are spending on primary healthcare services, particularly GP's. They will use this information to advocate to Government for more support. This information will feed in to State Government budget submissions and they will do some media around it.
- So far, they have received 92 responses. They are particularly eager for all Wheatbelt Shires to respond.

9.2 SAT ONE

SAT ONE is a global connectivity company. It is one of the first companies in the world to offer communication services via a dedicated business grade Low Earth Orbit (LEO) satellite constellation. They claim that their LEO constellation will provide highspeed, low latency internet services across the entire globe including areas where communication has previously been impossible. The constellation consists of 648 satellites orbiting the earth at a distance of 1,200kms.

The Executive Officer attended the launch of SAT ONE in Perth on 31 August 2023 and met their National Sales Manager, Mr. Bart Duys, and Mr. Damien Frearson, Head of Global Sales & Business Development at Positive Off-Grid Solutions, both of whom expressed an interest in connecting with WEROC Local Governments to explore applications for the Wheatbelt.

Comments from the meeting:

- There is no interest in having a discussion with SAT ONE at this time. It was suggested that they speak with big corporates that operate in the region, like CBH, before coming to Local Government.

10. OTHER MATTERS (FOR NOTING)

10.1 WEROC Board Nominations Required for November Meeting.

Board Members terms expire on 30 October 2023. As per the WEROC Inc. Constitution representatives are to be nominated every two years by each Local Government and notification given in writing to the Executive Officer. To comply with this requirement, as soon as possible after Local Government elections are concluded, and prior to the next meeting, it is requested that all Member Local Governments send their nominated representatives in writing to the Executive Officer.

10.2 Wheatbelt Tourism Destination Development Working Group

Attachment 11. *Wheatbelt Working Group Team Meeting Notes 26 July 2023*

Attachment 12. *Wheatbelt Visitor Information Support Proposal (Draft)*

The Wheatbelt Tourism Destination Development Working Group met on 26 July 2023. This was a brief meeting to receive an overview of the draft proposal on the Wheatbelt Visitor Information Support Program (see attached). The group will meet again on 20 September 2023 to discuss next steps in implementing this program.

10.3 Live Sheep Export by Sea

Attachment 13. *WEROC Inc. Letter to Minister Watt RE: Live Sheep by Sea*

Attachment 14. *Letter of response from Department of Agriculture, Fisheries & Forestry*

On 13 July 2023, the Executive Officer received a request from NEWROC to write to the Federal Minister for Agriculture before the independent panel, appointed to consult with stakeholders on the phase-out of live sheep exports by sea, completes its report to the Minister. The Executive Officer emailed this request to Board Members on the same day seeking direction on whether a letter should be sent on behalf of WEROC and asking for information on any areas of concern that should be addressed in the letter. Responses in support of a letter were received from the Shires of Yilgarn (Mr. Wayne Della Bosca), Merredin (Mr. Mark McKenzie), Kellerberrin (Ms. Emily Ryan) and Bruce Rock (Mr. Darren Mollenoyux). A letter was prepared and sent to the

Minister on 17 July. A copy of the letter was emailed to Board Members and is provided again as an attachment.

A response was received on 17 August 2023 and is provided as an attachment.

10.4 \$100 Million Community Energy Upgrades Fund

The Australian Government announced in June that it is partnering with local governments to deliver energy upgrades for community facilities like local pools, sporting clubs and community centres. The assistance will help councils cut their emissions and reduce their energy bills.

The new \$100 million Community Energy Upgrades Fund will co-fund upgrades with councils and could include upgrades like replacing energy-intensive heating in pools with heat pumps and energy-efficient lighting and battery storage at sporting fields, libraries, and community centres.

The guidelines for the Fund will be designed in close consultation with key stakeholders, including the Australian Local Government Association.

It might be worthwhile considering what, if any, opportunities this could present for WEROC Shires.

11. FUTURE MEETINGS

The approved schedule of meetings for 2023 is as follows:

Date	Time	Host Council
Wednesday 22 February 2023	9.30am	Kellerberrin
Wednesday 26 April 2023	9.30am	Yilgarn
Wednesday 28 June 2023	9.30am	Tammin
Wednesday 30 August 2023	9.30am	Merredin
Wednesday 29 November 2023	9.30am	Westonia

The next General Meeting and Annual General Meeting is schedule to be held in Westonia on Wednesday 29 November 2023. A request to change the meeting location to Bruce Rock has been received as the Shire would like to showcase their completed supermarket project.

Comments from the meeting:

- Westonia are happy to change the meeting to Bruce Rock.
- The first meeting of 2024 will now be held in Westonia and the final meeting for 2023 will be in Bruce Rock.

12. CLOSURE

There being no further business the Chair closed the meeting at 3.05pm.

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

SHIRE OF YILGARN TOURISM ADVISORY COMMITTEE MEETING WEDNESDAY, 6th SEPTEMBER 2023

These are the minutes for the Shire of Yilgarn Tourism Advisory Committee Meeting held on Wednesday, 6th September 2023 in the Shire of Yilgarn Council Chambers.

The Chair opened the meeting at 6.00 pm.

1. ATTENDANCE

Council Representatives

Cr J Cobden – Chair, Council Representative

Cr L Rose – Council Representative

Committee Members – Voting Delegates

O Truran

R Stevens

K Crafter

L Sheehan

Shire Representatives – Non-Voting

N Warren – CEO

Glen Brigg – EMI

Kim Chrisp - TWC

Jodie Karra - ASO

Apologies

A Carnicelli

S Carnicelli

2. CONFIRMATION OF PREVIOUS MINUTES

Moved K Crafter, Seconded Onida Truran

That the Minutes of the Tourism Advisory Committee meeting held on Wednesday, 17th May 2023 be confirmed.

Carried (6/0)

MINUTES

SHIRE OF YILGARN TOURISM ADVISORY COMMITTEE MEETING WEDNESDAY, 6th SEPTEMBER 2023

3. BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Actions from Previous Meetings

3.1.1 Townsite Trail

The Southern Cross Townsite Trail is nearing completion, the online material is completed, signage has now arrived and will be installed in the near future.

Noted

3.1.2 Entry Statements

Finalised concepts are presented under general business.

Noted

3.1.3 “Search and Find Activity”

J Karra working on concepts currently.

Noted

3.1.4 Main Street Banners

New designs have been selected, with a range of Christmas, Anzac day, and “general Yilgarn” designs. The new designs will be shown during the meeting.

Noted

4. GENERAL BUSINESS

4.1 Tourism Bin Surrounds

Monica Fairless is working on bin designs. CEO requested images from committee for use, otherwise staff will need to arrange quality photos to be undertaken.

A concept design will be shown to committee members for their consideration.

Committee members considered the designs and also provided feedback to staff for further development.

CEO asked for additional photos, otherwise they would need to source some.

MINUTES

SHIRE OF YILGARN TOURISM ADVISORY COMMITTEE MEETING WEDNESDAY, 6th SEPTEMBER 2023

4.2 Entry Statements

Two entry statement designs have been developed based on committee feedback.

Designs are attached and will be considered at the meeting.

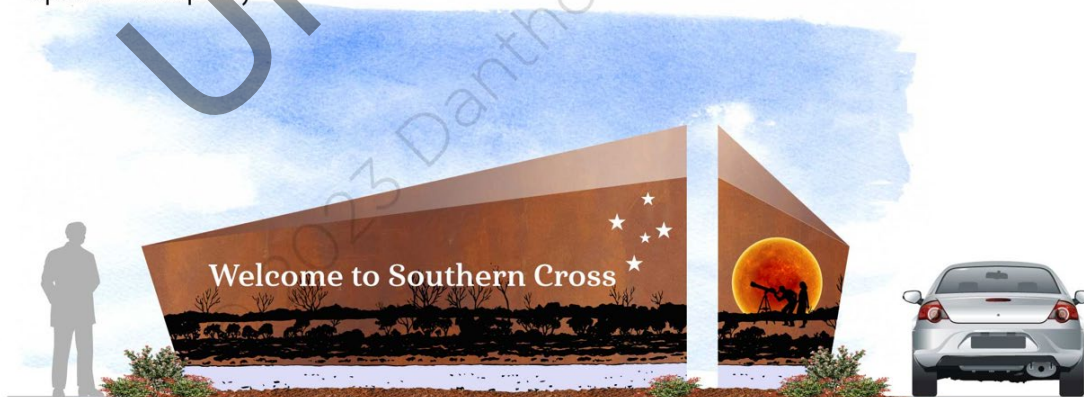
Committee considered the designs (below) and provided general feedback to the EMI to continue to finalise development.

Action: Moved Onida Truran Seconded Kaye Crafter
That the committee endorse the concept of the entry statement as provided, and seek minor adjustments to the images and colour scheme.

Carried (6/0)



Option A – Concept Only



Option B – Concept Only

MINUTES

SHIRE OF YILGARN TOURISM ADVISORY COMMITTEE MEETING WEDNESDAY, 6th SEPTEMBER 2023

4.3 Videographer

St Joseph's Catholic PS have arranged for a videographer to undertake some filming of the School and Shire in mid-September.

Mr Grant, the School principal has forwarded the details of the videographer to the CEO, and asked whether the Shire would be interested in their services whilst in Southern Cross.

The School have been quoted \$2,000 for:

- 30 second hero video shot in landscape (16:9 orientation), utilising varying perspectives including aerial (drone);
- cinematic edit x lifestyle + shot in 4k;
- option for voice over throughout audio; and
- use of royalty free (non copyright) audio

For further discussion.

Whilst merit was seen in hiring a videographer, some footage taken by Glen Brigg with his drone was considered more than suitable for Shire purposes, and as such the obtaining of commercial services is not required.

5. MATTERS RAISED BY COMMITTEE MEMBERS

5.1. R Stevens

- Asked why Southern Cross Museum was not included in Townsite Trail. CEO advised the trail was for the CBD for now but could be expanded over time.
- Raised that a number of visitors have mentioned they search for Southern Cross Museum instead of Yilgarn, and are unable to find the site on website. CEO advised staff would investigate.

5.2. O Truran

- Can staff send opening times of museum to Onida as she has lots of enquiries at place of work.

5.3. L Sheehan

- Asked if leaf blower could be used a bit later around hotel;
- Can Palace Hotel be included in townsite trail when expanded.

5.4. Kaye Crafter

- Sought update on SX Golf Club Trail. CEO advised there were more approvals required than first thought, and as such progress has been slow.
- Asked about signage at Mt Jackson for the Mt Jackson Loop. Committee members advised the Shire did not have jurisdiction to put up signage as was not our land, and furthermore, as it is a pastoral



MINUTES

SHIRE OF YILGARN TOURISM ADVISORY COMMITTEE MEETING WEDNESDAY, 6th SEPTEMBER 2023

lease, there would be implications in the Shire inviting the general public onto that land.

5.5. Jodie Karra

- Asked for update to King Ingram Rd and access to Vultee Vengeance site. EMI advised there would be "Road Closed Ahead" signs at intersection and "Road Closed" signs just past site, such that light vehicles could access the site.

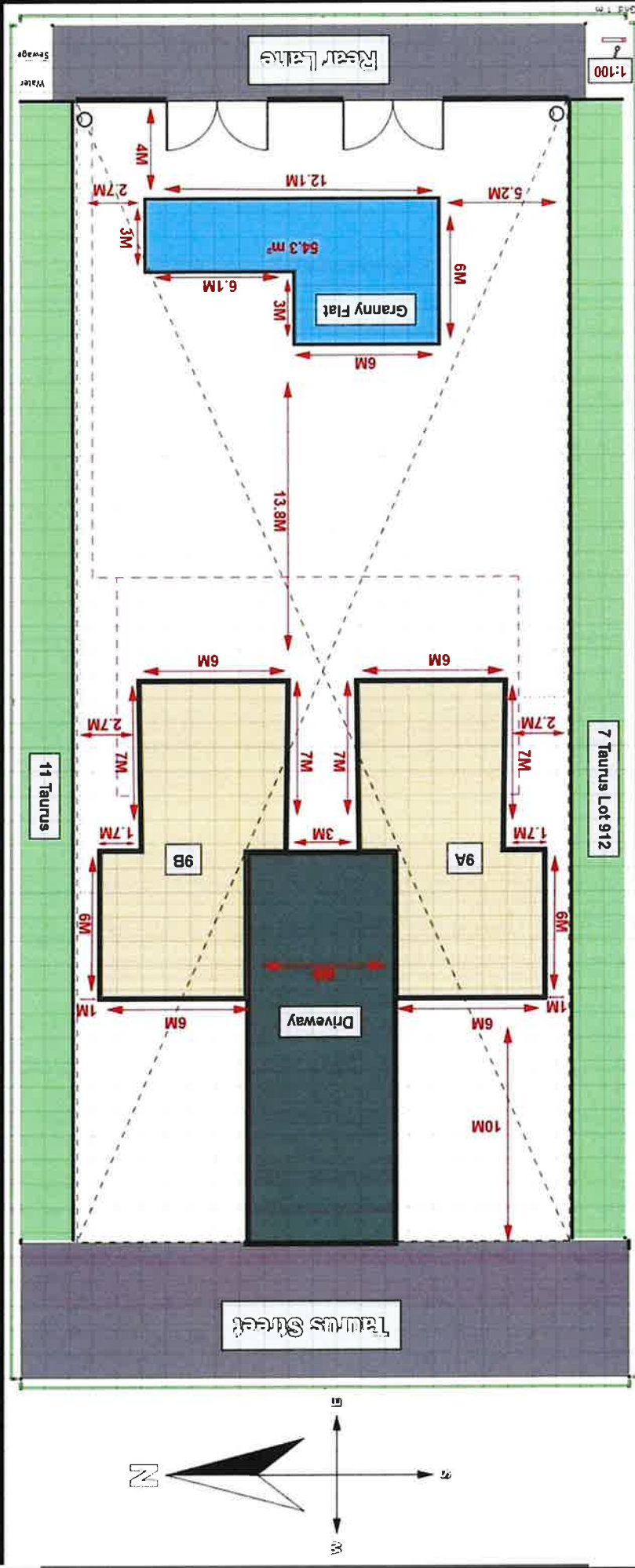
6. NEXT MEETING

The next meeting of the Committee will be determined after next Council elections.

7. MEETING CLOSURE

Meeting closed at 7:10pm.

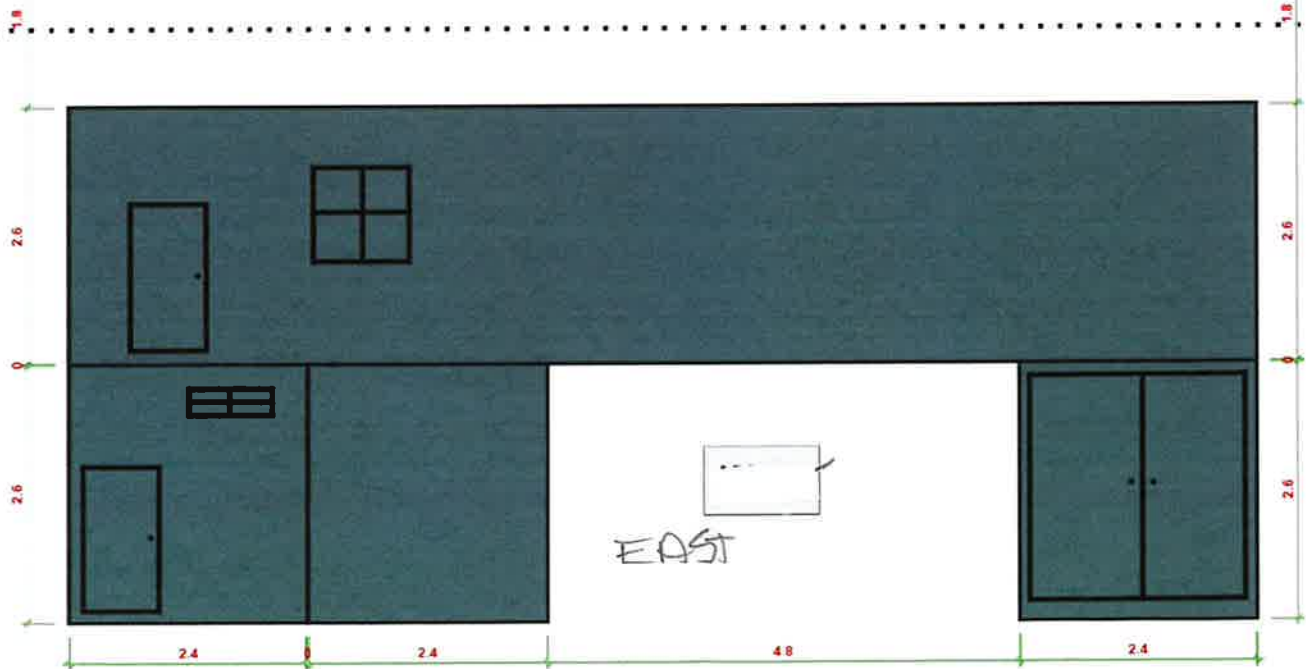
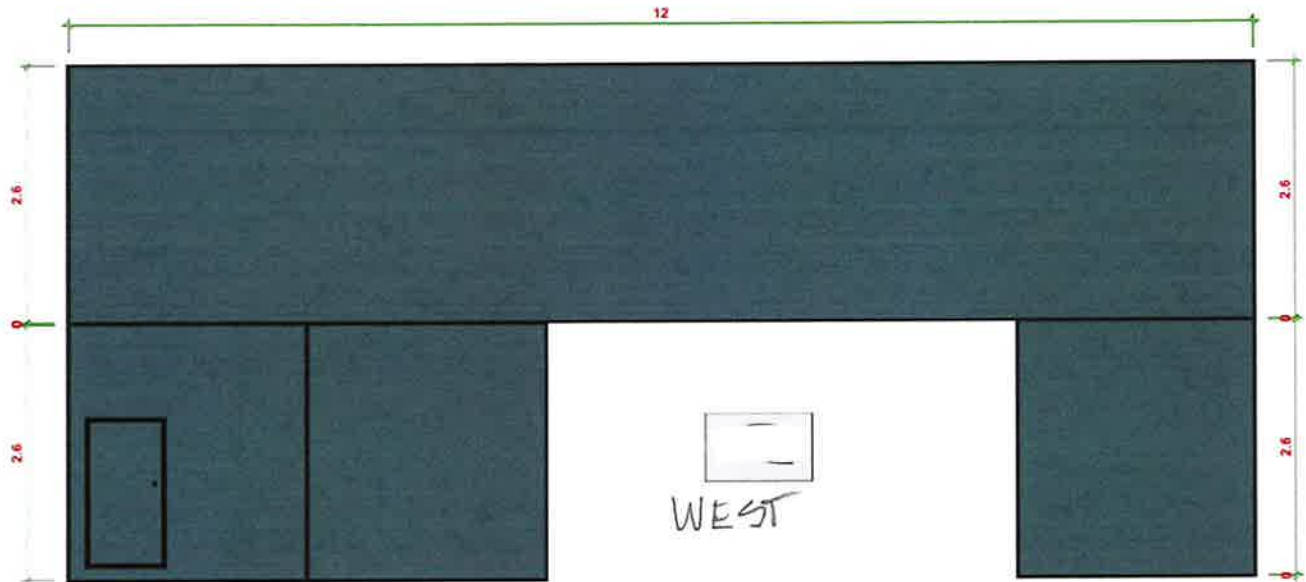
Unconfirmed



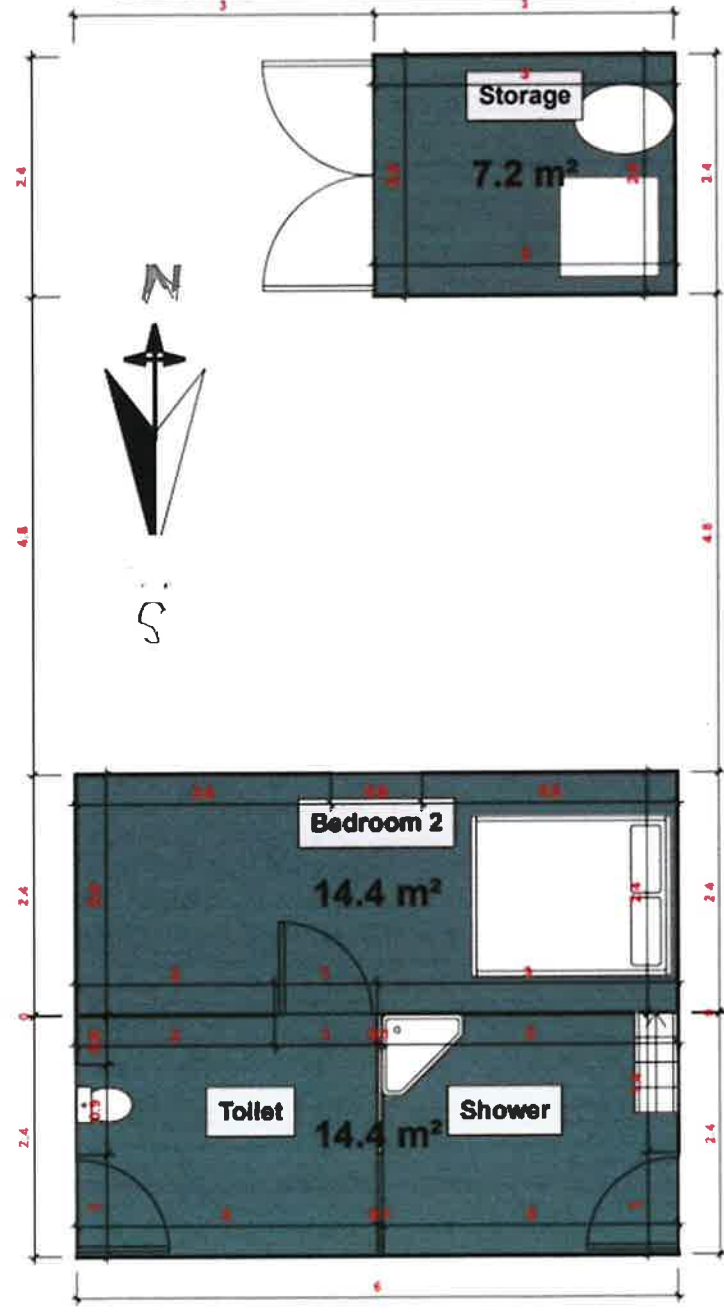
Done

Riseal

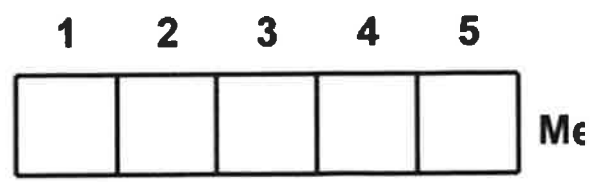
Floor Plan Front And Back



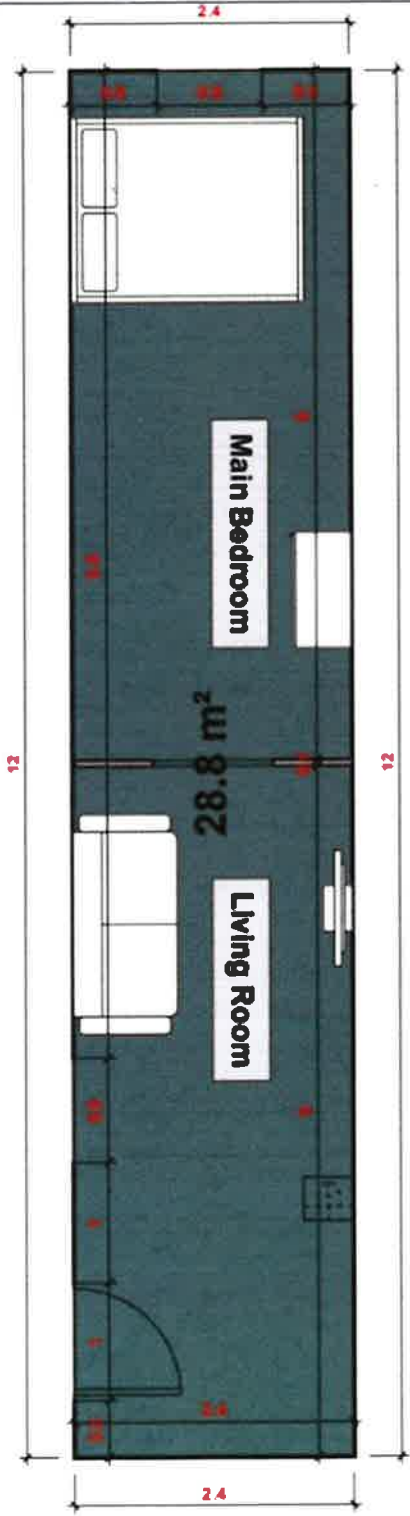
Floor Plan GF (Bird Eye)



1:100

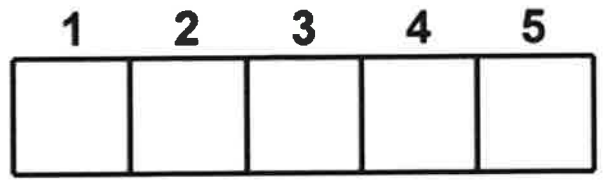


Floor Plan 1F (Birds Eye)



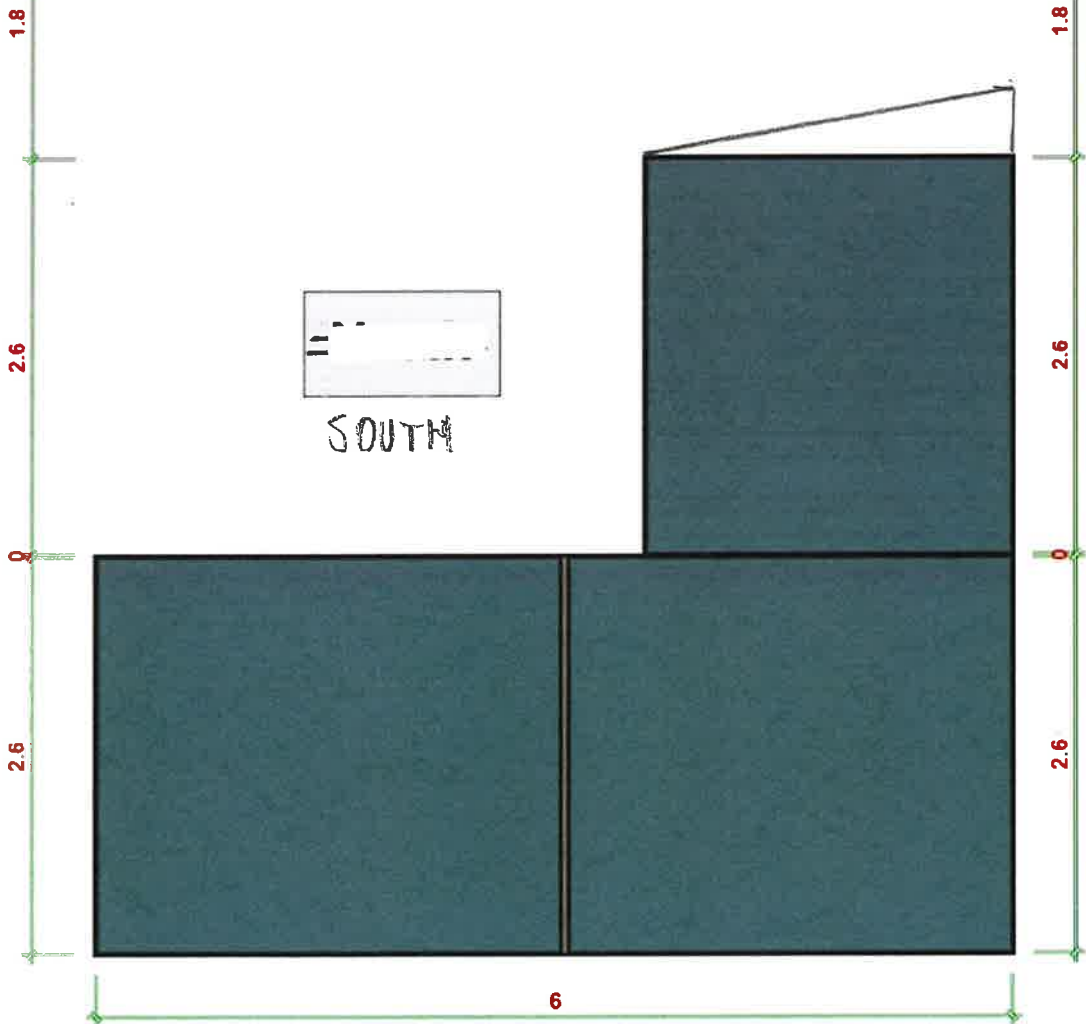
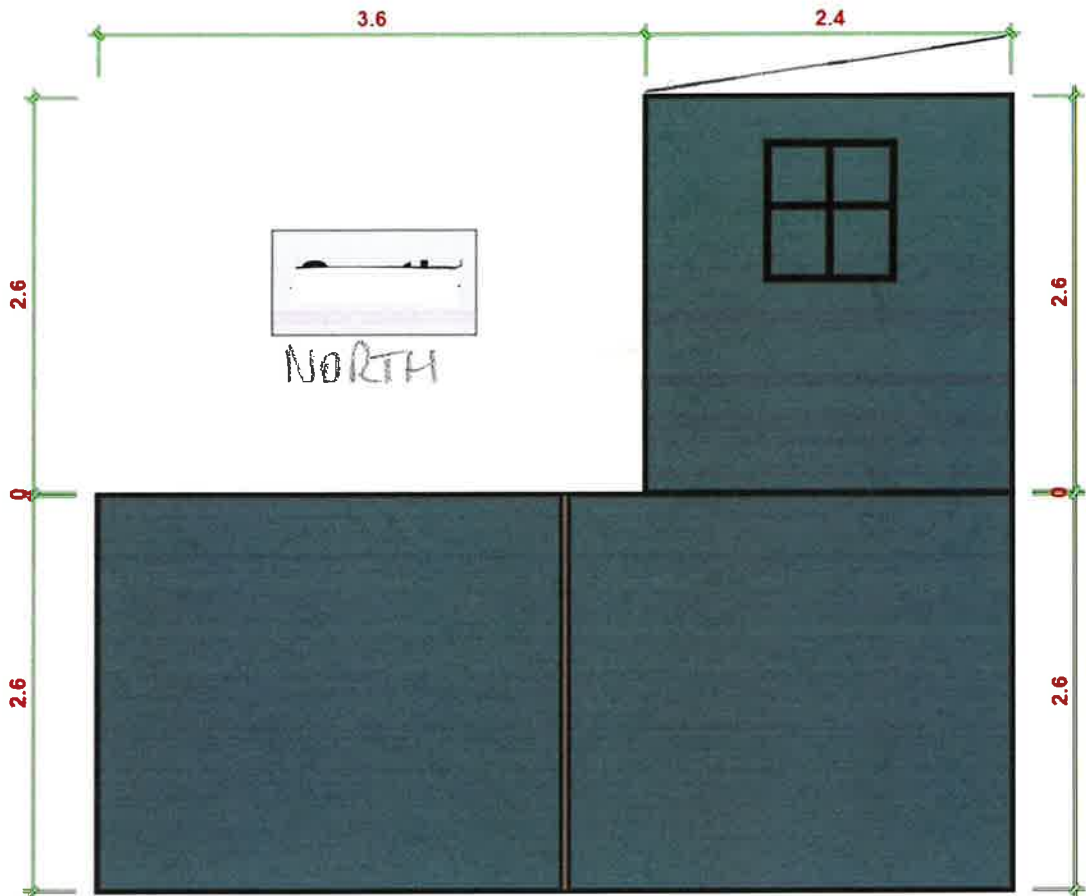
WEST

1:100



Mete





REVISED SITE PLAN RECEIVED 7 SEPTEMBER 2023

SITE DETAILS:

BUILDINGS:

- 4 x 1 BED UNITS, 47.52m² EACH, 5 TOTAL
- AMENITIES: KITCHEN, DINING, LAUNDRY, STORE, OFFICE

SITE:

- TOTAL SITE = 1012.43m²
- TOTAL BUILDINGS = 327.84m²
- TOTAL BIN STORE = 8.0m²
- OPEN SPACE = 676.59m² = 67%

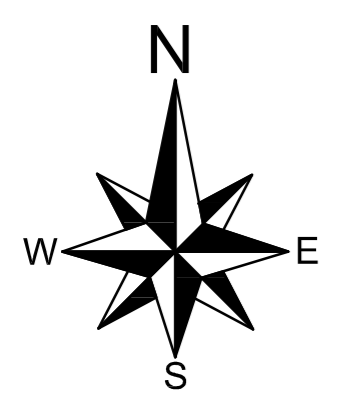
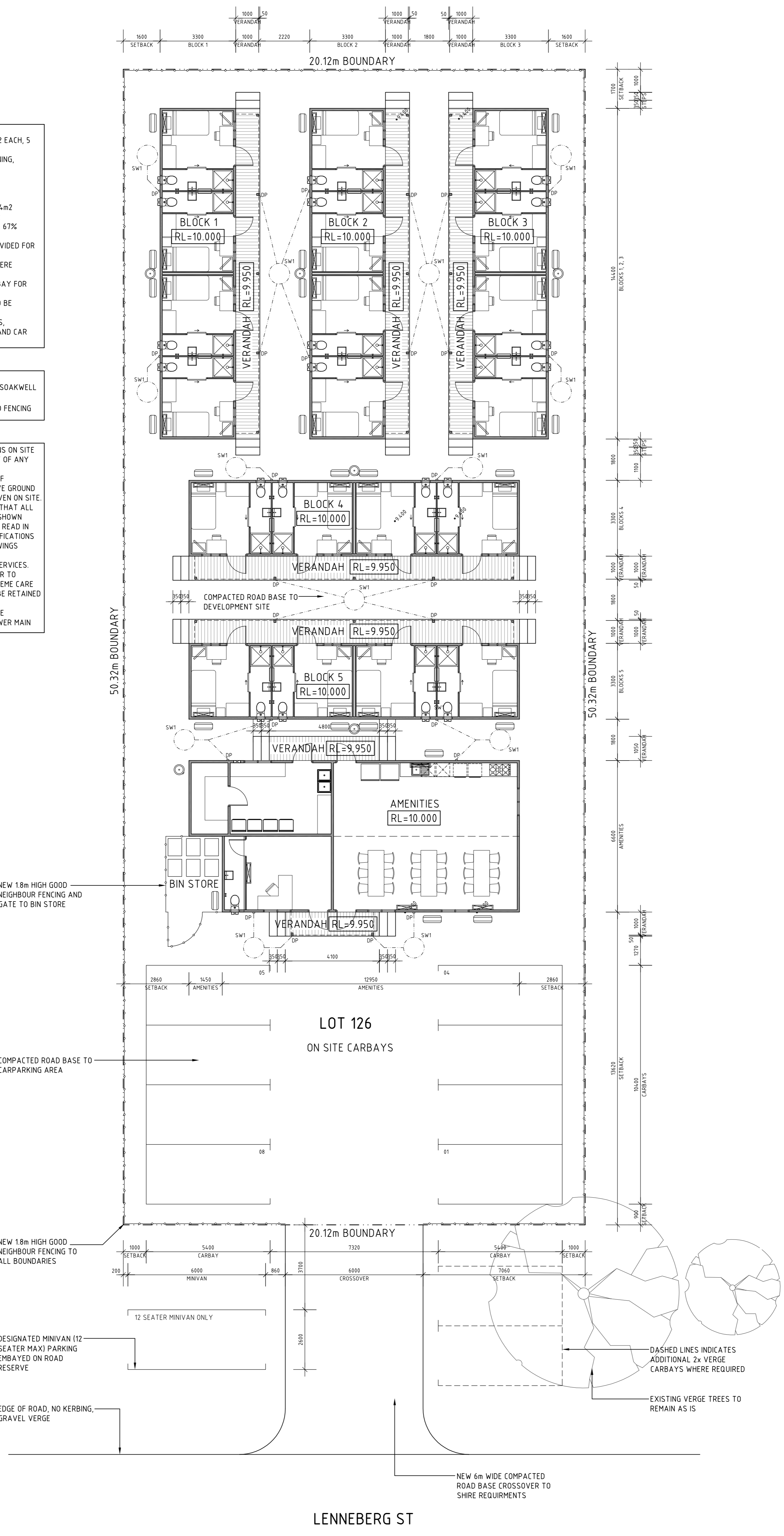
- TOTAL 8 CARBAYS PROVIDED FOR THE SITE
- 2x VERGE CARBAYS WHERE REQUIRED
- 1x 12 SEATER MINIVAN BAY FOR WORKERS COLLECTION
- ALL PARKING AREAS TO BE COMPACTED ROAD BASE
- LIGHTING TO PATHWAYS, COMMUNAL OPEN SPACE AND CAR PARKING AREAS

KEY:

- 900Ø x 600 DEEP SOAKWELL
- 1800H COLORBOND FENCING

SITE NOTES:

- CONFIRM ALL DIMENSIONS ON SITE PRIOR TO COMMENCEMENT OF ANY WORKS
- THE EXACT LOCATION OF UNDERGROUND AND ABOVE GROUND SERVICES SHALL BE PROVEN ON SITE. NO GUARANTEE IS GIVEN THAT ALL EXISTING SERVICES ARE SHOWN
- THIS DRAWING IS TO BE READ IN CONJUNCTION WITH SPECIFICATIONS AND CONSULTANTS DRAWINGS PROVIDED
- BE AWARE OF EXISTING SERVICES. CONFIRM LOCATIONS PRIOR TO EXCAVATION. TAKE EXTREME CARE
- ALL STORMWATER TO BE RETAINED ON SITE
- DEVELOPMENT SHALL BE CONNECTED TO TOWN SEWER MAIN



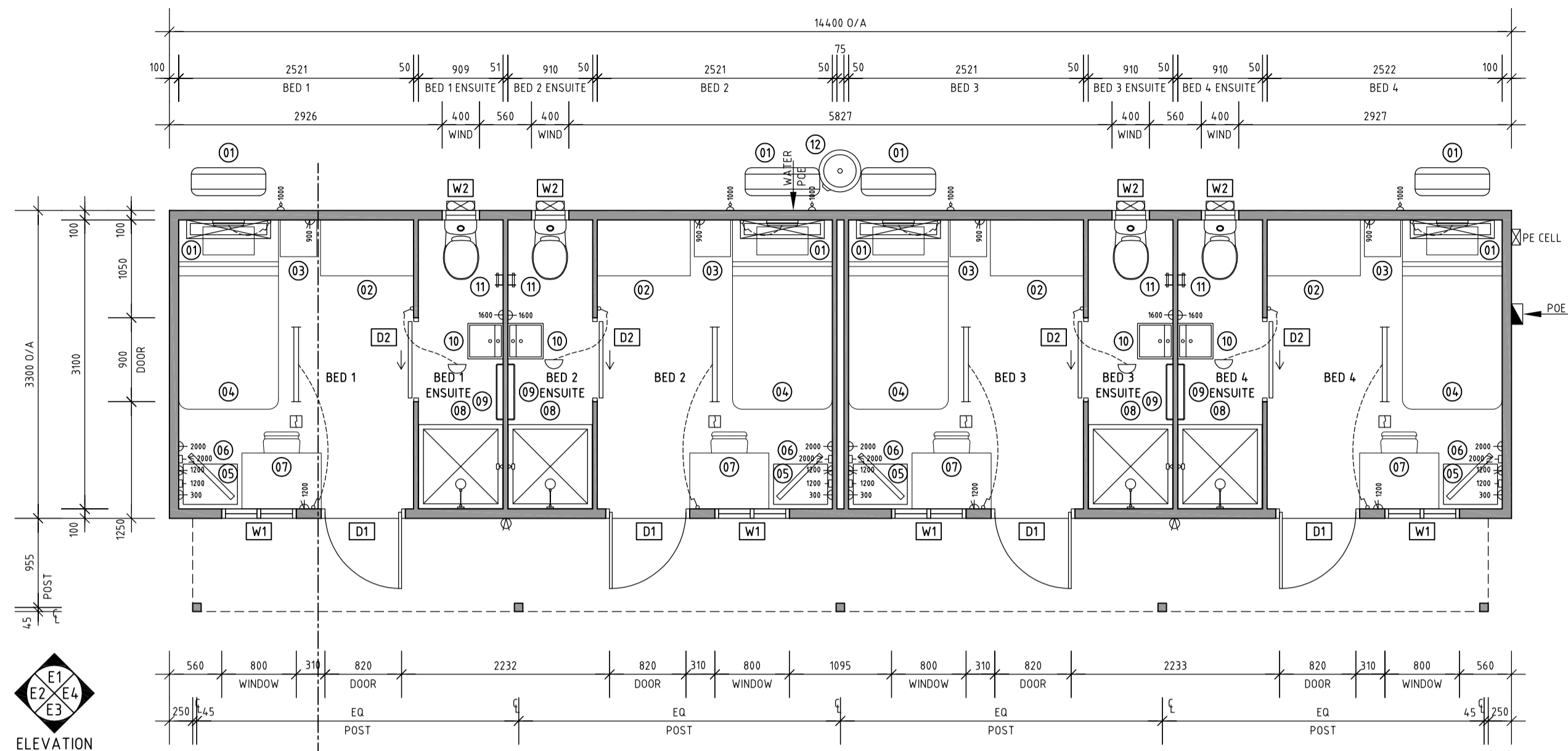
PROPOSED SITE PLAN
 SCALE 1:100 @ A1 SIZE
 LOT 126, 41 LENNEBERG ST, MARVEL LOCH
 SITE AREA: 1012.43m²

Elite Drafting
 ABN: 37 118 751 639
 EMAIL: elitedrafting@gmail.com
 TEL: 0434-850-522

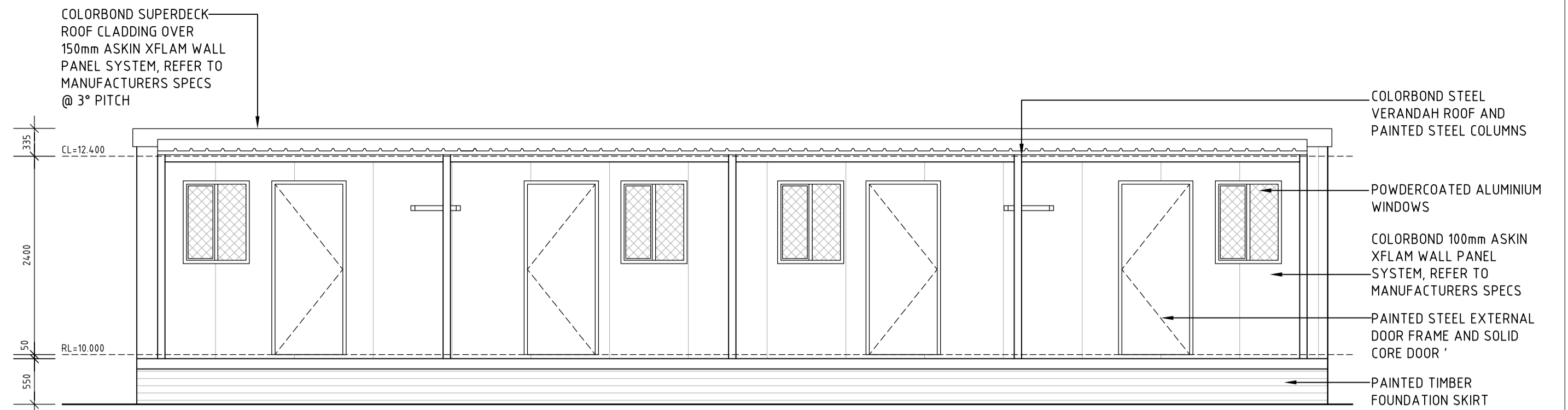
REV	BY	DATE	REVISIONS DESCRIPTION
A	TM	02-08-2023	ISSUED FOR DESIGN LAYOUT COMMENT
B	TM	10-08-2023	ISSUED FOR DEVELOPMENT APPROVAL
C	TM	16-08-2023	RE-ISSUED FOR DEVELOPMENT APPROVAL; TOILET ADDED TO OFFICE
D	TM	07-09-2023	RE-ISSUED FOR DEVELOPMENT APPROVAL; 2x VERGE CARBAYS ADDED

JMAC CIVIL
 LOT 126, 41 LENNEBERG ST
 MARVEL LOCH
 PROPOSED SITE PLAN

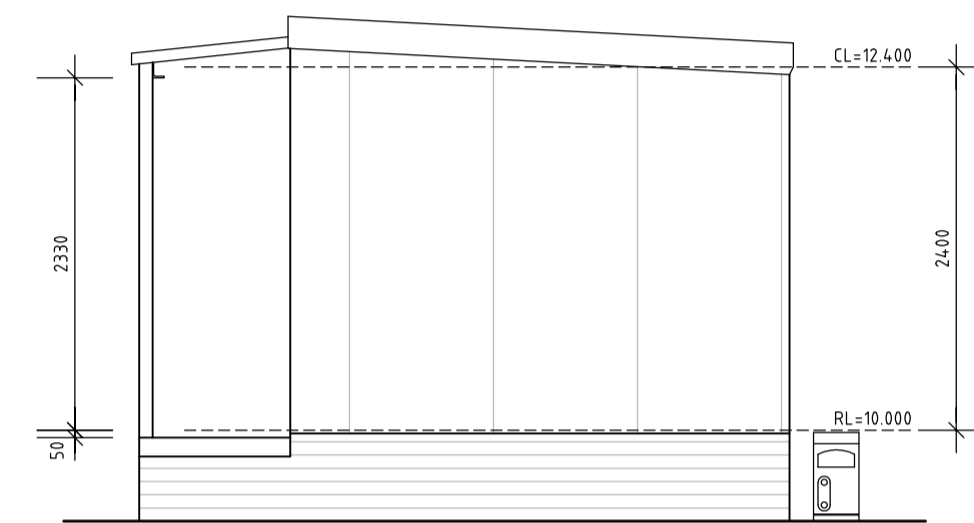
SCALE	1:100 @ A1 SIZE
DRAWING No	A01
PROJECT NAME	
CAD NAME	



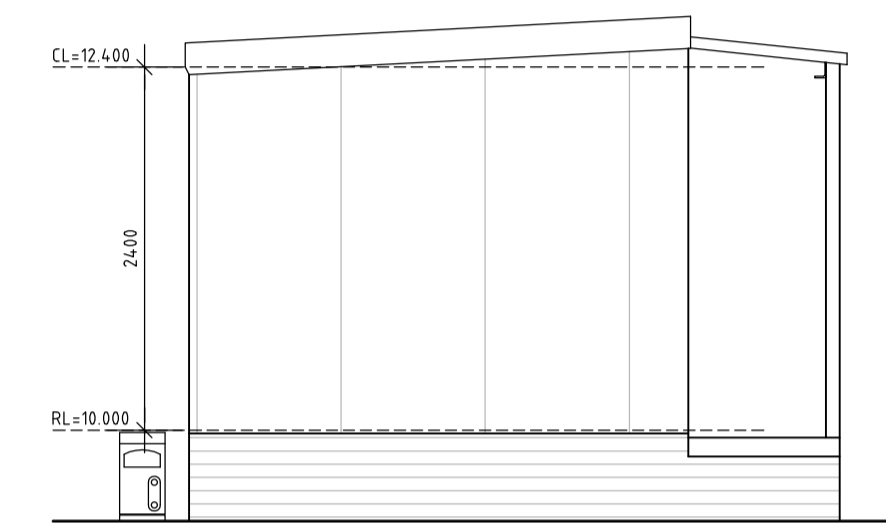
FLOOR PLAN
SCALE 1:50 @ A1 SIZE



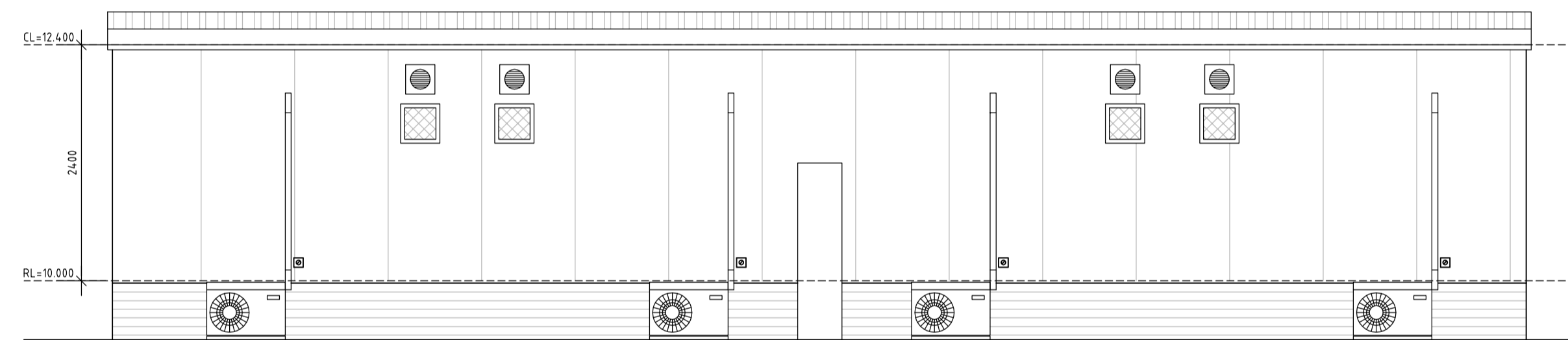
ELEVATION E1
SCALE 1:50 @ A1 SIZE



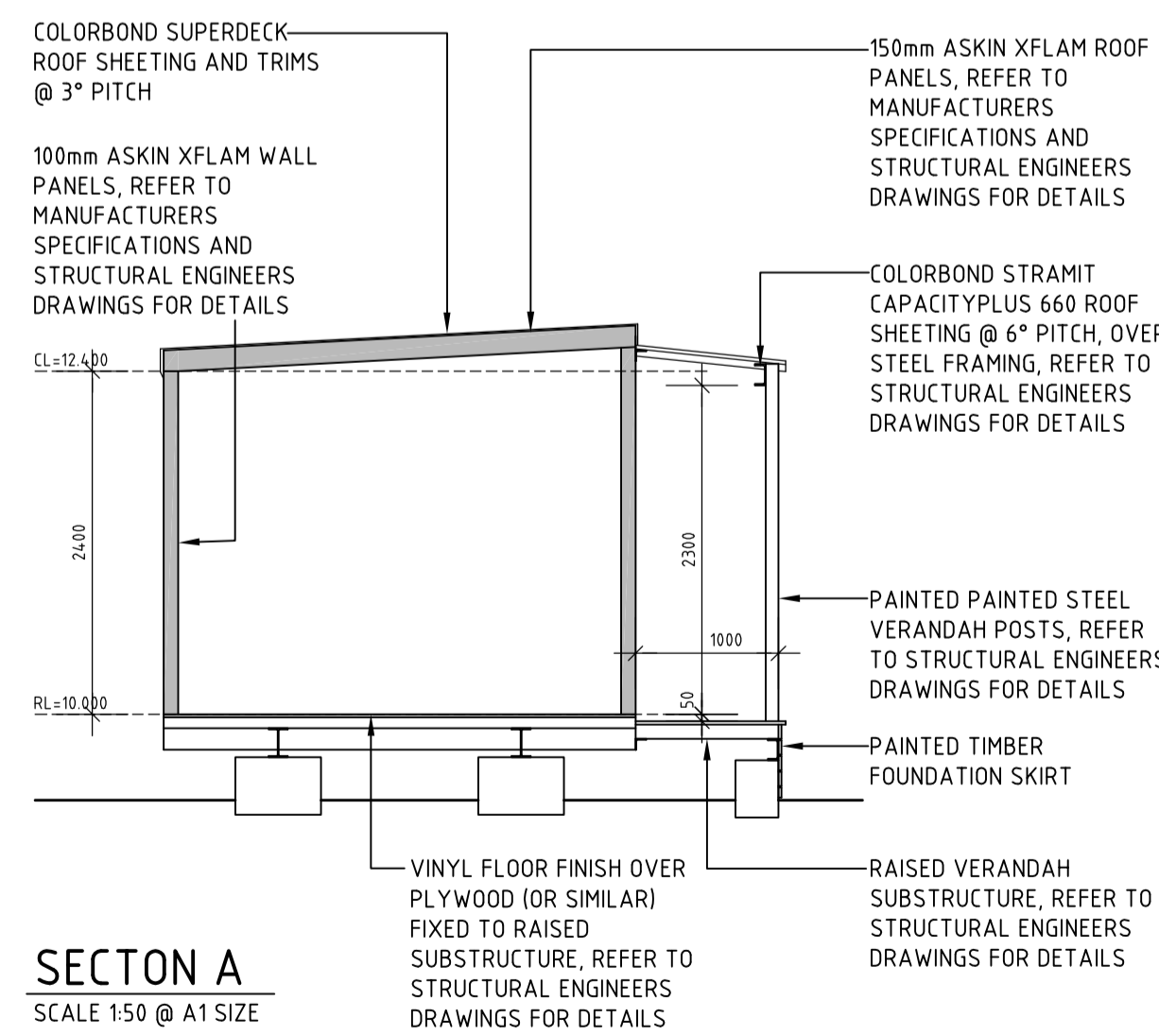
ELEVATION E2
SCALE 1:50 @ A1 SIZE



ELEVATION E4
SCALE 1:50 @ A1 SIZE



ELEVATION E3
SCALE 1:50 @ A1 SIZE



SECTION A
SCALE 1:50 @ A1 SIZE

DESIGN CRITERIA:
WIND LOAD IN ACCORDANCE WITH AS1170:2002
REGION A - TERRAIN CATEGORY 2
BUILDING CLASS - 1B

FIXTURES AND FURNISHINGS SCHEDULE:

SYMBOL:	DESCRIPTION:
Ⓚ1	2.4kW REVERSE CYCLE SPLIT SYSTEM AIR CONDITIONER, CONDENSER TO BE FITTED ON-SITE BY OTHERS
Ⓚ2	800 WIDE x 500 DEEP x 1800 HIGH LOCKABLE WARDROBE WITH RAIL
Ⓚ3	395 x 390 x 590 3 DRAW BEDSIDE TABLE
Ⓚ4	MINE SPEC. KING SIZE SINGLE ENSEMBLE BED
Ⓚ5	43" WALL MOUNTED TV AND BRACKET
Ⓚ6	115L BAR FRIDGE
Ⓚ7	800 WIDE x 600 DEEP x 750 HIGH DESK WITH SWIVEL CHAIR
Ⓚ8	900 x 900 MOULDED FIBREGLASS SHOWER CUBICLE C/W, SHOWER TAPS, SHOWER HEAD AND PLASTIC CURTAIN
Ⓚ9	600 LONG TOWEL RAIL
Ⓚ10	STAINLESS STEEL SINGLE WALL MOUNTED BASIN WITH MIXER AND MIRROR SHAVING CABINET
Ⓚ11	TOILET PLAN W/DUAL FLUSH CISTERN AND CHROME FINISHED TOILET PAPER HOLDER
Ⓚ12	300L THARMAN HEAT EXCHANGE HWC
D1	2040 HIGH x 820 WIDE METAL CLAD EXTERNAL DOOR WITH ENTRANCE LEVER DOOR HANDLE AND CABIN HOOK
D2	2040 HIGH x 820 WIDE INTERNAL PANEL SLIDING DOOR WITH PRIVACY DOOR LOCKSET
W1	1000 HIGH x 800 WIDE ALUMINIUM FRAMED, POWDERCOATED FINISH SLIDING WINDOW C/W FLYSCREEN, KEY LOCK AND BLOCKOUT CURTAINS
W2	400 HIGH x 400 WIDE OBSCURE GLASS

ELECTRICAL AND COMMS SCHEDULE:

SYMBOL:	DESCRIPTION:
Ⓜ	GPO 10 AMP SINGLE - HEIGHT SHOWN ON PLAN
Ⓜ	GPO 10 AMP 2 GANG - HEIGHT SHOWN ON PLAN
Ⓜ	GPO 10 AMP 4 GANG - HEIGHT SHOWN ON PLAN
Ⓜ	TELEVISION AERIAL POINT
Ⓜ	COMMS/DATA POINT
Ⓜ	1 GANG SWITCH
Ⓜ	2 GANG SWITCH
Ⓜ	ISOLATOR WATERPROOF - HEIGHT SHOWN ON PLAN
Ⓜ	HARD WIRED AND INTERCONNECTED WITH FIRE ALARM SMOKE DETECTOR WITH BATTERY BACKUP
Ⓜ	WEATHERPROOF LED EXTERNAL LIGHT
Ⓜ	LED BATTEN LIGHT FITTING
Ⓜ	OYSTER LED LIGHT FITTING
Ⓜ	LED READING LIGHT
Ⓜ	WALL MOUNTED EXHAUST FAN WITH SELF CLOSING LOUVRES
Ⓜ	ELECTRICAL DISTRIBUTION BOARD
Ⓜ	ELECTRICAL POINT OF ENTRY
Ⓜ	WATER POINT OF ENTRY
Ⓜ	10A WEATHERPROOF PHOTO ELECTRIC CELL

FINISHES SCHEDULE:

FLOOR COVERING	6mm PLANK VINYL
WALL FRAMING - EXTERNAL	100mm ASKIN XFLAM PANEL
WALL FRAMING - INTERNAL	50mm ASKIN XFLAM PANEL
CEILING FRAMING - INTERNAL	150mm ASKIN XFLAM PANEL
ROOF SHEETING	0.42mm BMT SUPERDECK ROOFING

COLOUR SCHEDULE:

EXTERNAL PANEL	COLORBOND 'SUFFMIST'
INTERNAL PANEL	COLORBOND 'SUFFMIST'
EXTERNAL FLASHINGS	COLORBOND 'DEEP OCEAN'
WINDOW FRAMES	POWDERCOATED 'DEEP OCEAN'
EXTERNAL DOORS & FRAMES	PAINTED 'DEEP OCEAN'
INTERNAL DOORS & FRAMES	PAINTED 'SURFMIST'
ROOF SHEETS	PAINTED 'SURFMIST'
VERANDAH AND POSTS	PAINTED 'SURFMIST'
FOUNDATION SKIRT	PAINTED 'COLORBOND SURFMIST'

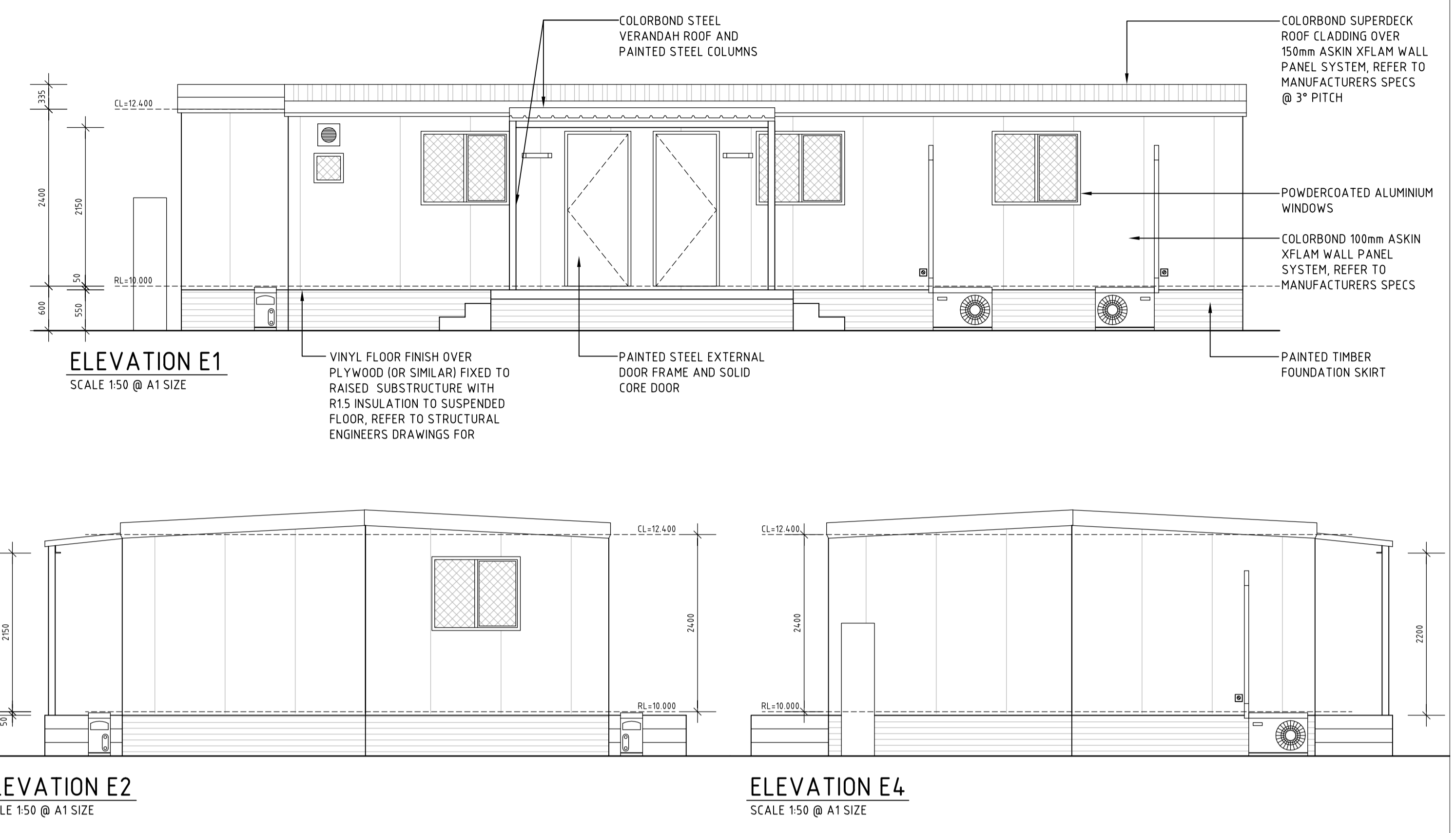
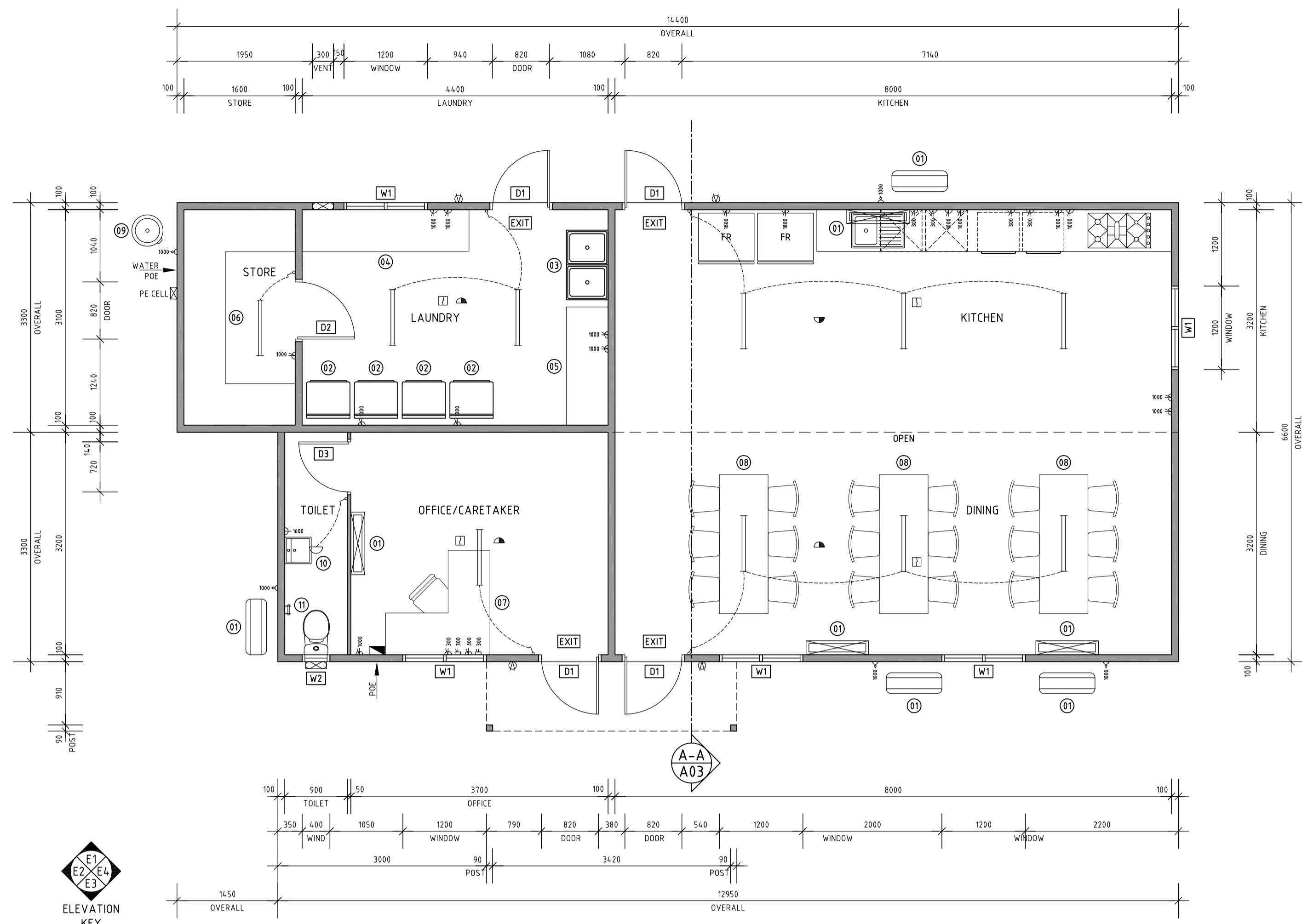


REV	BY	DATE	REVISIONS DESCRIPTION
A	TM	10-08-2023	ISSUED FOR DEVELOPMENT APPROVAL

JMAC CIVIL
LOT 126, 41 LENNEBERG ST
MARVEL LOCH

4 PERSON ACCOMMODATION TRANSPORTABLE 14.4m x 3.3m
GENERAL ARRANGEMENT PLAN, ELEVATIONS, SECTION, SPECIFICATION

SCALE	1:50 @ A1 SIZE
DRAWING No	REV
A02	A
PROJECT NAME	
CAD NAME	



AMENITIES FLOOR PLAN
SCALE 150 @ A1 SIZE

FIXTURES AND FURNISHINGS SCHEDULE:

SYMBOL:	DESCRIPTION:
01	2.4kW REVERSE CYCLE SPLIT SYSTEM AIR CONDITIONER, CONDENSER TO BE FITTED ON-SITE BY OTHERS
02	STACKED INDUSTRIAL ELECTRIC WASHER/DRYER COMBO EACH C/W DUCTING KIT
03	STAINLESS STEEL DOUBLE LAUNDRY TUBS WITH CABINET UNDER
04	2400 LONG x 600 WIDE BENCH WITH CUPBOARDS UNDER
05	1700 LONG x 600 WIDE BENCH WITH CUPBOARDS UNDER
06	4 TIERED SHELVING
07	1500 x 1500 LONG x 600 WIDE x 750 HIGH LAMINATE DESK WITH SWIVEL CHAIR
08	DINING TABLE WITH 6 CHAIRS
09	300L THARMAN HEAT EXCHANGE HWC
10	STAINLESS STEEL SINGLE WALL MOUNTED BASIN WITH MIXER AND MIRROR SHAVING CABINET
11	TOILET PLAN W/DUAL FLUSH CISTERN AND CHROME FINISHED TOILET PAPER HOLDER
D1	2040 HIGH x 820 WIDE METAL CLAD EXTERNAL DOOR WITH ENTRANCE LEVER DOOR HANDLE AND CABIN HOOK
D2	2040 HIGH x 820 WIDE INTERNAL HOLLOW CORE DOOR WITH LEVER ENTRY LOCK SET
D3	2040 HIGH x 720 WIDE INTERNAL PANEL DOOR WITH PRIVACY DOOR LOCKSET
W1	1000 HIGH x 1200 WIDE ALUMINIUM FRAMED, POWDERCOATED FINISH SLIDING WINDOW C/W FLYSCREEN, KEY LOCK
W2	400 HIGH x 400 WIDE OBSCURE GLASS

ELECTRICAL AND COMMS SCHEDULE:

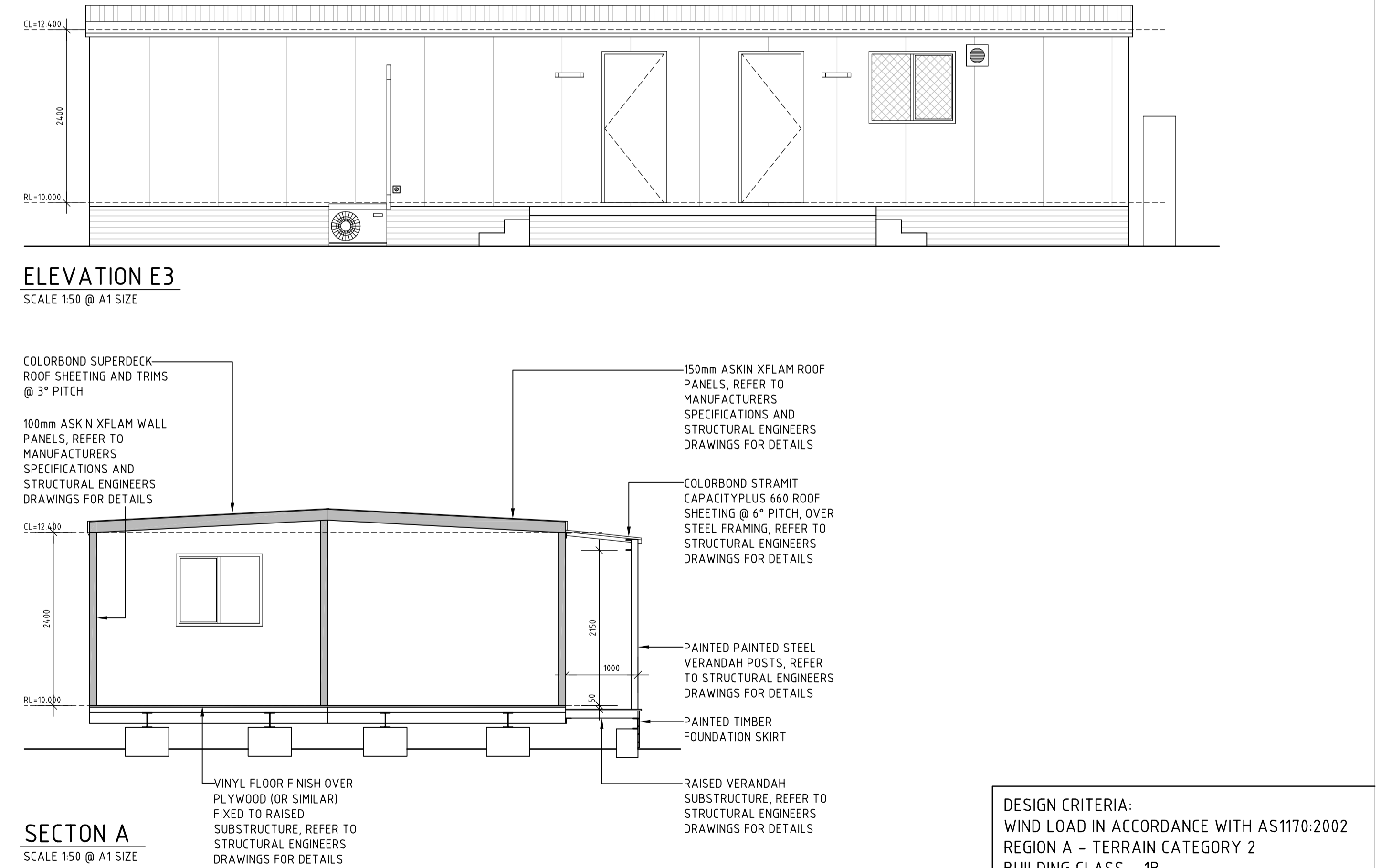
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⊖	COMMS/DATA POINT
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⊖	ISOLATOR WATERPROOF - HEIGHT SHOWN ON PLAN
⊖	HARD WIRED AND INTERCONNECTED WITH FIRE ALARM SMOKE DETECTOR WITH BATTERY BACKUP
⊖	10W EMERGENCY EXIT LIGHTING
⊖	WEATHERPROOF LED EXTERNAL LIGHT
⊖	LED BATTEN LIGHT FITTING
⊖	OYSTER LED LIGHT FITTING
⊖	LED READING LIGHT
⊖	WALL MOUNTED EXHAUST FAN WITH SELF CLOSING LOUVRES
⊖	ELECTRICAL DISTRIBUTION BOARD
⊖	ELECTRICAL POINT OF ENTRY
⊖	WATER POINT OF ENTRY
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FINISHES SCHEDULE:

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VERANDAH AND POSTS	PAINTED 'SURFMIST'
FOUNDATION SKIRT	PAINTED 'COLORBOND SURFMIST'



DESIGN CRITERIA:
WIND LOAD IN ACCORDANCE WITH AS1170:2002
REGION A - TERRAIN CATEGORY 2
BUILDING CLASS - 1B

ED
Elite Drafting
ABN: 37 118 751 639
EMAIL: elitedrafting@gmail.com
TEL: 0434-850-522

REVISIONS

REV	BY	DATE	REVISIONS DESCRIPTION
A	TM	10-08-2023	ISSUED FOR DEVELOPMENT APPROVAL
B	TM	16-08-2023	RE-ISSUED FOR DEVELOPMENT APPROVAL, TOILET ADDED TO OFFICE

JMAC CIVIL
LOT 126, 41 LENNEBERG ST
MARVEL LOCH

4 PERSON ACCOMMODATION TRANSPORTABLE 14.4m x 3.3m
GENERAL ARRANGEMENT PLAN, ELEVATIONS, SECTION, SPECIFICATION

SCALE 150 @ A1 SIZE

DRAWING No	REV
A03	B
PROJECT NAME	
CAD NAME	



Shire of Yilgarn

Council Policy Manual

Contents

1	Members of Council	5
1.1	Delegates Moving Motions.....	5
1.2	WALGA – Nominations to Boards & Committees.....	6
1.3	Use of Council's Common Seal.....	7
1.4	Elected Members Entitlements.....	8
1.5	Media Policy.....	9
1.6	Related Parties Disclosures.....	13
1.7	Council Forum /Briefing Session.....	17
1.8	Induction for Councillors.....	18
1.9	Continuing Professional Development of Council Members.....	19
1.10	Attendance at Events and Functions.....	23
1.11	Risk Management Policy.....	29
2	BUSHFIRE	35
2.1	Bush Fire Advisory Committee Policy.....	35
3	Finance	38
3.1	Surplus Funds Investment.....	38
3.2	Resourcing Employee Entitlements.....	39
3.3	Reserve Portfolio Rationale.....	40
3.4	Purchasing and Tendering.....	41
3.5	Regional Price Preference.....	54
3.6	Recovery of Fines and Costs from Sundry Debtors.....	56

3.7	Use of Council Credit Card.....	57
3.8	Rates and Charges Recovery Policy (Including Financial Hardship Provisions)	59
3.9	Use of Shire Facilities by Service Providers	63
3.10	Timely Payment of Suppliers	64
3.11	Discretionary Capital Expenditure – Business Case	65
3.12	Supplier Onboarding.....	66
4	Engineering	68
4.1	Crossovers	68
4.2	Traffic Intersection Management Plan (Private Haul Roads Intersecting with Roads Under Council Control	69
4.3	Roadside Memorials.....	72
5	General Administration	73
5.1	Council Operated Standpipes / Mt Hampton Dam and Dulyalbin Tank Facilities .	73
5.2	Complaints Handling.....	75
5.3	Assistance to State Representatives	78
5.4	Community Engagement Policy	79
5.5	Community Funding Program	81
5.6	Rural Landfills.....	83
5.7	Records Management.....	84
5.8	Work Health and Safety	93
5.9	Gratuity Payments to Council Employees/ Recognition of Long and Outstanding Service	95
5.10	Acting Chief Executive Officer Appointment and Senior Employees.....	96
5.11	Council Christmas Function	97

5.12 Employee Training and Development.....	98
6. DOCUMENT REVISION HISTORY:.....	99

Document Owner **CHIEF EXECUTIVE OFFICER**

First Adopted:	SEPT 2011
Last Review Date:	SEPT 2023
Next Review	SEPT 2024

1 Members of Council

1.1 Delegates Moving Motions

Section:	Members of Council
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Policy 1.2

That delegates representing Council at WALGA Conferences or meetings of which they are an endorsed Council delegate, shall vote and move motions as they see fit and as they believe reflect the views of Council.

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

1.2 WALGA – Nominations to Boards & Committees

Section:	Members of Council
Date Adopted:	
Document Control:	
Previous Policy Number:	Council Policy 1.3

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

1.3 Use of Council's Common Seal

Section:	Members of Council
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Policy 1.4

OBJECTIVE:

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

POLICY:

The President and CEO have delegated authority to execute and affix the Common Seal to documents (Delegation LGA30)

PROCESS:

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

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

Shire President

Chief Executive Officer

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

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

1.4 Elected Members Entitlements

Section:	Members of Council
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Policy 1.5

INTRODUCTION:

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

PURPOSE:

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

ALLOWANCES:

Councillors will be entitled to allowances commensurate with the provisions of the Local Government Act 1995 – Division 8.

The allowances will be set each year, via Council decision, and carried by Absolute Majority;

The allowances will be in compliance with the annual determination from the Salaries and Allowances Tribunal.

REIMBURSEMENTS:

Councillors will be entitled to reimbursements commensurate with the provisions of the Local Government Act 1995 – Division 8

The CEO is responsible for managing reimbursements.

1.5 Media Policy

Section:	Members of Council
Date Adopted:	
Document Control:	Amended Sept 2023
Previous Policy Number:	Council Policy 1.6

PURPOSE:

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

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

INTRODUCTION:

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

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

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

DEALING WITH MEDIA ENQUIRIES:

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

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

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

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

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

issued.

SPEAKING TO THE MEDIA:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

INTERNET AND WEB PAGE COMMUNICATIONS:

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

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

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

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

SOCIAL MEDIA

The Shire of Yilgarn has a number of social media accounts, including “Shire of Yilgarn”, “Southern Cross CRC” and “Visit Yilgarn”.

Social media can be a powerful tool in reaching the community with information related to Shire business.

However, social media can be a source of negativity, and as such, the use of social media is to be undertaken as follows:

- Only persons approved by the CEO are permitted to utilise the Shire’s social media accounts;
- Those permitted to access Shire of Yilgarn social media accounts are to ensure posts are related to Shire business and operations only (such as road closures, shire events, public notices approved by the CEO);
- Language is to be non-offensive and a-political;
- Posts are not to mention members of the public, unless approved by the mentioned person or CEO;
- Should offensive comments be placed by community members, the posts are to be removed and/or all comments removed and ability to comments removed from post;
- Under no circumstances should the Shire accounts respond to comments on Shire posts, unless approved by the CEO.

COMMUNITY NEWSLETTER:

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

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

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

The newsletter should carry a disclaimer in the following terms:

“Disclaimer: The Shire supports the production of this community newsletter the content of

which will include articles or comments from advertisers and contributors. The Shire does not accept responsibility for the content or accuracy of any of the information supplied by advertisers or contributors.”

EMERGENCY COMMUNICATION:

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

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

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

PRIVATE SOCIAL MEDIA OR ONLINE COMMUNICATIONS

Shire Councillors and Staff are to ensure their use of private social media or online communications does not result in a negative image for the Shire of Yilgarn.

1.6 Related Parties Disclosures

Section:	Members of Council
Date Adopted:	
Document Control:	Amended Sept 2023
Previous Policy Number:	Council Policy 1.9

INTRODUCTION:

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

PURPOSE:

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

BACKGROUND:

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

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

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

IDENTIFICATION OF RELATED PARTIES:

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

KMP are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly. For the purposes of determining the application of the standard, the Shire has identified the following persons as meeting the definition of *Related Party*:

- An elected Council member.
- Key management personnel being a person employed under section 5.36 of the Local Government Act 1995 in the capacity of:
 - Chief Executive Officer
 - Executive Manager Corporate Services

- Executive Manager Infrastructure
- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.
- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

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

IDENTIFICATION OF RELATED PARTY TRANSACTIONS:

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

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

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

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

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

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

DISCLOSURE REQUIREMENTS:

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

1. Ordinary Citizen Transactions (OCTs)

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

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

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

2. All other transactions

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

3. Frequency of disclosures

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

4. Confidentiality

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

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

5. Materiality

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

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

1.7 Council Forum /Briefing Session

Section:	Members of Council
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Policy 1.10

That a Council Forum/Briefing Session be held every month, except January, prior to the Ordinary Meeting of Council commencing at 4.00pm.

The following Forum Procedure Applies Forum Procedure

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

1.8 Induction for Councillors

Section:	Members of Council
Date Adopted:	
Document Control:	
Previous Policy Number:	Council Policy 1.11

OBJECTIVES:

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

POLICY STATEMENT:

Introduction

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

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

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

PRINCIPLES:

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

PROVISIONS:

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

1.9 Continuing Professional Development of Council Members

Section:	Members of Council
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Policy 1.12

1 General Purpose and Principles

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

2 Induction and Regulatory Prescribed Training

- A. The Shire of Yilgarn will implement induction procedures designed to allow new Council appointees to gain knowledge about the Shire of Yilgarn and the principles of Local Government so they may participate fully and actively in Council Meetings and decision making at the earliest opportunity following their appointment.
- B. Such induction procedures may relate to and assist Councillors to gain a better understanding of:
 - The Shire of Yilgarn's financial, strategic, operational, and risk management position;
 - Their rights, duties and responsibilities as Councillors;
 - The role of Councils committees;
 - The Shire of Yilgarn's culture and values;
 - Council and Committee meeting arrangements; and
 - Good practice protocols and constraints concerning interactions with other Councillors, the CEO, officers, staff, constituents and stakeholders.
- C. Without limiting the generality of 2(a) and (b) of this Policy, each Council member must also complete training in accordance with regulations prescribed under s.5.126 of the Act.
- D. In compliance with s.5.127 of the Act:
 - i. The Shire of Yilgarn must prepare a report for each financial year on the training completed by Council members in compliance with s.5.126 of the Act in the financial year; and

- ii. The CEO must publish the report on the Shire of Yilgarn's official website within 1 month after the end of the financial year to which the report relates.

3 Evaluation/Review

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

4 Professional Development

- A. Councillors should commit to undertaking continuing professional development to update and enhance their knowledge, skills and understandings to assist them in more effectively discharging their responsibilities as Councillors for the benefit of the Shire of Yilgarn as a whole.
- B. The professional development to be undertaken by Councillors should be such that is most relevant to each Councillor individually have regard for their own existing level of knowledge, skills, experience, understanding and qualifications. However, due regard should be had by Councillors in the outcome of the periodic evaluation and review mentioned in paragraph 3 of this Policy, in deciding the professional development opportunities, which are most relevant to their needs, that they should undertake.
- C. The nature of the professional development to be undertaken might relate to the matters referred to in paragraph 2(b) of this Policy including key developments and issues impacting the Shire of Yilgarn, local governments generally and the environment within which the local government operates, as well as developments in the regulatory environment and in governance practices.
- D. The Shire of Yilgarn commits to developing a regime by which Shire of Yilgarn funded opportunities for the professional development of its Councillors can be identified and made available to its Councillors. The Shire of Yilgarn should provide reasonable allowance in its budget for this purpose.
- E. Nothing in paragraph (d) implies that Councillors should not undertake relevant professional training at their own expense, or by way of co-contribution with the Shire of Yilgarn, as appropriate.

5 Oversight Committee

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

- This Policy;
- Its review and amendments from time to time;

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

6 Councillor Disclosure of Professional Development undertaken

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

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

7 Reporting by the Shire of Yilgarn

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

- The composition and terms of reference of any committee established under paragraph 5 of this Policy.

8 Policy Review/Amendment

- A. This policy is to be reviewed and amended as per the requirements of the Local Government Act 1995 Section 5.128(5), being:
- After each ordinary election; and
 - At any other time.

1.10 Attendance at Events and Functions

Section:	Members of Council
Date Adopted:	
Document Control:	Amended Sept 2023
Previous Policy Number:	Council Policy 1.13

Introduction

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

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

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

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

Definitions

A **'gift'** is defined under section 5.57 Local Government Act (1995) (LGA) as a conferral of a financial benefit (including a disposition of property) made by one person in favour of another person unless adequate consideration in money or money's worth passes from the person whose favour the conferral is made to the person who makes the conferral. It includes any contributions to travel. A door prize or raffle prize received by chance is not considered a gift.

A **"ticket"** includes an admission ticket to an event, or an invitation to attend an event, or a complimentary registration to an event, that is offered by a third party.

"Shire sponsored major event" is an event that has received Major Events Grant Funding in accordance with the Shire's Community, Economic, Environmental and Events Funding Policy.

1. Provision of tickets to events

- 1.1. A ticket to an event must be provided to the CEO or Councillor in their capacity as the CEO or Councillor.
- 1.2. Any ticket provided to the CEO or Councillor to attend an event in their personal capacity is not captured by this Policy.
- 1.3. To assist in determining if the ticket is received in the capacity as the CEO or Councillor, the following question can be asked:
 - Would the ticket to the event have been given to me if I was not the CEO or a Councillor? If the answer is no, then the ticket was received in your capacity as the CEO or a Councillor.

2. Attendance at pre-approved events

2.1. Council approves attendance by the CEO and Councillors at the following events (preapproved events):

- a) Shire organised events.
- b) Events that are a free event to members of the public.
- c) Shire sponsored major events. *
- d) Events where the CEO or Councillor is a representative on an external committee or organisation and the CEO or Councillor is in attendance for the purposes of fulfilling their role on the external committee or organisation.
- e) Where the ticket to an event is from a specified entity under r 20B LG (Admin) Regulations 1996, which includes:

- Western Australian Local Government Association (WALGA);
- Australian Local Government Association (ALGA);
- Local Government Professional Australia WA (LG Pro);
- Department of a Public Service;
- Commonwealth, State or Territory government department;
- Local government or regional local government.

* Only includes attendance at the launch/opening event, or where there is no launch/opening event, an alternative scheduled event in the program.

2.1.1 Tickets offered to attend Shire sponsored major events will be allocated on a priority basis to the Shire President and CEO. If the Shire President cannot attend, then the Deputy President may attend in his or her place. If further tickets are available, they will then be allocated to Councillors, via method of drawing names out of a hat.

2.2. Council approves attendance by the Shire President and the CEO at the following events (pre-approved events):

- a) events held by local community or sporting groups
- b) events held by not for profit organisations
- c) events run by schools and universities within the Shire
- d) local community cultural events / festivals / art exhibitions
- e) events held by industry associations relevant to the local area
- f) Shire funded events (excluding Shire sponsored major events)
- g) Events organised by the embassy or consulate of another nation

If the Shire President cannot attend, then the Deputy President may attend, or any Councillor delegated by the Shire President to attend in his or her place.

2.3. Council approves attendance by the Shire President at events (pre-approved events) where the Shire President is performing any of the following functions:

- a) presenting at the event

- b) participating as a member in a panel
- c) opening or launching an event or facility
- d) presenting or accepting awards or prizes to others on behalf of the Shire
- e) or any other civic or ceremonial duty on behalf of the Shire

If the Shire President is unable to attend, then the Deputy President may attend, or any Councillor delegated by the Shire President to attend in his or her place.

- 2.4. Council approves attendance by the CEO at events (pre-approved events) where the CEO is performing any of the following functions:
- a) presenting at an event
 - b) participating as a member in a panel
 - c) accepting an award on behalf of the Shire
- 2.5. In relation to attendance at a pre-approved event in accordance with parts 2.1 – 2.4 above, the following applies in respect to payment of tickets:
- a) Where the ticket is offered free of charge, and tickets are also offered to members of the public free of charge, the ticket may be accepted, (ticket is not considered a gift).
 - b) Where the ticket is offered free of charge, but a member of the public is required to pay, the ticket is a gift. The ticket may be accepted (see part 5 in relation to any gift disclosures required).
 - c) Where the ticket is offered, and a benefit will be received, such as dinner and beverages, but there is no purchase price for the ticket. The ticket may be accepted (see part 5 in relation to any gift disclosures required).
 - d) Where the Shire President or the CEO performs a function at the event, providing adequate consideration, or partial consideration for the ticket, the ticket may be accepted, (see part 5 in relation to any gift disclosures required where there was partial consideration for the ticket).
 - e) Where the ticket is offered at a discounted rate, the ticket may be paid for by the Shire administration if adequate funding is available in the budget (see part 5 in relation to any gift disclosures required for the discount received).
 - f) Where the ticket requires payment: the ticket may be paid for by Shire administration, if adequate funding is available and with prior approval of the CEO; or
 - g) Councillor may pay for the ticket and request a reimbursement of the expense in accordance with the Councillor Entitlements Policy, if adequate funding is available and with prior approval of the CEO.
- 2.6. In relation to attendance at pre-approved events in accordance with parts 2.1-2.4 above, the following applies in respect to payment of expenses associated with attendance:
- a) The Shire may pay reasonable expenses associated with attendance by the CEO or Councillor, such as travel and accommodation expenses, within the expenditure limitations prescribed in the current Determination of the Salaries and Allowances

Tribunal on Local Government Chief Executive Officers and Elected Members under the Salaries and Allowances Act 1975: section 7B ('Determination'), if adequate funds are available in the allocated budget. Accommodation expenses will only be paid for events outside of the Shire.

- b) The Councillor may seek reimbursement of reasonable expenses associated with attendance, (such as travel and accommodation expenses), in accordance with the Councillor Entitlements Policy and Determination, if adequate funding is available in the budget. Accommodation expenses will only be reimbursed for events outside of the Shire.
- 2.7. If the CEO or Councillor is invited to attend an event that is not a pre-approved event under part 2.1-2.4 above, or are not authorised to attend the event under part 2.1-2.4 above, then:
- a) the CEO or Councillor can request approval to attend the event in accordance with part 3 below; or
 - b) pay for the ticket to attend the event at own expense.

3. Attendance at events requiring approval

- 3.1. Attendance by a Councillor or the CEO at an event which is not a pre-approved event under parts 2.1-2.4 above, must be determined by Council in the case of a Councillor's attendance, or the Shire President in the case of the CEO's attendance at the event.
- 3.2. Key factors for consideration include:
 - a) Who is providing the ticket to the event.
 - b) The location of the event in relation to the Shire.
 - c) The role of the Councillor or CEO when attending the event (participant, observer, presenter) and the value of their contribution.
 - d) The benefit to the community in the Councillor or CEO attending the event.
 - e) The benefit to the organisation in the Councillor or CEO attending event.
 - f) Alignment to the Shire's strategic objectives.
 - g) Whether the event is funded by the Shire.
 - h) The number of invitations / tickets received.
 - i) The cost to attend the event (if any) and any other expenses such as travel and accommodation.
 - j) Whether there is a personal benefit to the CEO or Councillor in attending the event, for example if food and alcohol included, or if the benefit is primarily for entertainment.
 - k) The likely community perception of the CEO or Councillor attending the event.
 - l) Whether the ticket can be paid for to avoid the acceptance of a gift and risk of influenced (or perception of influenced) decision-making.

3.3. Approval is required in respect of:

- a) Attendance at the event by a Councillor or the CEO.
- b) Whether the ticket is accepted as a gift, or is paid for by the Shire.
- c) Whether the Shire pays or contributes to associated expenses such as travel or accommodation.

4. Partners

Partners of Councillors and CEO are permitted to attend events in support of their partner, with the additional value and /or cost of attendance to be taken into consideration of the Councillor or CEO's attendance of events, in compliance with this policy.

5. Disclosure requirements relating to tickets accepted as gifts

5.1. Where, in accordance with part 2 and 3 of this Policy, the CEO or Councillor has accepted:

- a) a ticket free of charge where members of the public are required to pay;
- b) a ticket where a benefit is received, such as dinner and beverages, but there is no purchase price for the ticket;
- c) a ticket at a discounted rate; or
- d) a ticket where they have provided partial consideration in money's worth through the performance of a function at the event;

and the value of the benefit received is over \$300 (or is one of a series of gifts received by the same donor in a 12 month period over the value of \$300), the CEO or Councillor is required to make a gift disclosure under the gift provisions s5.87A and 5.87B. The disclosure will be published on the gift register on the Shire's website (s5.89A LGA).

5.2. In accordance with part 4.1(b) above, where a Councillor or the CEO has accepted a ticket for their partner to attend an event where a benefit is received, such as dinner and beverages, but there is no purchase price for the ticket and the ticket for the partner cannot be purchased by the CEO or Councillor, then if the total value of the benefit received by the CEO/Councillor and partner is over \$300 (or is one of a series of gifts received by the same donor in a 12 month period over the value of \$300), the CEO/Councillor is required to make a gift disclosure under the gift provisions s5.87A and 5.87B. The disclosure will be published on the gift register on the Shire's website (s5.89A LGA).

5.3. The gift disclosure by a Councillor must be made to the CEO (or Shire President in the case of the CEO disclosing the gift) within 10 days of the Councillor or CEO receiving the ticket, and is to include, under s5.87C LGA:

- a) a description of the gift;
- b) the name and address of the person who gave the gift;
- c) the date on which the gift was received;
- d) the estimated value of the gift at the time it was made; and
- e) the nature of the relationship between the person who made the gift and the person who received it.

- 5.4. A ticket is excluded from the conflict of interest provisions if attendance to the event has been approved in accordance with this Policy (s5.62(1B) LGA). The Councillor or CEO is not required to complete a disclosure of interest if the donor has a matter before Council.

1.11 Risk Management Policy

Section:	Members of Council
Date Adopted:	
Document Control:	
Previous Policy Number:	Council Policy 1.14

POLICY OBJECTIVES

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

POLICY STATEMENT

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

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

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

POLICY STATEMENT

The following points provide detail on the objective specifics:

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

KEY POLICY DEFINITIONS

Risk: Effect of uncertainty on objectives.

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

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

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

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

ROLES & RESPONSIBILITIES

The CEO is responsible for the:

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

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

RISK ASSESSMENT AND ACCEPTANCE CRITERIA

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

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

MONITOR & REVIEW

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

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

RISK ASSESSMENT AND ACCEPTANCE CRITERIA

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

Shire of Yilgarn Measures of Consequence

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

Measures of Likelihood			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances (>90% chance)	More than once per year
4	Likely	The event will probably occur in most circumstances(>50% chance)	At least once per year
3	Possible	The event should occur at some time(20% chance)	At least once in 3 years
2	Unlikely	The event could occur at some time(<10% chance)	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances(<5% chance)	Less than once in 15 years

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

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

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

2 BUSHFIRE

2.1 Bush Fire Advisory Committee Policy

Section:	Bushfire
Date Adopted:	
Document Control:	
Previous Policy Number:	Bushfire Policy 2.4

OBJECTIVE:

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

OPERATIONAL GUIDELINES

Name

Shire of Yilgarn Bush Fire Advisory Committee.

Governing Legislation

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

Membership

Membership consist of:

VOTING MEMBERS:

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

If dual positions, only one vote per individual.

NON-VOTING MEMBERS:

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

Vision

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

Terms of Reference

- Continue to review current fire-fighting practices to improve operational effectiveness.
- Ensure that all fire-fighting appliances are in a state of operational readiness.
- Improve communication and co-ordination in fire-fighting activities.

- Promote fire safety to the community through public education and involvement.
- Continue to review and upgrade plans and other key documents
- Continue to improve the command and control of incidents.
- Continue to support and encourage volunteer participation.
- Continue to work in partnership with other organisations.
- Support and promote the safety and health of volunteers.
- Develop and implement training structures, systems and procedures in conjunction with DFES to support the community.
- Provide support and guidance to Bush Fire Brigades in the Shire of Yilgarn.

Meetings

ANNUAL GENERAL MEETING

The Annual general Meeting is to be held in April.

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

Note: The chairperson shall be the CBFCO

COMMITTEE MEETINGS

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

QUORUM

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

VOTING

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

MINUTES

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

MEETINGS

Meetings shall be generally open to the public.

MEMBERS INTEREST TO BE DISCLOSED

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

SECRETARIAT

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

CHAIRPERSON

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

MEETING ATTENDANCE FEES

Nil

DELEGATED AUTHORITY

Nil

3 Finance

3.1 Surplus Funds Investment

Section:	Finance
Date Adopted:	
Document Control:	
Previous Policy Number:	Finance Policy 3.2

POLICY:

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

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

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

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

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

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

PROCESS:

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

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

3.2 Resourcing Employee Entitlements

Section:	Finance
Date Adopted:	
Document Control:	
Previous Policy Number:	Finance Policy 3.3

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

The value of this Reserve must mirror the value of:

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

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

3.3 Reserve Portfolio Rationale

Section:	Finance
Date Adopted:	
Document Control:	
Previous Policy Number:	Finance Policy 3.4

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

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

3.4 Purchasing and Tendering

Section:	Finance
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Finance Policy 3.5

1. PURCHASING

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

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

1.1 OBJECTIVES

The Shire’s purchasing activities will achieve:

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

1.2 ETHICS & INTEGRITY

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

1.3 VALUE FOR MONEY

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

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

1.3.1 Assessing Value for Money

Assessment of value for money will consider:

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

1.4 PURCHASING THRESHOLDS AND PRACTICES

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

1.4.1 Policy Purchasing Value Definition

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

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

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

1.4.2. Purchasing from Existing Contracts

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

1.4.3. Table of Purchasing Thresholds and Practices

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

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

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

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

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

1.4.4 Exemptions

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

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

1.4.5 Inviting Tenders Under the Tender Threshold

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

This decision will be made after considering:

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

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

1.4.6 Other Procurement Processes

1.4.6.1 Expressions of Interest

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

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

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

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

1.4.6.2 Request for Proposal

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

1.4.7 Emergency Purchases

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

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

1.4.8 Sole Source of Supply

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

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

A sole source of supply arrangement will only be approved for a period not exceeding

three (3) years. For any continuing purchasing requirement, the approval must be re-assessed before expiry to evidence that a Sole Source of Supply still genuinely exists.

1.4.9 Anti-Avoidance

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

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

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

1.5 Variations

A variation to goods and services sought via tender, may occur only in the following circumstances:

- If, after the invitation of tenders and a successful tenderer has been chosen, but before a contract has been executed, a minor variation may be undertaken without again inviting tenders. A "minor variation" is defined as a variation that the local government is satisfied is minor having regard to the total goods or services that tenderers were invited to supply
- If a local government has entered into a contract for the supply of goods or services with a successful tenderer, the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract.
- If a local government has entered into a contract for the supply of goods or services with a successful tenderer, the variation is a renewal or extension of the term of the contract.

Variations for contracts not awarded for by tender, are to be undertaken in compliance with the Local Government Act and relevant subsidiary legislation, taking into account total contract value increases in relation to purchasing and tendering thresholds of this policy.

2. SUSTAINABLE PROCUREMENT

2.1 LOCAL ECONOMIC BENEFIT

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

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

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

2.2 PURCHASING FROM DISABILITY ENTERPRISES

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

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

2.3 PURCHASING FROM ABORIGINAL BUSINESSES

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

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

A qualitative weighting will be used in the evaluation of quotes and tenders to provide

advantages to businesses registered in the current Aboriginal Business Directory WA, in instances where not directly contracted.

2.4 PURCHASING FROM ENVIRONMENTALLY SUSTAINABLE BUSINESSES

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

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

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

3. PANELS OF PRE-QUALIFIED SUPPLIERS

3.1 OBJECTIVES

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

Part of the consideration of establishing a panel includes:

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

3.2 ESTABLISHING AND MANAGING A PANEL

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

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

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

Evaluation criteria will be determined and communicated in the application process by

which applications will be assessed and accepted.

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

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

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

3.3 DISTRIBUTING WORK AMONGST PANEL MEMBERS

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

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

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

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

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

3.4 PURCHASING FROM THE PANEL

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

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

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

4. PURCHASING POLICY NON-COMPLIANCE

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

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

Where a breach is substantiated it may be treated as:

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

5. RECORD KEEPING

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

3.5 Regional Price Preference

Section:	Finance
Date Adopted:	
Document Control:	
Previous Policy Number:	Finance Policy 3.5(A)

OBJECTIVES

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

POLICY

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

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

Stipulated Area

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

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

Stipulated Area

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

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

Stipulated Area

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

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

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

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

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

3.6 Recovery of Fines and Costs from Sundry Debtors

Section:	Finance
Date Adopted:	
Document Control:	
Previous Policy Number:	Finance Policy 3.7

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

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

Recovery Actions include:

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

3.7 Use of Council Credit Card

Section:	Finance
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Finance Policy 3.8

PURPOSE:

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

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

POLICY PROVISIONS:

A credit card shall only be issued by the Shire where there is a clear business case to support the use of the credit card in specified circumstances.

A business case to support the issue of a Council credit card shall be made in writing to the Chief Executive Officer who may approve or not approve this at his or her discretion.

The limit to be assigned shall be determined by the Chief Executive Officer at the time of the approval being given and will vary dependent upon business needs in each case.

Upon approval by the Chief Executive Officer an application form issued by the relevant financial institution shall be completed and forwarded for advice to the Bank.

Council issued credit cards shall not be used to obtain cash advances.

Council issued credit cards may only be used for Council purposes. These purposes relate to business related transactions only. Council issued credit cards shall not be used for personal purchases. A tax invoice must be obtained for all business related transactions.

The Finance Section shall undertake monthly reconciliations and reviews of credit card purchases.

RESPONSIBILITIES:

These responsibilities should be read in conjunction with the policy provisions detailed above.

1. Holders of Council issued credit cards shall ensure a tax invoice is obtained for all transactions. This tax invoice must clearly state the goods and services obtained.
2. Council's Finance Manager shall provide a copy of credit card statements to the relevant cardholder on a monthly basis.
3. Holders of Council issued credit cards shall retain relevant tax invoices to be matched and reconciled against the monthly statement and returned to the Creditor Officer, for authorisation within five working days of being issued with the credit card statement.
4. Council's Creditor Officer shall undertake a monthly review and reconciliation of all credit card accounts. Any anomaly in these shall be notified to the Chief Executive Officer in

writing immediately upon he or she becoming aware of such anomaly.

5. In the event of a Council issued credit card being lost or stolen the cardholder shall immediately notify the bank and the Chief Executive Officer.
6. The Chief Executive Officer shall maintain a list of credit card holders and credit card limits, which shall be reviewed on an annual basis.
7. Credit card holders shall return the Council issued credit card and relevant tax invoices to the Chief Executive Officer immediately upon cessation of employment or relevant position with Council.
8. Credit Card Holders shall not use for personal gain the benefits of any reward scheme (i.e Fly Buys) that is attached to the Council issued credit card.
9. If a credit card holder fails to comply with the requirements of this policy then the credit card may be withdrawn and further disciplinary action may follow.
10. Employees issued with a Council credit card shall sign a copy of this policy as acknowledgement of their agreement with this policy.

PROCEDURE FOR AUTHORISATION OF PURCHASES:

The holder of a Council credit card shall reconcile the charges raised to the tax invoices held, provide a brief explanation as to the nature of the charges incurred and the appropriate cost allocation for such charge and then sign a statement to confirm that the charges raised were for business purposes. The completed and reconciled statement and tax invoices are to be returned to the Creditor Officer within five working days.

The Creditor Officer shall submit the completed and reconciled statements to the Executive Manager Corporate Services for review.

The Executive Manager Corporate Services is to submit the reviewed statements to the CEO for review and authorisation.

Credit Card transactions are to be itemised in the Monthly Account for Payments, and tabled with Council for endorsement at each Ordinary Council meeting.

FORM FOR ACCEPTANCE OF CREDIT CARD CONDITIONS OF USE

I declare that I have read and have accepted the Council policy and procedures concerning the use of a Council credit card.

.....
Credit Card Holders Name

.....
Credit Card Holders Signature

Date

3.8 Rates and Charges Recovery Policy (Including Financial Hardship Provisions)

Section:	Finance
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Finance Policy 3.9

OBJECTIVE:

The purpose of this policy is to outline the Shire of Yilgarn's process for efficient collection of outstanding rates and service charges.

1. Rates

Rates and Charges should be levied before **the end of** August in each year and are payable either in full within 35 days or by **two or** four equal instalments on the due dates as determined by Council in accordance with the regulation.

Any instalment not paid by the due date falls into arrears and is subject to interest charges. Council can take recovery action against all ratepayers with overdue rates and charges.

There will be no general distinction made for pensioners or any class of ratepayer, with each case being individually dealt with according to the circumstances. Council is aware that at different times ratepayers may experience genuine hardship in meeting rate payments and upon application suitable arrangements for the payment of rates will be considered.

PROCEDURE:

- All owners are issued with a Rates and Charges Notice under section 6.41 of the Local Government Act 1995 and where required with a Rate Instalment Notice section 6.45.
- Where rates remain outstanding 14 days after the due date shown on the Rate Notice, and the ratepayer has NOT elected to pay by the 2 or 4-Instalment option, a Final Notice shall be issued requesting full payment within 7 days.
- Rates remaining unpaid after the expiry date shown on the Final Notice will be examined for the purpose of issuing a Notice of Intention to Summons.
- Where payment still remains outstanding despite the issue of a Notice of Summons, and the ratepayer has not entered into a payment arrangement a claim will be issued for recovery.
- Where a claim has been issued and remains unsatisfied, action will be taken to pursue that Claim by whatever means, through Council's solicitors or collection agency as the case may be, to secure payment of the debt.
- Following the issue of a Claim and addition of legal costs, a reasonable offer to discharge a rate account will not be refused.
- Where the owner is resident at the property in a domestic situation, that instalment arrangement will be calculated so that the minimum repaid over a full year will equal 150%

of annual levies.

- Where the owner is non-resident or a company (i.e. the property is an investment) the maximum period over which repayment will be permitted will be three months.
- Legal proceeding will continue until payment of rates imposed is secured. This includes the issue of a Property Seizure and Sale Order against goods AND land if necessary.
- If a Property Seizure and Sale Order against land is proposed to collect outstanding rates due on a property where the owner resides, approval of Council shall be obtained before the PSSO is lodged.
- PSSO's against land will be used to collect outstanding amounts in respect to investment properties without a requirement that these be referred to Council.
- In cases where the owner of a leased or rented property on which rates are outstanding cannot be located, or refuses to settle rates owed, notice will be served on the lessee under the provisions of section 6.60 of the Local Government Act 1995, requiring the lessee to pay to Council the rent due under the lease/tenancy agreement as it becomes due, until the amount in arrears has been fully paid.

At all stages in this process from the issue of the Final Notice the opportunity to make a satisfactory payment arrangement with Council is offered prior to the commencement of legal action.

2. Sundry Debts (other than Rates and Service Charges)

This policy applies to all invoices raised in respect of non-rate and service charges debtors.

It is acknowledged that the terms of payment for each invoice may vary depending on the goods or service acquired. If the invoice is not paid by the due date, the following process will commence:

- **Final/Reminder Notice** – to be issued to the debtor alerting them to their unpaid invoice. Payment is expected within fourteen (14) days of the issue date of this Reminder Notice.
- **Review debt** - if invoice remains unpaid, a review of the circumstances will be discussed with the relevant department to ensure that the next actions are appropriate, giving due consideration to all issues which have led to the debt being overdue and unpaid.
- **Final discretionary collection action** - a friendly reminder by way of a phone call or email will be the last effort requesting immediate payment before proceeding with further legal action. If invoice remains unpaid after last effort, the case is forwarded to the Shire's debt collection agency.
- **Notice of Intention to Summons - issued** - a Demand Letter will be sent to the debtor advising that if payment is not made within fourteen (14) days of the date of the notice, then further action may be taken to recover the debt, which could involve legal action. The debtor will be advised that any additional fees incurred in recovering the debt will be passed on to the debtor.
- **Other action which may be taken**
 - The following list of actions may also be initiated against defaulting sundry debtors, who do not respond to normal requests for payment:
 - a) Commencement of Court proceedings to recover the outstanding monies;
 - b) Rescinding any seasonal hall/reserve booking licence;

- c) Refusing further hire of facilities;
- d) Request “up-front” bonds for future dealings with the Shire, which may be used to offset against the outstanding debt;
- e) Offset of any City contributions owing to the personal entity against, any outstanding debt;
- f) Report to the Council to consider cancellation of a Lease Agreement.

3. Debt – Fines, Prosecutions and Infringements

Should a debtor fail to pay within the initial 28 day period, the following debt collection process will commence;

- **Reminder Notice** - the debtor’s information is collected through the Department of Transport and a reminder notice is issued allowing a further 28 days to pay.
- **Demand letter** - a final demand is issued along with an additional late fee. The Shire will allow a further 28 days to pay.
- **Other action which may be taken** - failure to pay results in the infringement being forwarded to the Fines Enforcement Registry (FER) for collection along with an additional collection fee. There are serious consequences for not paying fines and infringements in WA, including driver's licence suspension, vehicle immobilisation, vehicle licence cancellation and seizure and sale of your property.

4. Application for Special Payment Arrangement

Persons experiencing difficulties in paying their debts, excluding rate debts (see Section 1), by the specified date, can apply to the Shire to enter into a Negotiated Special Payment Arrangement.

Applicants are required to provide sufficient documentation regarding their financial position to support their application.

Where a debtor defaults on their arrangement, legal action will commence to collect the outstanding debt.

5. Interest on Overdue Monies

Interest may be calculated on the total outstanding debt once it has exceeded the due date.

The rate of interest imposed is that as determined by the Council as prescribed in the Annual Budget and in accordance with Section 6.13 of the Local Government Act 1995.

6. Financial Hardship Provisions

The Shire provides guidance and support to ratepayers experiencing financial hardship. An applicant will be considered to be in financial hardship if paying rates and service charges will affect their ability to meet basic living needs.

The Shire may:

- a. Identify ratepayers in financial hardship.
- b. Establish a payment plan if the ratepayer needs flexibility with paying rates or debts.
- c. Waive interest and additional charges.

- d. Suspend debt recovery while assessing the financial hardship application and if the ratepayer complies with the payment plan agreed with the Shire
- e. Always maintain confidential communication.
- f. Assist the ratepayer to connect with financial support services provided by Federal and State Government agencies.

The Shire's financial hardship provisions are reviewed annually.

8. Complaints Process

In the event of an Applicant being dissatisfied with the Shire's decision, they may request a review by the Chief Executive Officer

If the complaint is in relation to charges associated with the provision of sewer and water, the complainant may contact the Energy and Water Ombudsman.

3.9 Use of Shire Facilities by Service Providers

Section:	Finance
Date Adopted:	
Document Control:	
Previous Policy Number:	Finance Policy 3.10

To encourage service providers such as Chiropractors, Podiatrists, Physiotherapists and Veterinarians to provide a service in the Shire of Yilgarn, Shire buildings required for the delivery of such services will be made available free of charge.

3.10 Timely Payment of Suppliers

Section:	Finance
Date Adopted:	
Document Control:	
Previous Policy Number:	Finance Policy 3.11

OBJECTIVES

The primary objective is to ensure the timely payment of suppliers to assist with the continued viability of businesses in Western Australia and to help small businesses in particular to manage cash flow and administrative costs.

DEFINITIONS

The following are definitions that may be used as part of this policy:

“**Local Supplier**” means a supplier located within the Shire of Yilgarn.

“**Shire**” means the Shire of Yilgarn.

POLICY

The Shire will ensure that all duly authorised supplier invoices will be paid on the following basis:

1. Supplier payments will be made on a fortnightly basis primarily on the Friday of the week prior to the Shire’s Payroll payments.
2. All duly authorised and processed supplier invoices will be paid in the next supplier payment run, irrespective of the terms of trade of the supplier.
3. Special and/or ad-hoc supplier payment run’s may be carried out to ensure the payment of supplier invoices within supplier terms of trade.
4. In the event of periods of restricted cash flows or low availability of cash, the payment of local suppliers will take precedent over suppliers not based within the Shire, however all efforts are to be made to pay all suppliers within their individual terms of trade.
5. Supplier invoice authorising procedures are to inform this policy.

3.11 Discretionary Capital Expenditure – Business Case

Section:	Finance
Date Adopted:	
Document Control:	
Previous Policy Number:	Finance Policy 3.13

That any Discretionary Capital Expenditure items exceeding \$100,000 listed in annual Budgets (excluding road construction and maintenance expenditure) must be accompanied by an adequate Business Case to assist Council in determining the relevance of the expenditure.

The requirement of a documented Business Case will ensure that Councillors are making sound judgements on expenditure in excess of the \$100K amount.

3.12 Supplier Onboarding

Section:	Finance
Date Adopted:	
Document Control:	
Previous Policy Number:	Finance Policy 3.14

OBJECTIVES

The primary objective of this policy is to ensure that new suppliers are properly vetted prior to any purchase orders being issued in order to effectively safeguard Council against the risk of fraudulent transactions.

STATEMENT

This supplier onboarding policy has been designed to work with Council's current software's capabilities, whilst giving staff with purchasing authority sufficient flexibility to operate as normal without being constrained by onerous compliance requirements.

POLICY

The Shire will action requests for new suppliers before entering the supplier to the Shire's accounting software and generating any purchase orders, as follows:

1. Acquire a quote for the work required in accordance with *Council's Policy no 3.5, Purchasing and Tendering*
2. Upon acceptance of the quote, obtain a signed 'new supplier' form from the proposed supplier, which at a minimum must contain:
 - a. the entities' legal name
 - b. the entities' basic contact information
 - c. the name and number of a specific contact person
 - d. the entities' banking details
3. Have administration staff independently verify the details provided on the new supplier form
4. The completed new supplier form and all documentation in relation to the sought quote is to be reviewed and signed off for authenticity by:

Staff member initiating new supplier onboarding	Requisite authorization
Any staff not designated as senior employees**	A senior employee or the CEO
Senior employees	CEO
CEO	The relevant senior employee, based on the nature of the purchase

Following a new supplier being vetted, and a purchase order being issued, the Shire will not make any EFT payment to a new supplier until:

1. The supplier confirms their bank information, as noted on the new supplier form, with the Shire's third-party payee verification software provider
2. All documentation, and all relevant details that have been input into the Shire's accounting system in order to process the proposed payment, have been reviewed and signed off on by a manager unassociated with the purchase.

If a supplier is unable or unwilling to verify their banking details with the Shire's third-party verification software provider, they may be paid only by cheque.

**the Shire's senior employees are defined in *Council's Operational Policy and Procedures Manual* as being:

- **Executive Manager Corporate Services**
- **Executive Manager Infrastructure**

4 Engineering

4.1 Crossovers

Section:	Engineering
Date Adopted:	
Document Control:	
Previous Policy Number:	Engineering Policy 5.1

Council will subsidise one standard crossover per lot to the landowner who applies in writing and will pay the subsidy as listed or 50% of the cost of the standard crossover, whichever is the lower. This subsidy shall be applied only if the crossover is constructed in accordance with these specifications and is based on being 50% of the cost of a crossover to the minimum dimensions. Additional work (width, length, material) shall be at the sole expense of the landowner.

Payment of the subsidy shall be as per the following table and be reviewed annually.

<u>Crossover type</u>	<u>Subsidy</u> (GST exc)
Urban Residential - sealed surface to sealed road – no culvert	\$900
Urban Residential - sealed surface to sealed road – culvert	\$1,400
Urban Commercial/Industrial – no culvert	\$1,000
Urban Commercial/Industrial – culvert	\$2,000
Rural - Gravel surface to gravel road – noculvert 50 % of actual cost, estimated by the Executive Manager Infrastructure	
Rural - Gravel surface to gravel road – culvert 50 % of actual cost, estimated by the Executive Manager Infrastructure	

Note: A sealed surface may consist of sprayed bitumen, asphalt, concrete or brick paving.

Payments

Payments shall be made after completion of all works and inspection by a Council officer, confirming compliance with Council's requirements.

MAJOR UPGRADES:

When major footpath upgrades are carried out, one standard crossover of that same material shall be installed at no cost to the residential landowner.

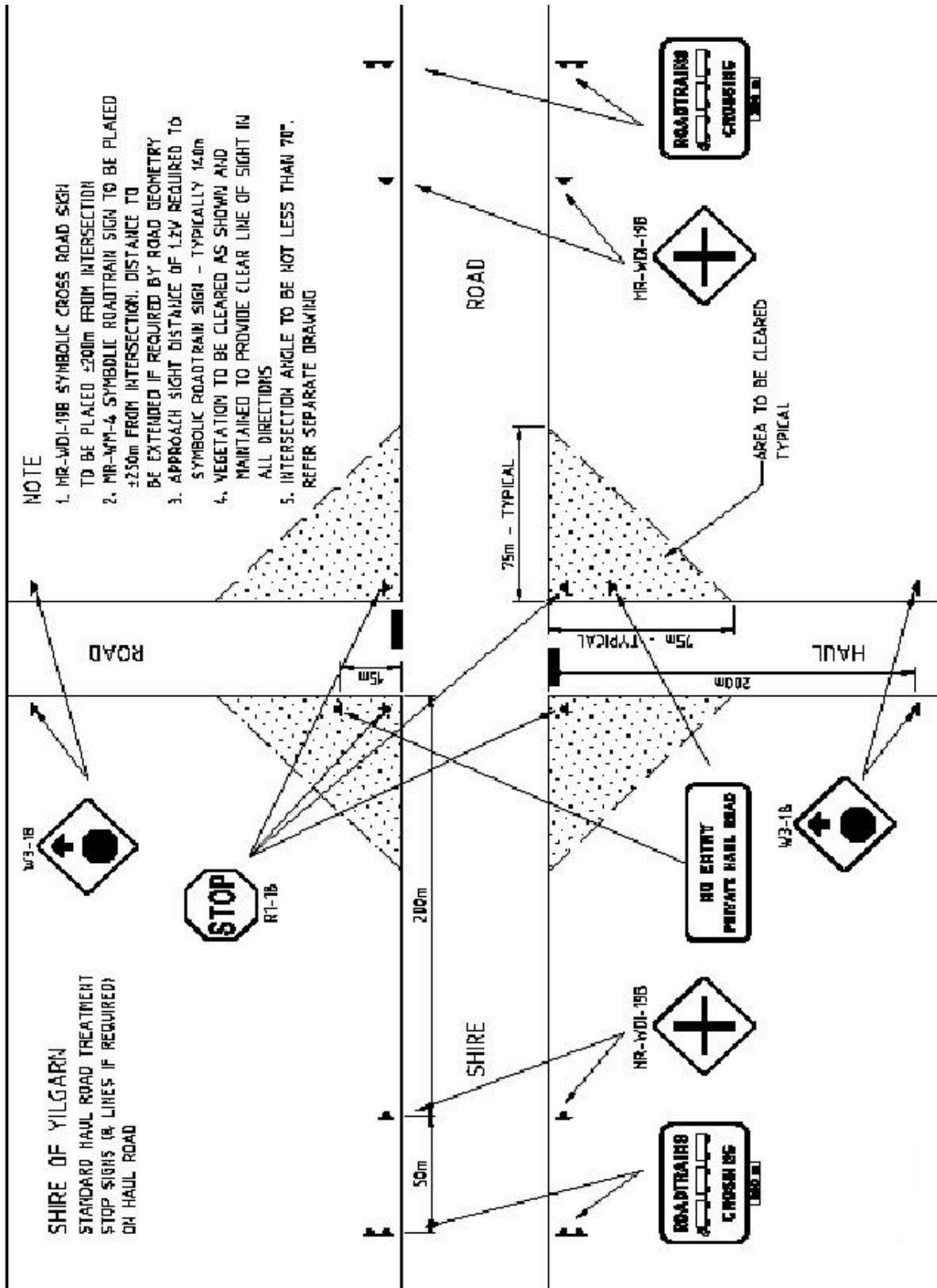
4.2 Traffic Intersection Management Plan (Private Haul Roads Intersecting with Roads Under Council Control)

Section:	Engineering
Date Adopted:	
Document Control:	
Previous Policy Number:	Engineering Policy 5.5

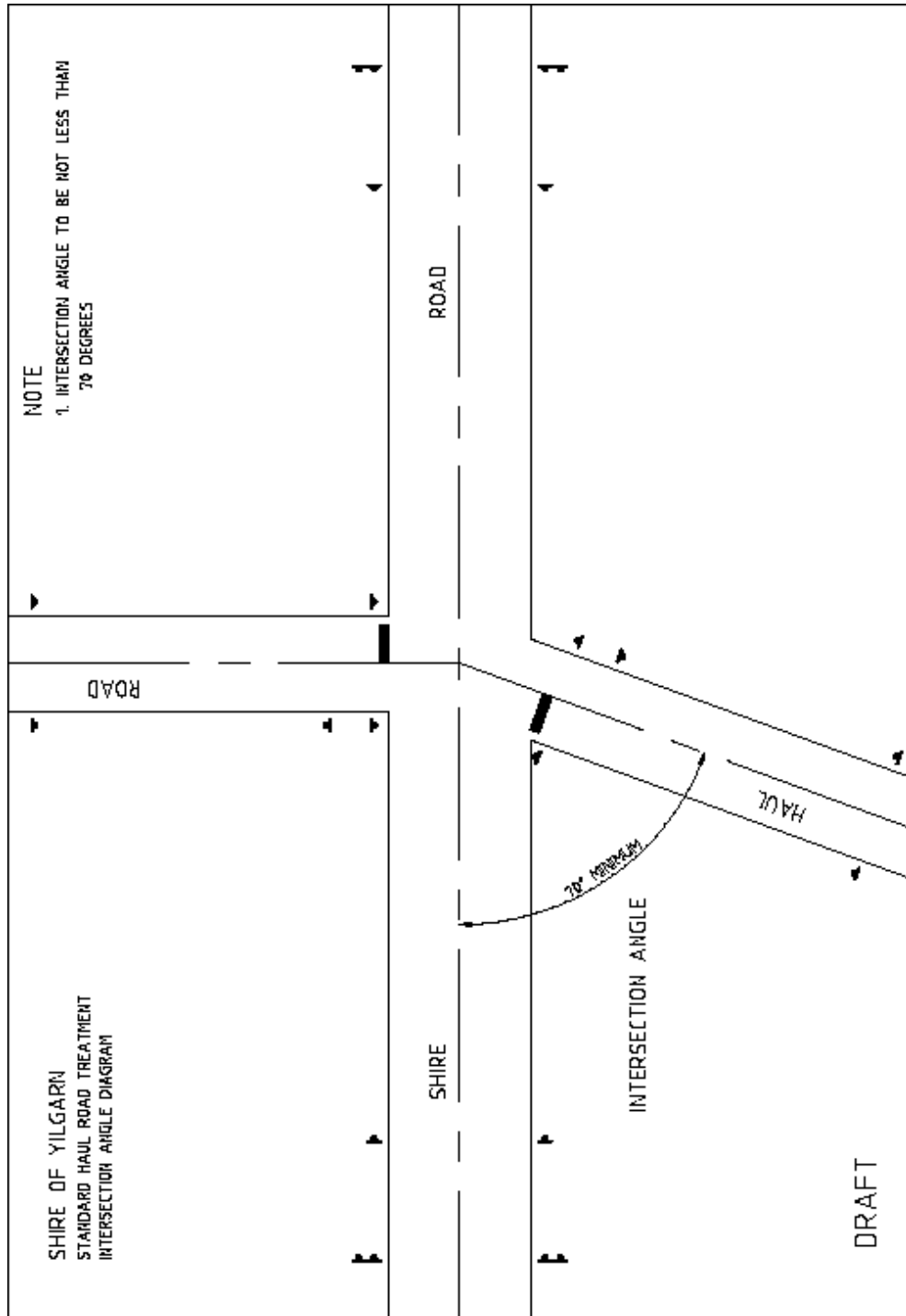
The following provisions may apply in respect to applications, however all applications are to be treated on their merits –

1. The applicant will require that all vehicles and operators of such vehicles routinely using the haul-road will be licensed in accordance with Department for Transport requirements. The applicant may infrequently seek to pass unlicensed vehicles across the intersection, but will only do so after obtaining any necessary permits, and will comply with all conditions imposed.
2. The intersection signage, geometry, and sight distance criteria will be maintained continuously.
3. The intersection will be inspected daily by the applicant and/or approved contractor personnel. The inspection will be documented and records of the inspection maintained. The inspection will identify any non-conformances against the criteria outlined in (2) above. Records will be forwarded to the Shire on a monthly basis.
4. The applicant, through its haulage contractors, will maintain to a high standard the intersection road surfaces and associated drains and signage at its cost. The standard maintained will allow safe passage of traffic which complies with signage on both affected roads. The applicant will liaise with Shire staff in relation to maintenance of all Council controlled roads approaching haul road intersections, and will, subject to on-going approval of the Shire, maintain the approaches for 250 metres from the commencement of the signage either side of the haul road.
5. The applicant will liaise regularly with the Shire to discuss and resolve any issues arising from the use of the roads.
6. The applicant will monitor dust generation 250 metres each side of the haul road and undertake watering if required. Saline water is prohibited on Council controlled roads.
7. The applicant, generally through its haulage contractor, will ensure that all haul road users are properly inducted, and receive specific instruction in relation to the haul road intersections.
8. Council in consultation with the applicant has the right to withdraw approval of haul roads crossing public roads under Council control if the above conditions are not adhered to.
9. Where appropriate, on haul roads crossing a Council road reserve, the provision of adequate lighting towers for night time operation be placed as an additional condition upon the applicant.

Attachment 1 – Sign description and layout



Attachment 2 – Intersection Angles



4.3 Roadside Memorials

Section:	Engineering
Date Adopted:	
Document Control:	
Previous Policy Number:	Engineering Policy 5.6

That Council adopts Main Roads Western Australia's "Roadside Memorials Policy and Guidelines" as its Policy when receiving applications for the erection of memorials on Council controlled roads, subject to –

- Removal of any obligation on Council to provide or subsidise the materials, plants etc., used in any memorial; and
- The removal of the memorial after a period of 5 years.

5 General Administration

5.1 Council Operated Standpipes / Mt Hampton Dam and Dulyalbin Tank Facilities

Section:	General Administration
Date Adopted:	
Document Control:	
Previous Policy Number:	General Administration Policy 6.2

COUNCIL OPERATED STANDPIPES:

1. That Council abides by Water Corporation By-laws on water usage from standpipes being for the purposes of Drought Relief, Fire Fighting purposes and Remote Farms Water Supplies (domestic and stock).
2. In relation to use of water from standpipes for commercial usage, e.g. Spraying purposes, drilling companies, etc, Council continues to charge users at the appropriate rate. However, Council also encourages this practice to discontinue as Water Corporation water rates eventually will determine this usage.
3. That Council encourages all users of standpipes to provide their own water supplies where possible and that Council continually monitors the water usage from standpipes.
4. That Council maintains a card access controller or handwritten record book for the honest recording of water usage and purpose by landholders at each standpipe. Users are to be charged in accordance with the fees and charges set by Council and this policy.

STANDPIPE CONTROLLERS

1. Standpipes with card access controllers, are only accessible by individuals and companies who have been pre-approved and issued with one or more access cards;
2. Standpipe controllers are installed at the following standpipes: Beaton Rd, Garrett Rd, Koolyanobbing Rd, Bullfinch, Perilya, Moorine Rock, Noongar, Bodallin, Gatherer and Marvel Loch;
3. There are two types of standpipes available to the public in the Shire, being Low-Flow with a 25mm meter or less, or High-Flow, with a 40mm meter or higher. The rate per Kilolitre of water is dependent on the type of standpipe the water is taken from, with Low-Flow charged at a subsidised rate, and the High-Flow charged at a commercial rate, in line with the charge per Kilolitre applied by Watercorp. The rate per Kilolitre is set by the annual fees and charges;
4. Cards can either be pre-paid or post-paid. Post-paid accounts must have a direct debit set up with the Shire;
5. In the event a swipe card controller is not in operation at a standpipe, the honour book

system will be utilised, with the amount deducted manually from the domestic users pre-paid card, or added to the relevant post-paid charges, as appropriate;

6. New or replacement cards will be at the cost of the user, unless stipulated otherwise by this policy. The fee is set by the fees and charges;
7. Application forms are available from the Shire administration office; and
8. In the event of bushfire or other emergency the standpipe controller will be switched to manual, either in person or remotely, to avoid delays in obtaining water for fire fighting or other relevant emergency.

DOMESTIC WATER ACCESS CARDS

Individuals or organisations residing on rural farming properties are eligible to apply for a domestic water access card for use on access controlled standpipes.

The following conditions apply:

1. One domestic card issued, upon application, per inhabited dwelling located on a rural farming lot;
2. No fee will be charged for applications for domestic use cards, however replacement cards will be charged as per the current fees and charges;
3. Sufficient credit to withdraw 400 Kilolitres of water at the Low-Flow rate, as set by the fees and charges, will be applied to each domestic card issued;
4. Domestic users are encouraged to utilise the Low-Flow standpipes for their domestic water, however, should they access water via a High-Flow standpipe with a domestic card, the water will be charged at the High-Flow rate;
5. Upon 1st July each year, each domestic card will be credited with the funds required to withdraw 400 Kilolitres of water at the Low-Flow rate, set for that year; and
6. Funds remaining on the card at 30th June will not be rolled over into the next financial year.

MT HAMPTON DAM AND DULYALBIN TANK FACILITIES:

The primary use of water from the Mt Hampton Dam and Dulyalbin Tank is for the purposes of Drought Relief, Fire Fighting and Remote Farm Water Supplies (domestic and stock use), other purposes are to be authorised by the CEO. It is acknowledged that water is extracted from these water supplies for spraying purposes.

Users will be required to record such usage in the record books provided at the facilities.

Appropriate signage will be installed at both facilities informing users of their obligations.

5.2 Complaints Handling

Section:	General Administration
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	General Administration Policy 6.3

Objectives

The objectives of this policy are:

- To develop a structured systematic approach to dealing with complaints received by the Shire of Yilgarn from external persons.
- To assure the community that complaints may be made without fear of recrimination and that all complaints will be promptly dealt with and a (written if required) response will be given setting out the answer to the complaint providing reasons, where appropriate.
- To have complaints dealt with efficiently by an appropriate Officer with minimal referral.

Policy

- The Shire of Yilgarn recognises the right of its customers to make complaints about services or service delivery, and will make it a priority to address those complaints and rectify unsatisfactory consequences.
- The Council and its staff will be open and honest in its dealings with customers, and will explain in “plain English” why, for legislative/legal reasons, cost constraints or some other matter beyond its control, it is unable to act in accordance with a complainant’s request.
- The Council recognises that good complaints handling is an integral part of customer service and provides an effective way of reviewing performance and monitoring standards.

Guidelines

- Any person or their representative can lodge a complaint.
- Complaints will be accepted in writing, in person, by email or by telephone. If a verbally received complaint relates to a third party or alleges a criminal offence, corruption or other serious matter, the receiving officer is to advise the complainant that the matter must be submitted in writing.
- Complainants are to be advised that anonymous complaints may not be processed as it is possible that they may be mischievous or vexatious. The receiving officer is to provide all relevant detail obtained from anonymous complainant, and provide to CEO or Executive manager for consideration.
- Complaints that are to be dealt with under this policy include, but are not necessarily limited to, expressions of dissatisfaction regarding;
 - a) decisions made by Council or staff;
 - b) inappropriate behaviour of staff or members such as rudeness, discrimination or harassment;
 - c) the standard of works or services provided by Shire.
 - d) the standard or condition of a facility provided by Shire.
 - e) failure of Council to comply with the Local Government Act, Council policies, Council’s local laws

and other laws administered by Council.

- The following issues shall not be regarded as complaints and shall not be dealt with under this policy:
 - a) requests for services;
 - b) requests for information or explanations of policies and/or procedures;
 - c) the lodging of a formal objection or appeal in accordance with the Local Government Act and other Acts or in accordance with Council policies or standard procedures;
 - d) the lodging of a submission in response to an invitation for comment.
- Complaints regarding elected members are to be directed to the CEO and Shire President. The CEO is responsible for the initial investigation and administrative responses. Matters that may require disciplinary action are to be referred to the Shire President and dealt with under the Council's Code of Conduct.
- Complaints from Councillors, the Ombudsman, the Local Government Department or from Members of Parliament shall be referred to, and dealt with by, the CEO unless the complaints relates to the CEO whereupon the complaint will be dealt with by the Shire President.
- When any complaint is made it shall be forwarded to the CEO, who may delegate the matter to an appropriate Officer.
- Where a complaint cannot be dealt with in a timely manner the complainant is to be advised of the reasons why and advised of the expected time frame.
- All complaints will be responded to by the CEO or relevant officer.
- Where a complaint has been investigated and found to be justified, the CEO or relevant officer who dealt with the complaint will ensure that the remedy is carried out, will advise the complainant that the Shire does acknowledge substance in the complaint and the specific action that will be taken by the Shire to respond to the circumstances of the complaint.
- The CEO shall establish and maintain an appropriate central record of all complaints.



Service Complaint

(Issues with ShireService)

This form can be used for an expression of dissatisfaction with the Council's policies, procedures, fees & charges, employees, its contractors or agents or the quality of the services and/or works it provides.

It is important to note that a complaint is not the same as a request for service, a request for information, an inquiry seeking clarification of an issue or seeking a review of a Council or Council Officer's decision or conditions relating to a decision.

Name of Complainant/s:

Address in Full:

Phone

Email:

Complaint:

Preferred Solution:

Complainants' Signature:

5.3 Assistance to State Representatives

Section:	General Administration
Date Adopted:	
Document Control:	
Previous Policy Number:	General Administration Policy 6.4

Residents of the Shire who are selected to represent the Shire or the State in national competition are eligible for a council contribution towards expenses of up to \$500.

The resident is required to put forward a written request for the financial assistance to Council attaching verification of being selected as a state representative.

5.4 Community Engagement Policy

Section:	General Administration
Date Adopted:	
Document Control:	
Previous Policy Number:	General Administration Policy 6.7

DEFINITIONS

Community – those who live, work or recreate in the Shire of Yilgarn.

Community engagement – is any process “that involves the public in problem solving or decision-making and uses public input to make decisions”. (IAP2)

Community engagement may refer to a range of interactions of differing levels of engagement between the Shire and the community, including;

- Information sharing processes, to keep the community informed and promotes understanding.
- Consultation processes, to obtain feedback.
- Involving community members consistently throughout the process to ensure community concerns and aspirations are understood and considered.
- Collaborating with community members in each aspect of the decision making process.
- Empowering the community.

The Shire of Yilgarn is committed to strengthening the Shire through effective community engagement to share information, gather views and opinions, develop options, build consensus and make decisions.

Community engagement assists the Shire of Yilgarn to provide good governance and strong leadership, delivering better decisions to guide the Shire’s priorities into the future.

This policy does not negate the requirement of the Shire to comply with statutory obligations.

The following principles apply to community engagement undertaken by the Shire of Yilgarn;

Focus and commitment	1	The purpose of each community engagement will be clearly scoped to determine how the engagement will add value to the Shire's decision-making process.
	2	Each community engagement will be planned to clarify the level of influence the participants will have over the decision they are being invited to comment on or participate in. The person or body who is responsible for the final decision will be notified.
	3	The Shire is genuinely open to engaging with the community and committed to using a range of appropriate engagement methods.
Transparency and openness	4	All community engagement processes will be open and transparent.
	5	Comment will be documented and analysed.
	6	The Shire will seek to understand the concerns and interests of all stakeholders and provide opportunities for participants to appreciate each other's perspectives.
Responsiveness and feedback	7	The Shire will advise participants of progress on issues of concern and provide feedback in a timely manner on the decision made and the rationale for the decision will be communicated where necessary.
	8	The best interest of the community will prevail over the individual or vested interests.
Inclusiveness, accessibility and diversity	9	Persons or organisations affected by or who have an interest in a decision will have an opportunity to participate in the community engagement process.
	10	Community engagement process will be open to all those who wish to participate.
Accountability	11	The Shire will seek community engagement to enhance its decision-making, however, where the Shire is responsible and accountable for a given matter, it will accept its responsibility to make the final decision and provide leadership.
Information	12	Appropriate, accessible information will be available to ensure participants are sufficiently well informed and supported to participate in the process.
Timing	13	Community engagement will be undertaken early enough in the process to ensure that participants have enough time to consider the matter at hand and provide meaningful feedback.
	14	All engagement processes will have timeframes that will be made clear to participants and adhered to by the Shire.
Resources	15	The Shire will allocate sufficient financial, human and technical resources to support community engagement.
Evaluation	16	The Shire will monitor and evaluate processes to ensure the engagement being undertaken is meeting planned outcomes.

5.5 Community Funding Program

Section:	General Administration
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	General Administration Policy 6.9

Objectives

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

Eligibility

- Funding is available for activities which will provide benefits directly/in-directly to the people of the Shire of Yilgarn.
- Only non-profit community organisations operating within the Shire of Yilgarn are eligible to apply.
- Organisations who have failed to acquit funds in the previous financial year will not be eligible for the future rounds of the funding program until the acquittal is received..

Categories

- Essential equipment/capital items (up to \$2,000) Types of equipment:
 - Ground maintenance equipment
 - Sporting equipment
 - Office equipment
 - Minor plant equipment
- Community / Sporting Event related Expenses (up to \$2,000)

Funding is available for event related expenses to help cover for, but not limited to, guest speakers, facilitators and other event hire costs. Written quotes must be provided at the time of application.

- Training & Travel Assistance for local officials/office bearers (up to \$500)

Funding is available to officials and/or office bearers of community organisations who are required to attend regional / state association organised seminars / courses/ meetings as part of their duties. Knowledge gained at these activities must then be used to assist the local community organisation in its continued development.

General Conditions

- Any improvements or additions made to Council assets require the written approval of the Shire
- Applications must be lodged and approved by the Shire of Yilgarn before the intended project begins
- Funds must be claimed by 30 June in the financial year in which they are assigned

Council Policy Manual

- Any variation to the project cost after approval / commencement of the project will be solely at the community organisation's cost.
- Applicant organisations must provide their ABN in order to receive the complete amount funding (The Shire is required to withhold tax of 48.5% of the funding amount if an ABN is not provided).
- On project completion, applicant organisations must complete a grant acquittal form and present original receipts &/or invoices as proof of purchase.
- The project must not duplicate an existing service / facility / project.
- Funds must not be used for wages and salaries or general administration costs.
- A minimum of two quotes will be required if capital items are being purchased/hired.
- Applicants must provide a current financial statement of the organisation.
- Any unexpended funds are to be paid back to the Shire of Yilgarn by 30 June of the funding year.
 - Acquittals will still be required to provide proof of expenditure (copy of invoice or itemised receipt) and repayment if necessary for any unexpended funds.
 - In the event of the organisation/group failing to acquit after 2 years of grant approval, the organisation/group will be required to repay the granted funds in full (as per amount granted on the successful community funding program letter) to the Shire of Yilgarn.

Timeframes

The Community Funding Program will be advertised on the Shire of Yilgarn's website, twice in the Crosswords (once in September and once in October) and information will be emailed to office bearers of eligible community groups and clubs once in September.

Applications open on the first Monday in October and close on the last Friday at 12.00pm in October each year.

Compliant applications to be presented to the Ordinary Council Meeting in November and all groups will be informed of the outcome within a week after the Council meeting.

Funding to be paid to successful recipients in December.

All funding must be acquitted by 30 June of the financial year.

Responsibility

The Community Resource Centre Coordinator is responsible for the timely implementation of the Community Funding Program.

Selection process

The CEO will assess all applications with the executive management team and make recommendations to council with the successful applications being endorsed by Council at its November ordinary meeting.

5.6 Rural Landfills

Section:	General Administration
Date Adopted:	
Document Control:	
Previous Policy Number:	General Administration Policy 6.10

The Shire operates a number of rural landfill sites, designed to accept small quantities of putrescible waste (Class II) from local residents only.

To restrict non-local persons and commercial entities from utilising these sites, the following appointments are made:

Site	Appointment
Bodallin Rural Landfill Site	Appointed for the depositing of putrescible waste (Class II) by residents of Bodallin townsite and surrounding Bodallin rural locations only, unless otherwise approved by the Shire of Yilgarn
Bullfinch Rural Landfill Site	Appointed for the depositing of putrescible waste (Class II) by residents of Bullfinch townsite and surrounding Bullfinch rural locations only, unless otherwise approved by the Shire of Yilgarn
Marvel Loch Rural Landfill Site	Appointed for the depositing of putrescible waste (Class II) by residents of Marvel Loch townsite and surrounding Marvel Loch rural locations only, unless otherwise approved by the Shire of Yilgarn
Moorine Rock Rural Landfill Site	Appointed for the depositing of putrescible waste (Class II) by residents of Moorine Rock townsite and surrounding Moorine Rock rural locations only, unless otherwise approved by the Shire of Yilgarn

Under the Litter Act 1979 Clause 23(b), a person who deposits waste on land that is not appointed commits an offence. Persons who deposit waste in breach of the above appointments are deemed to have breached the Litter Act 1979, and as such, are liable to applicable penalties under said Act.

5.7 Records Management

Section:	General Administration
Date Adopted:	
Document Control:	
Previous Policy Number:	General Administration Policy 6.11

Policy Objective

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

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

Policy statement

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

The effective management of records will also:

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

1 Ownership

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

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

2 Creation of Records

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

3 Capture and Control of Records

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

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

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

4 Security and Protection of Records

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

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

5 Access to Records

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

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

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

6 Appraisal, Retention and Disposal of Records

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

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

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

Copies/duplicates may be disposed of after use by staff and Elected Members ensuring any such records that contain personally identifiable information or

information that is not publicly available are returned to the Chief Executive Officer or Executive Manager Corporate Services for secure disposal.

7 Roles and Responsibilities

7.1 Elected Members

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

7.2 Chief Executive Officer

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

7.3 Executive and Managers

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

7.4 All Staff

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

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

8 Legislation and Standards

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

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

Definitions

- 9.1 Record

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

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

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

9.2 Ephemeral Records

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

9.3 Recordkeeping Plan

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

9.4 General Disposal Authority (GDA)

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

9.5 Personally Identifiable Information (PII)

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

RECORDS MANAGEMENT

Guidelines for Elected Members

Introduction

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

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

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

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

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

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

What is a record?

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

Why do I need to keep records?

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

Government records include:

- Correspondence and communications
- File notes made after verbal communications, meetings, phone calls etc.
- Video and audio recordings
- Photographs

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

When to create and capture a record:

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

Which records should be captured?

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

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

Confidential Documents / Records

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

What do I do with records once they are created?

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

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

RECORDS MANAGEMENT

Guidelines for Staff

Introduction

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

What is a record?

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

Why do I need to keep records?

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

What are my responsibilities as a government employee?

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

When should I create a record?

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

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

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

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

What do I do with records once they are created?

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

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

How long do I need to keep records?

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

5.8 Work Health and Safety

Section:	General Administration
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Staff Policy 1.1

INTRODUCTION:

The Shire of Yilgarn provides roads, recreational facilities, funding for medical services, parks and gardens, street lighting, and waste collection amongst other community services and infrastructure. Our local government provides vital economic, social and environmental support for communities.

The Shire of Yilgarn recognises the importance of providing all employees, visitors and contractors with a safe and healthy work environment and is committed to the continuous improvement of occupational safety and health in the workplace.

OBJECTIVES:

This Work Health and Safety Policy aims to establish and maintain, so far as practicable, the highest standard of occupational safety and health for all employees.

Our aim is to prevent all occupational injuries and illness and our Shire acknowledges a duty to achieve the objectives by:

- Providing and maintaining, so far as is practicable, workplaces, plant and systems of work so that employees, contractors and visitors are not exposed to hazards.
- Providing adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to identify and control the cause to reduce the level of risk in the workplace.
- Ensuring that management keeps work health and safety representatives, supervisors and staff up to date with information about any changes to the workplace which may affect safety and health.
- Consulting and cooperating with safety and health representatives and other employees regarding work health and safety at the workplace.
- Assisting the work health and safety Committee with the facilitation and communication between management and employees on safety and health matters.

The Shire of Yilgarn will implement and maintain an ongoing work health and safety program, including conducting regular inspections of the workplace, aimed at preventing accidents and incidents.

All Supervisory personnel are responsible and accountable for the safety of employees, contractors and company property under their control, as well as ensuring all applicable legislation, standards, procedures and safe work practices are followed at all times.

All employees and contractors are expected to:

- Follow all organisational safety requirements and relevant legislation and supporting documentation.
- Maintain a clean and orderly work area.
- Report all hazards, injuries and safety incidents.
- Actively participate in safety improvement activities.

This policy will be reviewed annually in consultation with the OSH committee and in accordance with the Shire of Yilgarn's commitment to continuous improvement in safety management.

A safe and efficient place of work is our goal, and we must all be committed to reach this outcome.

5.9 Gratuity Payments to Council Employees/ Recognition of Long and Outstanding Service

Section:	General Administration
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Staff Policy 1.3

OBJECTIVES:

This policy is designed to provide guidelines for gratuity payments to employees whose employment with the Shire of Yilgarn is finishing.

POLICY STATEMENT:

Gratuity Payments

Council does not favour gratuity payments on termination of employment but reserves the right in cases of exceptional service to make a gratuity payment through the normal budget process in accordance with Section 5.50(1) & (2) of the Local Government Act 1995.

Recognition of Long and Outstanding Services

When Long or Outstanding Service has been reached by an employee, the Chief Executive Officer informs Council, in order that the Long or Outstanding service may be recognised appropriately.

5.10 Acting Chief Executive Officer Appointment and Senior Employees

Section:	General Administration
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Staff Policy 1.4

Senior Employees and Acting Chief Executive Officer Appointments pursuant to Section 5.37 of the Local Government Act 1995, the following employees are designated as senior employees:

- Executive Manager Corporate Services
- Executive Manager Infrastructure

For the purposes of Section 5.36(2) and 5.39C of the Act, Council has determined that the employees that are appointed in one of the above positions are suitably qualified to be appointed as Acting CEO by the CEO, from time to time, when the CEO is on periods of leave, subject to the following conditions:-

- The CEO is not an interim CEO or Acting in the position;
- The term of appointment is no longer than 25 working days consecutive; and
- That the employee's employment conditions are not varied other than the employee is entitled at the CEO's discretion, no greater than the salary equivalent to that of the CEO during the Acting period.

In the case of the unavailability of the CEO due to an emergency to appoint an Acting CEO, the Executive Manager Corporate Services is automatically appointed as Acting CEO, on that Officer's salary, for up to 10 working days from commencement, and continuation is then subject to determination by the Council.

All other interim, Acting or CEO appointments to be referred to Council for consideration.

5.11 Council Christmas Function

Section:	General Administration
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Staff Policy 1.12

The Chief Executive Officer is authorised to approve Christmas functions for indoor and outdoor staff within the budget provision.

5.12 Employee Training and Development

Section:	General Administration
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Staff Policy 1.16

Council supports the CEO in providing training and development opportunities for all staff members, in line with their role within the organization, possible progressions opportunities and within budget provisions.

The Document Owner shall ensure that this policy is reviewed at least annually.

6. DOCUMENT REVISION HISTORY:

Revision Events			
Rev.	Author	Changes	Date
01	SB	Initial version	24.02.11
02	JS	Revised	25.07.11
03	JS	Revised	20.07.12
04	VP	Revised	19.07.13
05	VP	Revised	18.07.14
06	EP	Revised	18.06.15
07	BJ	Revised	15.09.16
08	BJ	Revised	21.09.17
09	PC	Revised	20.09.18
10	PC	Revised	19.09.19
11	PC	Amended	20.02.20
12	PC	Amended	16.04.20
13	PC	Revised	17.09.20
14	PC	Revised	17.12.20
15	PC	Amended	15.04.21
16	NW	Revised	16.09.21
17	NW	Amended	16.12.21
18	NW	Revised	15.09.22
19	NW	Amended	21.09.23

Councillor Declaration

I have read Council Policy Manual, and declare that I will observe and abide by the terms and condition outlined in this Policy.

Signed: _____

Dated: _____

Name (please print in blockletters): _____

Witnessed: _____

Dated: _____



Shire of Yilgarn

**Council Policy
Manual**



Council Policy Manual

Contents

1	Members of Council	5
1.1	Delegates Moving Motions.....	5
1.2	WALGA – Nominations to Boards & Committees.....	6
1.3	Use of Council's Common Seal.....	7
1.4	Elected Members Entitlements.....	8
1.5	Media Policy.....	9
1.6	Related Parties Disclosures.....	13
1.7	Council Forum /Briefing Session.....	17
1.8	Induction for Councillors.....	18
1.9	Continuing Professional Development of Council Members.....	19
1.10	Attendance at Events and Functions.....	23
1.11	Risk Management Policy.....	29
2	BUSHFIRE	35
2.1	Bush Fire Advisory Committee Policy.....	35
3	Finance	38
3.1	Surplus Funds Investment.....	38
3.2	Resourcing Employee Entitlements.....	39
3.3	Reserve Portfolio Rationale.....	40
3.4	Purchasing and Tendering.....	41
3.5	Regional Price Preference.....	54
3.6	Recovery of Fines and Costs from Sundry Debtors.....	56



Council Policy Manual

3.7	Use of Council Credit Card.....	57
3.8	Rates and Charges Recovery Policy (Including Financial Hardship Provisions)	59
3.9	Use of Shire Facilities by Service Providers	63
3.10	Timely Payment of Suppliers	64
3.11	Discretionary Capital Expenditure – Business Case	65
3.12	Supplier Onboarding.....	66
4	Engineering	68
4.1	Crossovers	68
4.2	Traffic Intersection Management Plan (Private Haul Roads Intersecting with Roads Under Council Control	69
4.3	Roadside Memorials.....	72
5	General Administration	73
5.1	Council Operated Standpipes / Mt Hampton Dam and Dulyalbin Tank Facilities .	73
5.2	Complaints Handling.....	75
5.3	Assistance to State Representatives	78
5.4	Community Engagement Policy	79
5.5	Community Funding Program	81
5.6	Rural Landfills.....	83
5.7	Records Management.....	84
5.8	Work Health and Safety	93
5.9	Gratuity Payments to Council Employees/ Recognition of Long and Outstanding Service	95
5.10	Acting Chief Executive Officer Appointment and Senior Employees.....	96
5.11	Council Christmas Function	97



Council Policy Manual

5.12 Employee Training and Development.....	98
6. DOCUMENT REVISION HISTORY:.....	99

Document Owner **CHIEF EXECUTIVE OFFICER**

First Adopted:	SEPT 2011
Last Review Date:	SEPT 202 3
Next Review	SEPT 202 4



Council Policy Manual

1 Members of Council

1.1 Delegates Moving Motions

Section:	Members of Council
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Policy 1.2

That delegates representing Council at WALGA Conferences or meetings of which they are an endorsed Council delegate, shall vote and move motions as they see fit and as they believe reflect the views of Council.

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

Deleted: <#>Deputations to Council¶
 ¶
 <object>¶
 ¶
 <object>LAST REVIEW DATE: SEPTEMBER 2022 DUE FOR REVISION: SEPTEMBER 2023¶
 ¶
 Deputations wishing to meet with Council are firstly to meet with staff to consider deputations request and resolve any problems where possible.¶
 ¶
 Should staff consider it necessary for the deputation to meet with Council, then this be referred to the Shire President for consideration.¶
 ¶
 This policy is reinforced by Council's Standing orders.¶

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Council Policy Manual

1.2 WALGA – Nominations to Boards & Committees

Section:	Members of Council
Date Adopted:	
Document Control:	
Previous Policy Number:	Council Policy 1.3

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



Council Policy Manual

1.3 Use of Council's Common Seal

Section:	Members of Council
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Policy 1.4

OBJECTIVE:

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

POLICY:

The President and CEO have delegated authority to execute and affix the Common Seal to documents (Delegation LGA³⁰)

Deleted: 13

PROCESS:

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

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

Shire President

Chief Executive Officer

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

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

1.4 Elected Members Entitlements

Section:	Members of Council
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Policy 1.5

INTRODUCTION:

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

PURPOSE:

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

ALLOWANCES:

Councillors will be entitled to allowances commensurate with the provisions of the Local Government Act 1995 – Division 8.

The allowances will be set each year, via Council decision, and carried by Absolute Majority;

The allowances will be in compliance with the annual determination from the Salaries and Allowances Tribunal.

REIMBURSEMENTS:

Councillors will be entitled to reimbursements commensurate with the provisions of the Local Government Act 1995 – Division 8

The CEO is responsible for managing reimbursements.

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LEGAL REQUIREMENTS:¶

Compliance with guidelines issued by the Department of Local Government Number 15 concerning the payment of expenses and the provision of facilities to Elected Members.¶

Compliance with Sections 5.98-102 of the Local Government Act.¶

¶

POLICY PROVISIONS:¶

Business of Council¶

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

Council meetings;¶

Committee meetings where all members are Councillors;¶

Meetings where attendance is authorised by the Council, Shire President or the Chief Executive Officer;¶

Inspections where attendance is authorised by the Council, Shire President or the Chief Executive Officer;¶

Conferences, seminars or workshops where attendance is authorised by the Council, Shire President or Chief Executive Officer.¶

¶

Expenses¶

Information Technology (IT) Refer to Council Policy 1.9¶

¶

Accommodation and Meal Expenses¶

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

Travelling - Within Council's Area¶

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

¶

Travelling - Outside Council's Area¶

The Shire President and the Chief Executive Officer are authorised to determine the best mode of travel for authorised travel outside of the Council area having regard to economy, time and safety factors.¶

Where there is a Council delegation requiring members to travel to any part of the State, Shire vehicles may be provided and no mileage paid to members who travel in other vehicles, unless:¶

A Council vehicle is not available; or¶

There is insufficient room to convey all members of the deputation; or¶

Council has agreed by resolution to pay travel allowance; or¶

Unless there are special circumstances which have been authorised by the Chief Executive Officer or Shire President.¶

¶

Payment of Expenses for Spouses, Partners or Accompanying Persons¶

There are limited instances where certain costs incurr...



Council Policy Manual

1.5 Media Policy

Section:	Members of Council
Date Adopted:	
Document Control:	Amended Sept 2023
Previous Policy Number:	Council Policy 1.6

PURPOSE:

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

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

INTRODUCTION:

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

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

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

DEALING WITH MEDIA ENQUIRIES:

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

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

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

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

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

issued.

SPEAKING TO THE MEDIA:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

INTERNET AND WEB PAGE COMMUNICATIONS:

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

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

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

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

SOCIAL MEDIA

The Shire of Yilgarn has a number of social media accounts, including "Shire of Yilgarn", "Southern Cross CRC" and "Visit Yilgarn".

Social media can be a powerful tool in reaching the community with information related to Shire business.

However, social media can be a source of negativity, and as such, the use of social media is to be undertaken as follows:

- Only persons approved by the CEO are permitted to utilise the Shire's social media accounts;
- Those permitted to access Shire of Yilgarn social media accounts are to ensure posts are related to Shire business and operations only (such as road closures, shire events, public notices approved by the CEO);
- Language is to be non-offensive and a-political;
- Posts are not to mention members of the public, unless approved by the mentioned person or CEO;
- Should offensive comments be placed by community members, the posts are to be removed and/or all comments removed and ability to comments removed from post;
- Under no circumstances should the Shire accounts respond to comments on Shire posts, unless approved by the CEO.

COMMUNITY NEWSLETTER:

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

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

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

The newsletter should carry a disclaimer in the following terms:

"Disclaimer: The Shire supports the production of this community newsletter the content of

which will include articles or comments from advertisers and contributors. The Shire does not accept responsibility for the content or accuracy of any of the information supplied by advertisers or contributors."

EMERGENCY COMMUNICATION:

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

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

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

PRIVATE SOCIAL MEDIA OR ONLINE COMMUNICATIONS

Shire Councillors and Staff are to ensure their use of private social media or online communications does not result in a negative image for the Shire of Yilgarn.

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Disruptive Behaviour at Council Meetings¶

¶

¶

Section: ...

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Section: ...

1.6 Related Parties Disclosures

Section:	Members of Council
Date Adopted:	
Document Control:	Amended Sept 2023
Previous Policy Number:	Council Policy 1.9

INTRODUCTION:

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

PURPOSE:

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

BACKGROUND:

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

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

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

IDENTIFICATION OF RELATED PARTIES:

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

KMP are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly. For the purposes of determining the application of the standard, the Shire has identified the following persons as meeting the definition of *Related Party*:

- An elected Council member.
- Key management personnel being a person employed under section 5.36 of the Local Government Act 1995 in the capacity of:
 - Chief Executive Officer
 - Executive Manager Corporate Services

Deleted: <#>¶

Deleted: <#>OBJECTIVE:¶

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

¶

Privately owned iPads/Tablets¶

Councillors who own and operate their own personal iPad/Tablet will be provided with the appropriate applications required to view the Council's Minutes and Agendas and other Council related documents.¶

Councillors will be provided with an annual ICT allowance which includes an amount for the upgrade/replacement of the device and a component which is intended to provide internet access for a period of 12 months. Where the Councillor exceeds the capacity provided via the annual ICT Allowance, the Councillor shall be liable for full cost of any additional download amount.¶

Councillors who use their own Private iPad/Tablet for Council and private use are encouraged to have this item included under their own private property insurance.¶

¶

Council Issued iPads/Tablets¶

First term Councillors will be, where required, issued with an iPad/Tablet suitable for undertaking their duties as Councillor.¶

Acceptable Usage¶

The iPad/tablet is provided primarily for use with respect to Councillors, in performing their civic duties as a Councillor.¶

Upon issue, the iPad/tablet will be loaded with applicable business- related applications.¶ Councillors will be provided with an annual ICT Allowance, which is intended to provide for the future replacement/upgrade of the device and to provide internet access for a period of 12 months.¶

Where the Councillor exceeds the capacity provided via the annual ICT Allowance, the Councillor shall be liable for full cost of any additional download amount.¶

¶

Conditions of Use¶

Councillors and staff are required to ensure iPads/tablets are maintained in an operative condition.¶

Councillors issued with an iPad/tablet are expected to exercise the same care in respect of the security and upkeep of the iPad/tablet as if it were the councillor's own property. In particular, it is the councillor's responsibility to ensure their allocated iPad/tablet is securely locked away at night, whether at work or at home. Similar care must be taken when leaving the iPad in a meeti...

- Executive Manager Infrastructure
- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.
- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

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

IDENTIFICATION OF RELATED PARTY TRANSACTIONS:

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

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

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

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

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

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

DISCLOSURE REQUIREMENTS:

Deleted: <#>Executive Manager Regulatory Services¶

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

1. Ordinary Citizen Transactions (OCTs)

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

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

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

2. All other transactions

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

3. Frequency of disclosures

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

4. Confidentiality

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

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



Council Policy Manual

5. Materiality

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

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

1.7 Council Forum /Briefing Session

Section:	Members of Council
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Policy 1.10

That a Council Forum/Briefing Session be held every month, except January, prior to the Ordinary Meeting of Council commencing at 4.00pm.

Deleted: 3

The following Forum Procedure Applies Forum Procedure

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



Council Policy Manual

1.8 Induction for Councillors

Section:	Members of Council
Date Adopted:	
Document Control:	
Previous Policy Number:	Council Policy 1.11

OBJECTIVES:

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

POLICY STATEMENT:

Introduction

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

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

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

PRINCIPLES:

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

PROVISIONS:

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

1.9 Continuing Professional Development of Council Members

Section:	Members of Council
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Policy 1.12

1 General Purpose and Principles

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

2 Induction and Regulatory Prescribed Training

- A. The Shire of Yilgarn will implement induction procedures designed to allow new Council appointees to gain knowledge about the Shire of Yilgarn and the principles of Local Government so they may participate fully and actively in Council Meetings and decision making at the earliest opportunity following their appointment.
- B. Such induction procedures may relate to and assist Councillors to gain a better understanding of:
 - The Shire of Yilgarn's financial, strategic, operational, and risk management position;
 - Their rights, duties and responsibilities as Councillors;
 - The role of Councils committees;
 - The Shire of Yilgarn's culture and values;
 - Council and Committee meeting arrangements; and
 - Good practice protocols and constraints concerning interactions with other Councillors, the CEO, officers, staff, constituents and stakeholders.
- C. Without limiting the generality of 2(a) and (b) of this Policy, each Council member must also complete training in accordance with regulations prescribed under s.5.126 of the Act.
- D. In compliance with s.5.127 of the Act:
 - i. The Shire of Yilgarn must prepare a report for each financial year on the training completed by Council members in compliance with s.5.126 of the Act in the financial year; and

- ii. The CEO must publish the report on the Shire of Yilgarn's official website within 1 month after the end of the financial year to which the report relates.

3 Evaluation/Review

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

4 Professional Development

- A. Councillors should commit to undertaking continuing professional development to update and enhance their knowledge, skills and understandings to assist them in more effectively discharging their responsibilities as Councillors for the benefit of the Shire of Yilgarn as a whole.
- B. The professional development to be undertaken by Councillors should be such that is most relevant to each Councillor individually have regard for their own existing level of knowledge, skills, experience, understanding and qualifications. However, due regard should be had by Councillors in the outcome of the periodic evaluation and review mentioned in paragraph 3 of this Policy, in deciding the professional development opportunities, which are most relevant to their needs, that they should undertake.
- C. The nature of the professional development to be undertaken might relate to the matters referred to in paragraph 2(b) of this Policy including key developments and issues impacting the Shire of Yilgarn, local governments generally and the environment within which the local government operates, as well as developments in the regulatory environment and in governance practices.
- D. The Shire of Yilgarn commits to developing a regime by which Shire of Yilgarn funded opportunities for the professional development of its Councillors can be identified and made available to its Councillors. The Shire of Yilgarn should provide reasonable allowance in its budget for this purpose.
- E. Nothing in paragraph (d) implies that Councillors should not undertake relevant professional training at their own expense, or by way of co- contribution with the Shire of Yilgarn, as appropriate.

5 Oversight Committee

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

- This Policy;
- Its review and amendments from time to time;

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

6 Councillor Disclosure of Professional Development undertaken

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

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

7 Reporting by the Shire of Yilgarn

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



Council Policy Manual

- The composition and terms of reference of any committee established under paragraph 5 of this Policy.

8 Policy Review/Amendment

A. This policy is to be reviewed and amended as per the requirements of the Local Government Act 1995 Section 5.128(5), being:

- After each ordinary election; and
- At any other time.

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

1.10 Attendance at Events and Functions

Section:	Members of Council
Date Adopted:	
Document Control:	Amended Sept 2023
Previous Policy Number:	Council Policy 1.13

Introduction

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

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

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

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

Definitions

A 'gift' is defined under section 5.57 Local Government Act (1995) (LGA) as a conferral of a financial benefit (including a disposition of property) made by one person in favour of another person unless adequate consideration in money or money's worth passes from the person whose favour the conferral is made to the person who makes the conferral. It includes any contributions to travel. A door prize or raffle prize received by chance is not considered a gift.

A "ticket" includes an admission ticket to an event, or an invitation to attend an event, or a complimentary registration to an event, that is offered by a third party.

"Shire sponsored major event" is an event that has received Major Events Grant Funding in accordance with the Shire's Community, Economic, Environmental and Events Funding Policy.

1. Provision of tickets to events

- 1.1. A ticket to an event must be provided to the CEO or Councillor in their capacity as the CEO or Councillor.
- 1.2. Any ticket provided to the CEO or Councillor to attend an event in their personal capacity is not captured by this Policy.
- 1.3. To assist in determining if the ticket is received in the capacity as the CEO or Councillor, the following question can be asked:
 - Would the ticket to the event have been given to me if I was not the CEO or a Councillor? If the answer is no, then the ticket was received in your capacity as the CEO or a Councillor.

Deleted: ,

Deleted: and other employees

Deleted: ¶
Legislation¶

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

¶ In this section —¶
¶ **event** includes the following —¶

¶ a concert;¶

¶ a conference;¶

¶ a function;¶

¶ a sporting event;¶

¶ an occasion of a kind prescribed for the purposes of this definition.¶

A local government must prepare and adopt* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —¶

¶ the provision of tickets to events; and¶

¶ payments in respect of attendance; and¶

¶ approval of attendance by the local government and

¶ criteria for approval; and¶

¶ any prescribed matter.¶

* *Absolute majority required.*¶

¶

A local government may amend* the policy.¶

* *Absolute majority required.*¶

When preparing the policy or an amendment to the

policy, the local government must comply with any

prescribed requirements relating to the form or content

of a policy under this section.¶

The CEO must publish an up-to-date version of the

policy on the local government's official website.¶

Deleted: Gift Disclosure Requirements¶

¶

Attendance at an event in accordance with this

Policy will exclude the gift holder from the

requirement to disclose a potential conflict of

interest if the ticket is above \$300 (inclusive of

GST) and the donor has a matter before Council.

Any gift received that is \$300 or less (either one gift

or cumulative over 12 months from the same

donor) also does not need to be disclosed as an

interest.¶

¶

Guidance is provided below:-¶

¶

If a Councillor receives a ticket in their name, in

their role as Councillor, of \$300 or greater value,

they are still required to comply with normal gift

disclosure requirements.¶

Whilst the law permits greater than \$300 to be

accepted by the CEO (but not other employees), in

their role with the Shire, the CEO and all other

employees are prohibited from accepting any gift

greater than \$300, unless from the Shire as the

organizer of the event or as a gift pursuant to

Section 5.50 of the Local Government Act 1995

(gratuity on termination)¶

If the CEO or an employee receives a ticket in the ...

2. Attendance at pre-approved events

2.1. Council approves attendance by the CEO and Councillors at the following events (pre-approved events):

- a) Shire organised events.
- b) Events that are a free event to members of the public.
- c) Shire sponsored major events. *
- d) Events where the CEO or Councillor is a representative on an external committee or organisation and the CEO or Councillor is in attendance for the purposes of fulfilling their role on the external committee or organisation.
- e) Where the ticket to an event is from a specified entity under r 20B LG (Admin) Regulations 1996, which includes:

- Western Australian Local Government Association (WALGA);
- Australian Local Government Association (ALGA);
- Local Government Professional Australia WA (LG Pro);
- Department of a Public Service;
- Commonwealth, State or Territory government department;
- Local government or regional local government.

* Only includes attendance at the launch/opening event, or where there is no launch/opening event, an alternative scheduled event in the program.

2.1.1 Tickets offered to attend Shire sponsored major events will be allocated on a priority basis to the Shire President and CEO. If the Shire President cannot attend, then the Deputy President may attend in his or her place. If further tickets are available, they will then be allocated to Councillors, via method of drawing names out of a hat.

2.2. Council approves attendance by the Shire President and the CEO at the following events (pre-approved events):

- a) events held by local community or sporting groups
- b) events held by not for profit organisations
- c) events run by schools and universities within the Shire
- d) local community cultural events / festivals / art exhibitions
- e) events held by industry associations relevant to the local area
- f) Shire funded events (excluding Shire sponsored major events)
- g) Events organised by the embassy or consulate of another nation

If the Shire President cannot attend, then the Deputy President may attend, or any Councillor delegated by the Shire President to attend in his or her place.

2.3. Council approves attendance by the Shire President at events (pre-approved events) where the Shire President is performing any of the following functions:

- a) presenting at the event

- b) participating as a member in a panel
- c) opening or launching an event or facility
- d) presenting or accepting awards or prizes to others on behalf of the Shire
- e) or any other civic or ceremonial duty on behalf of the Shire

If the Shire President is unable to attend, then the Deputy President may attend, or any Councillor delegated by the Shire President to attend in his or her place.

2.4. Council approves attendance by the CEO at events (pre-approved events) where the CEO is performing any of the following functions:

- a) presenting at an event
- b) participating as a member in a panel
- c) accepting an award on behalf of the Shire

2.5. In relation to attendance at a pre-approved event in accordance with parts 2.1 – 2.4 above, the following applies in respect to payment of tickets:

- a) Where the ticket is offered free of charge, and tickets are also offered to members of the public free of charge, the ticket may be accepted, (ticket is not considered a gift).
- b) Where the ticket is offered free of charge, but a member of the public is required to pay, the ticket is a gift. The ticket may be accepted (see part 5 in relation to any gift disclosures required).
- c) Where the ticket is offered, and a benefit will be received, such as dinner and beverages, but there is no purchase price for the ticket. The ticket may be accepted (see part 5 in relation to any gift disclosures required).
- d) Where the Shire President or the CEO performs a function at the event, providing adequate consideration, or partial consideration for the ticket, the ticket may be accepted, (see part 5 in relation to any gift disclosures required where there was partial consideration for the ticket).
- e) Where the ticket is offered at a discounted rate, the ticket may be paid for by the Shire administration if adequate funding is available in the budget (see part 5 in relation to any gift disclosures required for the discount received).
- f) Where the ticket requires payment: the ticket may be paid for by Shire administration, if adequate funding is available and with prior approval of the CEO; or
- g) Councillor may pay for the ticket and request a reimbursement of the expense in accordance with the Councillor Entitlements Policy, if adequate funding is available and with prior approval of the CEO.

2.6. In relation to attendance at pre-approved events in accordance with parts 2.1-2.4 above, the following applies in respect to payment of expenses associated with attendance:

- a) The Shire may pay reasonable expenses associated with attendance by the CEO or Councillor, such as travel and accommodation expenses, within the expenditure limitations prescribed in the current Determination of the Salaries and Allowances

Tribunal on Local Government Chief Executive Officers and Elected Members under the Salaries and Allowances Act 1975: section 7B ('Determination'), if adequate funds are available in the allocated budget. Accommodation expenses will only be paid for events outside of the Shire.

- b) The Councillor may seek reimbursement of reasonable expenses associated with attendance, (such as travel and accommodation expenses), in accordance with the Councillor Entitlements Policy and Determination, if adequate funding is available in the budget. Accommodation expenses will only be reimbursed for events outside of the Shire.

2.7. If the CEO or Councillor is invited to attend an event that is not a pre-approved event under part 2.1-2.4 above, or are not authorised to attend the event under part 2.1-2.4 above, then:

- a) the CEO or Councillor can request approval to attend the event in accordance with part 3 below; or
b) pay for the ticket to attend the event at own expense.

3. Attendance at events requiring approval

3.1. Attendance by a Councillor or the CEO at an event which is not a pre-approved event under parts 2.1-2.4 above, must be determined by Council in the case of a Councillor's attendance, or the Shire President in the case of the CEO's attendance at the event.

3.2. Key factors for consideration include:

- a) Who is providing the ticket to the event.
b) The location of the event in relation to the Shire.
c) The role of the Councillor or CEO when attending the event (participant, observer, presenter) and the value of their contribution.
d) The benefit to the community in the Councillor or CEO attending the event.
e) The benefit to the organisation in the Councillor or CEO attending event.
f) Alignment to the Shire's strategic objectives.
g) Whether the event is funded by the Shire.
h) The number of invitations / tickets received.
i) The cost to attend the event (if any) and any other expenses such as travel and accommodation.
j) Whether there is a personal benefit to the CEO or Councillor in attending the event, for example if food and alcohol included, or if the benefit is primarily for entertainment.
k) The likely community perception of the CEO or Councillor attending the event.
l) Whether the ticket can be paid for to avoid the acceptance of a gift and risk of influenced (or perception of influenced) decision-making.

3.3. Approval is required in respect of:

- a) Attendance at the event by a Councillor or the CEO.
- b) Whether the ticket is accepted as a gift, or is paid for by the Shire.
- c) Whether the Shire pays or contributes to associated expenses such as travel or accommodation.

4. Partners

Partners of Councillors and CEO are permitted to attend events in support of their partner, with the additional value and /or cost of attendance to be taken into consideration of the Councillor or CEO's attendance of events, in compliance with this policy.

5. Disclosure requirements relating to tickets accepted as gifts

5.1. Where, in accordance with part 2 and 3 of this Policy, the CEO or Councillor has accepted:

- a) a ticket free of charge where members of the public are required to pay;
 - b) a ticket where a benefit is received, such as dinner and beverages, but there is no purchase price for the ticket;
 - c) a ticket at a discounted rate; or
 - d) a ticket where they have provided partial consideration in money's worth through the performance of a function at the event;
- and the value of the benefit received is over \$300 (or is one of a series of gifts received by the same donor in a 12 month period over the value of \$300), the CEO or Councillor is required to make a gift disclosure under the gift provisions s5.87A and 5.87B. The disclosure will be published on the gift register on the Shire's website (s5.89A LGA).

5.2. In accordance with part 4.1(b) above, where a Councillor or the CEO has accepted a ticket for their partner to attend an event where a benefit is received, such as dinner and beverages, but there is no purchase price for the ticket and the ticket for the partner cannot be purchased by the CEO or Councillor, then if the total value of the benefit received by the CEO/Councillor and partner is over \$300 (or is one of a series of gifts received by the same donor in a 12 month period over the value of \$300), the CEO/Councillor is required to make a gift disclosure under the gift provisions s5.87A and 5.87B. The disclosure will be published on the gift register on the Shire's website (s5.89A LGA).

5.3. The gift disclosure by a Councillor must be made to the CEO (or Shire President in the case of the CEO disclosing the gift) within 10 days of the Councillor or CEO receiving the ticket, and is to include, under s5.87C LGA:

- a) a description of the gift;
- b) the name and address of the person who gave the gift;
- c) the date on which the gift was received;
- d) the estimated value of the gift at the time it was made; and
- e) the nature of the relationship between the person who made the gift and the person who received it.



Council Policy Manual

- 5.4. A ticket is excluded from the conflict of interest provisions if attendance to the event has been approved in accordance with this Policy (s5.62(1B) LGA). The Councillor or CEO is not required to complete a disclosure of interest if the donor has a matter before Council.

1.11 Risk Management Policy

Section:	Members of Council
Date Adopted:	
Document Control:	
Previous Policy Number:	Council Policy 1.14

POLICY OBJECTIVES

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

POLICY STATEMENT

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

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

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

POLICY STATEMENT

The following points provide detail on the objective specifics:

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

KEY POLICY DEFINITIONS

Risk: Effect of uncertainty on objectives.

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

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

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

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

ROLES & RESPONSIBILITIES

The CEO is responsible for the:

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

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

RISK ASSESSMENT AND ACCEPTANCE CRITERIA

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

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

MONITOR & REVIEW

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

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

RISK ASSESSMENT AND ACCEPTANCE CRITERIA

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

Shire of Yilgarn Measures of Consequence

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

Measures of Likelihood			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances (>90% chance)	More than once per year
4	Likely	The event will probably occur in most circumstances(>50% chance)	At least once per year
3	Possible	The event should occur at some time(20% chance)	At least once in 3 years
2	Unlikely	The event could occur at some time(<10% chance)	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances(<5% chance)	Less than once in 15 years

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

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

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



2 BUSHFIRE

2.1 Bush Fire Advisory Committee Policy

Section:	Bushfire
Date Adopted:	
Document Control:	
Previous Policy Number:	Bushfire Policy 2.4

OBJECTIVE:

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

OPERATIONAL GUIDELINES

Name

Shire of Yilgarn Bush Fire Advisory Committee.

Governing Legislation

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

Membership

Membership consist of:

VOTING MEMBERS:

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

If dual positions, only one vote per individual.

NON-VOTING MEMBERS:

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

Vision

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

Terms of Reference

- Continue to review current fire-fighting practices to improve operational effectiveness.
- Ensure that all fire-fighting appliances are in a state of operational readiness.
- Improve communication and co-ordination in fire-fighting activities.

Deleted: <#>Use of Council Equipment¶
<object>¶
 ¶
<object>LAST REVIEW DATE: SEPTEMBER 2022
 DUE FOR REVISION: SEPTEMBER 2023¶
 ¶
 That Council plant and equipment which can be used for firefighting purposes be made available for firefighting and protective burning as required, subject to consultation with Council's senior management staff and the Chief Bush Fire Control Officer or a person acting in this position.¶
 ¶
The operation of this equipment is to be conducted either by a Council employee, or in the case where a Council employee is not available, an operator who has been approved at the time of an incident by Council's Chief Executive Officer, Executive Manager Infrastructure, Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer¶
 ¶
Harvest and Vehicle Movement Bans¶
<object>¶
 ¶
<object>LAST REVIEW DATE: SEPTEMBER 2022
 DUE FOR REVISION: SEPTEMBER 2023¶
 That the Chief Bushfire Control Officer and Deputy Chief Bushfire Control Officer, be authorised to impose a Total Movement Ban including the movement of vehicles in paddocks, except vehicles carrying water to stock or inspecting water supplies to stock, within the Shire.¶
 ¶
 The decision to initiate a Harvest and Vehicle Movement Ban is to be determined by not less than three (3) individual Fire Weather Readings from within the Shire.¶
 ¶
 In the event that the Fire Danger Index reaches 32 or more, based on an average of three or more weather readings representative of three distinct areas of the Shire, a Harvest and Vehicle Movement Ban will be automatically issued over the whole of the Shire.¶
 ¶
 Harvesting is not permitted on Christmas Day or New Year's Day. Harvesting is permitted on all Sundays and Public Holidays except where a Harvest and Vehicle Movement Ban has been imposed.¶
 ¶
 Once issued, a Harvest and Vehicle Movement Ban will remain in force until such time as is originally indicated.¶
 ¶
 In the event of inclement weather conditions prevailing, a Harvest and Vehicle Movement Ban may be extended beyond the original time indicated.¶
 ¶
 For the purpose of 'Press Releases' relating to the issue of Harvest and Vehicle Movement Bans, the following wording will be utilised at all times:¶
 ¶
"A Harvest and Vehicle Movement Ban is in effect"

- Promote fire safety to the community through public education and involvement.
- Continue to review and upgrade plans and other key documents
- Continue to improve the command and control of incidents.
- Continue to support and encourage volunteer participation.
- Continue to work in partnership with other organisations.
- Support and promote the safety and health of volunteers.
- Develop and implement training structures, systems and procedures in conjunction with DFES to support the community.
- Provide support and guidance to Bush Fire Brigades in the Shire of Yilgarn.

Meetings

ANNUAL GENERAL MEETING

The Annual general Meeting is to be held in April.

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

Note: The chairperson shall be the CBFCO

COMMITTEE MEETINGS

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

QUORUM

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

VOTING

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

MINUTES

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

MEETINGS

Meetings shall be generally open to the public.

MEMBERS INTEREST TO BE DISCLOSED

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

SECRETARIAT



Council Policy Manual

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

CHAIRPERSON

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

MEETING ATTENDANCE FEES

Nil

DELEGATED AUTHORITY

Nil

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¶

Management of Bush Fire Volunteers¶

¶

<object>¶

¶

LAST REVIEW DATE: SEPTEMBER 2022 DUE FOR REVISION: SEPTEMBER 2023¶

¶

¶

OBJECTIVE¶

¶

This policy is designed to give guidance in managing the Shire's valuable bushfire volunteers in relation to their competency in fighting fires and the Shire's expectations and requirements when attending a bushfire.¶

¶

POLICY STATEMENT¶

¶

The Work Health and Safety Act 2020 (the Act) impacts on the Shire's bushfire volunteers through the new Industrial Manslaughter provisions. The legislation states that all registered bushfire volunteers are deemed to be employees of the Shire of Yilgarn, to whom the Shire has a duty of care with respect to safety, training, performance and compliance.¶

¶

The Act requires the Shire to adopt a more structured approach to managing its registered bushfire volunteers.¶

¶

The Shire is liable for the safety of volunteers as well as any employee attending a fire.¶

¶

Shire of Yilgarn is adopting a protocol that recognises and addresses the issue of training. Recognition of Prior Learning (RPL), that is extensive on-ground experience in fire situations, will be recognised and registered as a competency level.¶

¶

Inexperienced volunteers will need undertake a basic introduction to fire safety and procedure training to be eligible to receive a Shire Bushfire Competency Certificate.¶

¶

All volunteers are encouraged to expand their knowledge through ongoing training.¶

¶

The Shire of Yilgarn deems that the Chief Bush Fire Control Officer in conjunction with either a Deputy Chief Bush Fire Control Officer or Fire Control Officer are competent to assess a volunteer's recognition of prior learning status and to approve and sign a Shire of Yilgarn Bushfire Competency Certificate.¶

¶

Volunteers who attend bushfires are expected to have knowledge of, and agree to, the following:¶

Follow orders of a Fire Control Officer (FCO)¶

Wear appropriate firefighting PPE (minimum of long sleeves and pants, boots, gloves)¶

3 Finance

3.1 Surplus Funds Investment

Section:	Finance
Date Adopted:	
Document Control:	
Previous Policy Number:	Finance Policy 3.2

POLICY:

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

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

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

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

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

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

PROCESS:

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

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

Deleted: <#>Asset Capitalisation and Depreciation¶
<object>¶

¶
<object>LAST REVIEW DATE: SEPTEMBER 2022
DUE FOR REVISION: SEPTEMBER 2023¶

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

¶
POLICY STATEMENT:¶
This policy will provide guidance in the development and presentation of the following:¶
Management Reports¶
Annual Financial Report¶
Annual Budget¶
Long Term Financial Plan (LTFP)¶
The correct recognition of capital expenditure and the subsequent capitalisation, depreciation and revaluation of assets has a direct impact on the operating financial position of the Shire.¶

¶
AASB 116 provides the criteria as to the correct recognition of non-current assets. Expenditure for non-current assets must meet the following criteria:¶
It must have a physical substance other than for an intangible asset;¶

The Shire has control over the asset;¶
It is probable that future economic benefits or service potential associated with the item will flow to the Shire;¶

The item is not held for sale and it is expected to be used by the Shire for greater than 12 months;¶
The cost of the item can be measured reliably; and¶
Its value exceeds the Shire's capitalisation threshold.¶

¶
Capitalisation Threshold¶
The capitalisation threshold value is greater than or equal to that imposed under regulation 17A (5) of the Local Government (Financial Management) Regulations 1996. This is applicable to all asset classes.¶

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

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

¶
The value of the works exceeds the capitalisation threshold (unless the works were assumed maintenance in determining the remaining life at initial acquisition);¶



3.2 Resourcing Employee Entitlements

Section:	Finance
Date Adopted:	
Document Control:	
Previous Policy Number:	Finance Policy 3.3

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

The value of this Reserve must mirror the value of:

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

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

3.3 Reserve Portfolio Rationale

Section:	Finance
Date Adopted:	
Document Control:	
Previous Policy Number:	Finance Policy 3.4

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

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



Council Policy Manual

3.4 Purchasing and Tendering

Section:	Finance
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Finance Policy 3.5

1. PURCHASING

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

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

1.1 OBJECTIVES

The Shire’s purchasing activities will achieve:

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

1.2 ETHICS & INTEGRITY

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

1.3 VALUE FOR MONEY

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



Council Policy Manual

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

1.3.1 Assessing Value for Money

Assessment of value for money will consider:

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

1.4 PURCHASING THRESHOLDS AND PRACTICES

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

1.4.1 Policy Purchasing Value Definition

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

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



Council Policy Manual

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

1.4.2. Purchasing from Existing Contracts

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

1.4.3. Table of Purchasing Thresholds and Practices

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

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



Council Policy Manual

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



Council Policy Manual

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



Council Policy Manual

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

1.4.4 Exemptions

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

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

1.4.5 Inviting Tenders Under the Tender Threshold

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

This decision will be made after considering:

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

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

1.4.6 Other Procurement Processes

1.4.6.1 Expressions of Interest

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

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

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

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

1.4.6.2 Request for Proposal

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

1.4.7 Emergency Purchases

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

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

1.4.8 Sole Source of Supply

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

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

A sole source of supply arrangement will only be approved for a period not exceeding



Council Policy Manual

three (3) years. For any continuing purchasing requirement, the approval must be re-assessed before expiry to evidence that a Sole Source of Supply still genuinely exists.

1.4.9 Anti-Avoidance

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

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

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

1.5 Variations

A variation to goods and services sought via tender, may occur only in the following circumstances:

- If, after the invitation of tenders and a successful tenderer has been chosen, but before a contract has been executed, a minor variation may be undertaken without again inviting tenders. A "minor variation" is defined as a variation that the local government is satisfied is minor having regard to the total goods or services that tenderers were invited to supply
- If a local government has entered into a contract for the supply of goods or services with a successful tenderer, the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract.
- If a local government has entered into a contract for the supply of goods or services with a successful tenderer, the variation is a renewal or extension of the term of the contract.

Variations for contracts not awarded for by tender, are to be undertaken in compliance with the Local Government Act and relevant subsidiary legislation, taking into account total contract value increases in relation to purchasing and tendering thresholds of this policy.



Council Policy Manual

2. SUSTAINABLE PROCUREMENT

2.1 LOCAL ECONOMIC BENEFIT

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

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

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

2.2 PURCHASING FROM DISABILITY ENTERPRISES

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

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

2.3 PURCHASING FROM ABORIGINAL BUSINESSES

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

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

A qualitative weighting will be used in the evaluation of quotes and tenders to provide

advantages to businesses registered in the current Aboriginal Business Directory WA, in instances where not directly contracted.

2.4 PURCHASING FROM ENVIRONMENTALLY SUSTAINABLE BUSINESSES

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

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

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

3. PANELS OF PRE-QUALIFIED SUPPLIERS

3.1 OBJECTIVES

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

Part of the consideration of establishing a panel includes:

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

3.2 ESTABLISHING AND MANAGING A PANEL

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

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

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

Evaluation criteria will be determined and communicated in the application process by

which applications will be assessed and accepted.

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

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

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

3.3 DISTRIBUTING WORK AMONGST PANEL MEMBERS

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

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

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

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



Council Policy Manual

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

3.4 PURCHASING FROM THE PANEL

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

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

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

4. PURCHASING POLICY NON-COMPLIANCE

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

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

Where a breach is substantiated it may be treated as:

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

5. RECORD KEEPING

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



Council Policy Manual

3.5 Regional Price Preference

Section:	Finance
Date Adopted:	
Document Control:	
Previous Policy Number:	Finance Policy 3.5(A)

OBJECTIVES

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

POLICY

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

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

Stipulated Area

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

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

Stipulated Area

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

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

Stipulated Area

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



Council Policy Manual

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

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

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

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



Council Policy Manual

3.6 Recovery of Fines and Costs from Sundry Debtors

Section:	Finance
Date Adopted:	
Document Control:	
Previous Policy Number:	Finance Policy 3.7

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

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

Recovery Actions include:

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

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<object>¶

¶
<object>LAST REVIEW DATE: SEPTEMBER 2022
 DUE FOR REVISION: SEPTEMBER 2023¶
 Further to Council Delegation LGA28, in accordance with Sections 5.42 and 5.44 of the Local Government Act 1995 and Local Government (Financial Management) Regulations 12 and 13, Council delegates authority to the Chief Executive Officer to make payments from the Shire Municipal, Trust or other Fund.¶

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

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

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

¶
 Payments may not be processed via BPAY unless all other payment methods have been assessed and determined by the Chief Executive Officer to either be impractical or unsuitable. All payments made via BPAY must be authorized by the Chief Executive Officer.¶

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

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

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

¶



Council Policy Manual

3.7 Use of Council Credit Card

Section:	Finance
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Finance Policy 3.8

PURPOSE:

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

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

POLICY PROVISIONS:

A credit card shall only be issued by the Shire where there is a clear business case to support the use of the credit card in specified circumstances.

A business case to support the issue of a Council credit card shall be made in writing to the Chief Executive Officer who may approve or not approve this at his or her discretion.

The limit to be assigned shall be determined by the Chief Executive Officer at the time of the approval being given and will vary dependent upon business needs in each case.

Upon approval by the Chief Executive Officer an application form issued by the relevant financial institution shall be completed and forwarded for advice to the Bank.

Council issued credit cards shall not be used to obtain cash advances.

Council issued credit cards may only be used for Council purposes. These purposes relate to business related transactions only. Council issued credit cards shall not be used for personal purchases. A tax invoice must be obtained for all business related transactions.

The Finance Section shall undertake monthly reconciliations and reviews of credit card purchases.

RESPONSIBILITIES:

These responsibilities should be read in conjunction with the policy provisions detailed above.

1. Holders of Council issued credit cards shall ensure a tax invoice is obtained for all transactions. This tax invoice must clearly state the goods and services obtained.
2. Council's Finance **Manager** shall provide a copy of credit card statements to the relevant cardholder on a monthly basis.
3. Holders of Council issued credit cards shall retain relevant tax invoices to be matched and reconciled against the monthly statement and returned to the Creditor Officer, for authorisation within five working days of being issued with the credit card statement.
4. Council's Creditor Officer shall undertake a monthly review and reconciliation of all credit card accounts. Any anomaly in these shall be notified to the Chief Executive Officer in

Deleted: Manager of



Council Policy Manual

writing immediately upon he or she becoming aware of such anomaly.

5. In the event of a Council issued credit card being lost or stolen the cardholder shall immediately notify the bank and the Chief Executive Officer.
6. The Chief Executive Officer shall maintain a list of credit card holders and credit card limits, which shall be reviewed on an annual basis.
7. Credit card holders shall return the Council issued credit card and relevant tax invoices to the Chief Executive Officer immediately upon cessation of employment or relevant position with Council.
8. Credit Card Holders shall not use for personal gain the benefits of any reward scheme (i.e Fly Buys) that is attached to the Council issued credit card.
9. If a credit card holder fails to comply with the requirements of this policy then the credit card may be withdrawn and further disciplinary action may follow.
10. Employees issued with a Council credit card shall sign a copy of this policy as acknowledgement of their agreement with this policy.

PROCEDURE FOR AUTHORISATION OF PURCHASES:

The holder of a Council credit card shall reconcile the charges raised to the tax invoices held, provide a brief explanation as to the nature of the charges incurred and the appropriate cost allocation for such charge and then sign a statement to confirm that the charges raised were for business purposes. The completed and reconciled statement and tax invoices are to be returned to the Creditor Officer within five working days.

The Creditor Officer shall submit the completed and reconciled statements to the Executive Manager Corporate Services for review.

The Executive Manager Corporate Services is to submit the reviewed statements to the CEO for review and authorisation.

Credit Card transactions are to be itemised in the Monthly Account for Payments, and tabled with Council for endorsement at each Ordinary Council meeting.

Deleted: The Creditor Officer shall, in the case of staff other than the CEO, submit the completed and reconciled statement to the CEO for review and authorisation.¶
 In the case of the credit card retained by the CEO, the completed and reconciled statement is to be submitted to the Shire President for review and authorisation.¶

FORM FOR ACCEPTANCE OF CREDIT CARD CONDITIONS OF USE

I declare that I have read and have accepted the Council policy and procedures concerning the use of a Council credit card.

.....
Credit Card Holders Name

.....
Credit Card Holders Signature

Date

Deleted: The amount charged to credit cards is to be listed on the monthly list of accounts for submission to the Council and the original statement together with the tax invoices and signed copy of statements is to be filed and available for inspection by any Councillor and retained in Council's accounting records for audit purposes.



Council Policy Manual

3.8 Rates and Charges Recovery Policy (Including Financial Hardship Provisions)

Deleted: Sewerage Rates Financial Hardship Policy

Section:	Finance
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Finance Policy 3.9

OBJECTIVE:

The purpose of this policy is to outline the Shire of Yilgarn's process for efficient collection of outstanding rates and service charges.

Deleted: To collect all rates, charges, fees and debts due to Council in an efficient and effective manner....

1. Rates

Rates and Charges should be levied, before the end of August in each year and are payable either in full within 35 days or by two or four equal instalments on the due dates as determined by Council in accordance with the regulation.

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Any instalment not paid by the due date falls into arrears and is subject to interest charges. Council can take recovery action against all ratepayers with overdue rates and charges.

There will be no general distinction made for pensioners or any class of ratepayer, with each case being individually dealt with according to the circumstances. Council is aware that at different times ratepayers may experience genuine hardship in meeting rate payments and upon application suitable arrangements for the payment of rates will be considered.

PROCEDURE:

- All owners are issued with a Rates and Charges Notice under section 6.41 of the Local Government Act 1995 and where required with a Rate Instalment Notice section 6.45.
- Where rates remain outstanding 14 days after the due date shown on the Rate Notice, and the ratepayer has NOT elected to pay by the 2 or 4-Instalment option, a Final Notice shall be issued requesting full payment within 7 days.
- Rates remaining unpaid after the expiry date shown on the Final Notice will be examined for the purpose of issuing a Notice of Intention to Summons.
- Where payment still remains outstanding despite the issue of a Notice of Summons, and the ratepayer has not entered into a payment arrangement a claim will be issued for recovery.
- Where a claim has been issued and remains unsatisfied, action will be taken to pursue that Claim by whatever means, through Council's solicitors or collection agency as the case may be, to secure payment of the debt.
- Following the issue of a Claim and addition of legal costs, a reasonable offer to discharge a rate account will not be refused.
- Where the owner is resident at the property in a domestic situation, that instalment arrangement will be calculated so that the minimum repaid over a full year will equal 150%

of annual levies.

- Where the owner is non-resident or a company (i.e. the property is an investment) the maximum period over which repayment will be permitted will be three months.
- Legal proceeding will continue until payment of rates imposed is secured. This includes the issue of a Property Seizure and Sale Order against goods AND land if necessary.
- If a Property Seizure and Sale Order against land is proposed to collect outstanding rates due on a property where the owner resides, approval of Council shall be obtained before the PSSO is lodged.
- PSSO's against land will be used to collect outstanding amounts in respect to investment properties without a requirement that these be referred to Council.
- In cases where the owner of a leased or rented property on which rates are outstanding cannot be located, or refuses to settle rates owed, notice will be served on the lessee under the provisions of section 6.60 of the Local Government Act 1995, requiring the lessee to pay to Council the rent due under the lease/tenancy agreement as it becomes due, until the amount in arrears has been fully paid.

At all stages in this process from the issue of the Final Notice the opportunity to make a satisfactory payment arrangement with Council is offered prior to the commencement of legal action.

2. Sundry Debts (other than Rates and Service Charges)

This policy applies to all invoices raised in respect of non-rate and service charges debtors.

It is acknowledged that the terms of payment for each invoice may vary depending on the goods or service acquired. If the invoice is not paid by the due date, the following process will commence:

- **Final/Reminder Notice** – to be issued to the debtor alerting them to their unpaid invoice. Payment is expected within fourteen (14) days of the issue date of this Reminder Notice.
- **Review debt** - if invoice remains unpaid, a review of the circumstances will be discussed with the relevant department to ensure that the next actions are appropriate, giving due consideration to all issues which have led to the debt being overdue and unpaid.
- **Final discretionary collection action** - a friendly reminder by way of a phone call or email will be the last effort requesting immediate payment before proceeding with further legal action. If invoice remains unpaid after last effort, the case is forwarded to the Shire's debt collection agency.
- **Notice of Intention to Summons - issued** - a Demand Letter will be sent to the debtor advising that if payment is not made within fourteen (14) days of the date of the notice, then further action may be taken to recover the debt, which could involve legal action. The debtor will be advised that any additional fees incurred in recovering the debt will be passed on to the debtor.
- **Other action which may be taken**
 - The following list of actions may also be initiated against defaulting sundry debtors, who do not respond to normal requests for payment:
 - a) Commencement of Court proceedings to recover the outstanding monies;
 - b) Rescinding any seasonal hall/reserve booking licence;

- c) Refusing further hire of facilities;
- d) Request "up-front" bonds for future dealings with the Shire, which may be used to offset against the outstanding debt;
- e) Offset of any City contributions owing to the personal entity against, any outstanding debt;
- f) Report to the Council to consider cancellation of a Lease Agreement.

3. Debt – Fines, Prosecutions and Infringements

Should a debtor fail to pay within the initial 28 day period, the following debt collection process will commence:

- Reminder Notice - the debtor's information is collected through the Department of Transport and a reminder notice is issued allowing a further 28 days to pay.
- Demand letter - a final demand is issued along with an additional late fee. The Shire will allow a further 28 days to pay.
- Other action which may be taken - failure to pay results in the infringement being forwarded to the Fines Enforcement Registry (FER) for collection along with an additional collection fee. There are serious consequences for not paying fines and infringements in WA, including driver's licence suspension, vehicle immobilisation, vehicle licence cancellation and seizure and sale of your property.

4. Application for Special Payment Arrangement

Persons experiencing difficulties in paying their debts, excluding rate debts (see Section 1), by the specified date, can apply to the Shire to enter into a Negotiated Special Payment Arrangement.

Applicants are required to provide sufficient documentation regarding their financial position to support their application.

Where a debtor defaults on their arrangement, legal action will commence to collect the outstanding debt.

5. Interest on Overdue Monies

Interest may be calculated on the total outstanding debt once it has exceeded the due date.

The rate of interest imposed is that as determined by the Council as prescribed in the Annual Budget and in accordance with Section 6.13 of the Local Government Act 1995.

6. Financial Hardship Provisions

The Shire provides guidance and support to ratepayers experiencing financial hardship. An applicant will be considered to be in financial hardship if paying rates and service charges will affect their ability to meet basic living needs.

The Shire may:

- a. Identify ratepayers in financial hardship.
- b. Establish a payment plan if the ratepayer needs flexibility with paying rates or debts.
- c. Waive interest and additional charges.



Council Policy Manual

- d. Suspend debt recovery while assessing the financial hardship application and if the ratepayer complies with the payment plan agreed with the Shire.
- e. Always maintain confidential communication.
- f. Assist the ratepayer to connect with financial support services provided by Federal and State Government agencies.

The Shire's financial hardship provisions are reviewed annually.

8. Complaints Process

In the event of an Applicant being dissatisfied with the Shire's decision, they may request a review by the Chief Executive Officer

If the complaint is in relation to charges associated with the provision of sewer and water, the complainant may contact the Energy and Water Ombudsman.

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Deleted: Sewerage Rates & Hardship Policy¶
Rate payers have the right to request a review of their rates bill to ensure that they are not being undercharged or overcharged for their sewage rates. If the customer is dissatisfied with the review, he/she can request to speak to the CEO about the matter. The customer is to be informed of the outcome of a review within 15 days of the request. If the customer is still not satisfied with the review then staff should direct them to contact the Energy & Water Ombudsman.¶
¶
If a ratepayer advises the Shire that they are unable to pay or has difficulties in paying the sewer rates on their property, staff are to refer to the Shire of Yilgarn Financial Hardship Policy for Water Services March 2014 to assist the ratepayer. If a satisfactory result cannot be agreed on then the ratepayer is to be advised they can refer the matter to the Water Ombudsman.¶



Council Policy Manual

3.9 Use of Shire Facilities by Service Providers

Section:	Finance
Date Adopted:	
Document Control:	
Previous Policy Number:	Finance Policy 3.10

To encourage service providers such as Chiropractors, Podiatrists, Physiotherapists and Veterinarians to provide a service in the Shire of Yilgarn, Shire buildings required for the delivery of such services will be made available free of charge.



Council Policy Manual

3.10 Timely Payment of Suppliers

Section:	Finance
Date Adopted:	
Document Control:	
Previous Policy Number:	Finance Policy 3.11

OBJECTIVES

The primary objective is to ensure the timely payment of suppliers to assist with the continued viability of businesses in Western Australia and to help small businesses in particular to manage cash flow and administrative costs.

DEFINITIONS

The following are definitions that may be used as part of this policy:

“**Local Supplier**” means a supplier located within the Shire of Yilgarn.

“**Shire**” means the Shire of Yilgarn.

POLICY

The Shire will ensure that all duly authorised supplier invoices will be paid on the following basis:

1. Supplier payments will be made on a fortnightly basis primarily on the Friday of the week prior to the Shire's Payroll payments.
2. All duly authorised and processed supplier invoices will be paid in the next supplier payment run, irrespective of the terms of trade of the supplier.
3. Special and/or ad-hoc supplier payment run's may be carried out to ensure the payment of supplier invoices within supplier terms of trade.
4. In the event of periods of restricted cash flows or low availability of cash, the payment of local suppliers will take precedent over suppliers not based within the Shire, however all efforts are to be made to pay all suppliers within their individual terms of trade.
5. Supplier invoice authorising procedures are to inform this policy.



Council Policy Manual

3.12 Supplier Onboarding

Section:	Finance
Date Adopted:	
Document Control:	
Previous Policy Number:	Finance Policy 3.14

OBJECTIVES

The primary objective of this policy is to ensure that new suppliers are properly vetted prior to any purchase orders being issued in order to effectively safeguard Council against the risk of fraudulent transactions.

STATEMENT

This supplier onboarding policy has been designed to work with Council's current software's capabilities, whilst giving staff with purchasing authority sufficient flexibility to operate as normal without being constrained by onerous compliance requirements.

POLICY

The Shire will action requests for new suppliers before entering the supplier to the Shire's accounting software and generating any purchase orders, as follows:

1. Acquire a quote for the work required in accordance with *Council's Policy no 3.5, Purchasing and Tendering*
2. Upon acceptance of the quote, obtain a signed 'new supplier' form from the proposed supplier, which at a minimum must contain:
 - a. the entities' legal name
 - b. the entities' basic contact information
 - c. the name and number of a specific contact person
 - d. the entities' banking details
3. Have administration staff independently verify the details provided on the new supplier form
4. The completed new supplier form and all documentation in relation to the sought quote is to be reviewed and signed off for authenticity by:

Staff member initiating new supplier onboarding	Requisite authorization
Any staff not designated as senior employees**	A senior employee or the CEO
Senior employees	CEO
CEO	The relevant senior employee, based on the nature of the purchase



Council Policy Manual

Following a new supplier being vetted, and a purchase order being issued, the Shire will not make any EFT payment to a new supplier until:

1. The supplier confirms their bank information, as noted on the new supplier form, with the Shire's third-party payee verification software provider
2. All documentation, and all relevant details that have been input into the Shire's accounting system in order to process the proposed payment, have been reviewed and signed off on by a manager unassociated with the purchase.

If a supplier is unable or unwilling to verify their banking details with the Shire's third-party verification software provider, they may be paid only by cheque.

**the Shire's senior employees are defined in *Council's Operational Policy and Procedures Manual* as being:

- Executive Manager Corporate Services
- Executive Manager Infrastructure

Deleted: *Staff Policy Manual policy no. 1.5*

Deleted: ~~Executive Manager Regulatory Services.~~

Town Planning & Building

¶

Development of Heritage Precincts

<object>¶

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<object>LAST REVIEW DATE: SEPTEMBER 2022 DUE FOR REVISION: SEPTEMBER 2023¶

¶

That development proposals on Heritage Buildings as specified in the Shire Municipal Inventory List (places of Heritage value) shall ensure that the heritage qualities are given due consideration prior to planning approval.¶

¶

Building on Residential Townsite Lots

<object>¶

¶

<object>LAST REVIEW DATE: SEPTEMBER 2022 DUE FOR REVISION: SEPTEMBER 2023¶

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,¶

¶

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.¶

¶

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.¶

¶

Advertising & Directional Signs

<object>¶

¶

<object>LAST REVIEW DATE: SEPTEMBER 2022 DUE FOR REVISION: SEPTEMBER 2023¶

The erection of any signs, whether on public or private land, requires the approval of Council, under clause 5.2 Control of Advertisements of Yilgarn's Town Planning Scheme No. 2 (or as amended) and Main Roads WA Advertising Sign Guidelines.¶

Applicants are to submit an application for development approval to the Council detailing the reason for the sign, where it is proposed to be located, what it is made of and the design/wording/colour scheme on the sign. Signs are to be professionally made and painted. They are to be erected in accordance with best practice, the Building Code of Australia, or as directed by the Shire.¶

¶

Deleted: Transportable Dwellings and Additional Rural/Mining Dwellings Policy



Council Policy Manual

4 Engineering

4.1 Crossovers

Section:	Engineering
Date Adopted:	
Document Control:	
Previous Policy Number:	Engineering Policy 5.1

Council will subsidise one standard crossover per lot to the landowner who applies in writing and will pay the subsidy as listed or 50% of the cost of the standard crossover, whichever is the lower. This subsidy shall be applied only if the crossover is constructed in accordance with these specifications and is based on being 50% of the cost of a crossover to the minimum dimensions. Additional work (width, length, material) shall be at the sole expense of the landowner.

Payment of the subsidy shall be as per the following table and be reviewed annually.

Crossover type	Subsidy (GST exc)
Urban Residential - sealed surface to sealed road – no culvert	\$900
Urban Residential - sealed surface to sealed road – culvert	\$1,400
Urban Commercial/Industrial –no culvert	\$1,000
Urban Commercial/Industrial – culvert	\$2,000
Rural - Gravel surface to gravel road – noculvert 50 % of actual cost, estimated by the Executive Manager Infrastructure	
Rural - Gravel surface to gravel road – culvert 50 % of actual cost, estimated by the Executive Manager Infrastructure	

Note: A sealed surface may consist of sprayed bitumen, asphalt, concrete or brick paving.

Payments

Payments shall be made after completion of all works and inspection by a Council officer, confirming compliance with Council's requirements.

MAJOR UPGRADES:

When major footpath upgrades are carried out, one standard crossover of that same material shall be installed at no cost to the residential landowner.

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LAST REVIEW DATE: SEPTEMBER 2022
DUE FOR REVISION: SEPTEMBER 2023
Transportable Dwellings
 Notwithstanding Section 5.3.1 of the Shire of Yilgarn Town Planning Scheme 2, where a new factory built transportable dwelling is proposed to be transported to and placed on a lot in the district, which complies with all other relevant planning requirements, it is exempt from the requirement to obtain Council approval.
 Building and health approvals, where applicable, are still required to be sought and gained prior to development commencing.
 Where a second hand or used transportable

Deleted: <#>Heavy Haulage on Local Roads
<object>
LAST REVIEW DATE: SEPTEMBER 2022
DUE FOR REVISION: SEPTEMBER 2023
 The CEO may approve the operation of Extra Mass Vehicles and Road Trains on the following conditions:
Minimum Road Requirements
 Road Pavement (running surface) width : 10.00 metres (includes roadside shoulders)
 Road Pavement Thickness : 150 mm (imported/in-situ)
 Crossfall : 4.0 %
 Radii at junctions/intersections : 20 m
Administration
 The approval from Main Roads WA shall be carried within the vehicle at all times and is to be made available to any authorised Council officer on

Deleted: <#>Private Works
<object>
LAST REVIEW DATE: SEPTEMBER 2022
DUE FOR REVISION: SEPTEMBER 2023
 The Shire will carry out private works on the proviso that:
 The person requesting such works has demonstrated that they have been unsuccessful in endeavoring to source a private contractor to undertake such works
Road Building Material - Gravel
<object>
LAST REVIEW DATE: SEPTEMBER 2022
DUE FOR REVISION: SEPTEMBER 2023
LEGISLATION:
 Section 3.27 of the Local Government Act 1995 states (in part):-



Council Policy Manual

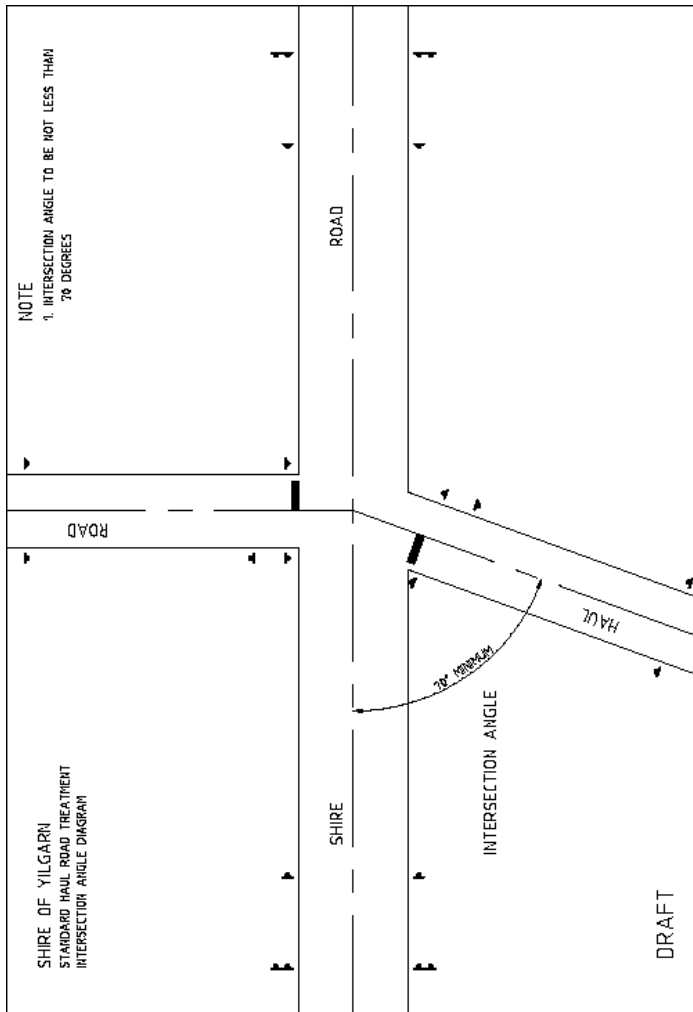
4.2 Traffic Intersection Management Plan (Private Haul Roads Intersecting with Roads Under Council Control)

Section:	Engineering
Date Adopted:	
Document Control:	
Previous Policy Number:	Engineering Policy 5.5

The following provisions may apply in respect to applications, however all applications are to be treated on their merits –

1. The applicant will require that all vehicles and operators of such vehicles routinely using the haul-road will be licensed in accordance with Department for Transport requirements. The applicant may infrequently seek to pass unlicensed vehicles across the intersection, but will only do so after obtaining any necessary permits, and will comply with all conditions imposed.
2. The intersection signage, geometry, and sight distance criteria will be maintained continuously.
3. The intersection will be inspected daily by the applicant and/or approved contractor personnel. The inspection will be documented and records of the inspection maintained. The inspection will identify any non-conformances against the criteria outlined in (2) above. Records will be forwarded to the Shire on a monthly basis.
4. The applicant, through its haulage contractors, will maintain to a high standard the intersection road surfaces and associated drains and signage at its cost. The standard maintained will allow safe passage of traffic which complies with signage on both affected roads. The applicant will liaise with Shire staff in relation to maintenance of all Council controlled roads approaching haul road intersections, and will, subject to on-going approval of the Shire, maintain the approaches for 250 metres from the commencement of the signage either side of the haul road.
5. The applicant will liaise regularly with the Shire to discuss and resolve any issues arising from the use of the roads.
6. The applicant will monitor dust generation 250 metres each side of the haul road and undertake watering if required. Saline water is prohibited on Council controlled roads.
7. The applicant, generally through its haulage contractor, will ensure that all haul road users are properly inducted, and receive specific instruction in relation to the haul road intersections.
8. Council in consultation with the applicant has the right to withdraw approval of haul roads crossing public roads under Council control if the above conditions are not adhered to.
9. Where appropriate, on haul roads crossing a Council road reserve, the provision of adequate lighting towers for night time operation be placed as an additional condition upon the applicant.

Attachment 2 – Intersection Angles





Council Policy Manual

4.3 Roadside Memorials

Section:	Engineering
Date Adopted:	
Document Control:	
Previous Policy Number:	Engineering Policy 5.6

That Council adopts Main Roads Western Australia's "Roadside Memorials Policy and Guidelines" as its Policy when receiving applications for the erection of memorials on Council controlled roads, subject to –

- Removal of any obligation on Council to provide or subsidise the materials, plants etc., used in any memorial; and
- The removal of the memorial after a period of 5 years.

Deleted: <#>Stock on Council Road Reserves¶
<object>¶

¶
<object>LAST REVIEW DATE: SEPTEMBER 2022
DUE FOR REVISION: SEPTEMBER 2023¶
The Shire will provide guidance on reasonable precautions that should be taken when droving stock across or along a local road reserve and will also permit, in accordance to Main Roads Western Australia specifications, stock underpasses under local roads when traffic exceeds 500 vehicles per day.¶

¶
These guidelines do not address the issue of straying stock in unfenced pastoral areas.¶

¶
DEFINITIONS¶
Unless otherwise indicated in the text of this Guideline:¶

¶
AS means Australian Standards.¶

Local road means a road under the control of a Local Government.¶

MRWA means Main Roads of Western Australia.¶

RTC 2000 means The Road Traffic Code 2000.¶

State road means a road under the control of Main Roads Western Australia¶

Traffic signs means a sign as recognised in the Australian Standards or Main Roads Signs Index.¶

¶
APPLICATION & APPROVAL GUIDELINES¶

Background¶
The purpose of this Policy is to provide reasonable precautions that should be taken when moving stock on local roads, and to outline Council's requirements for provision of stock underpasses on local roads exceeding 500 vehicles per day.¶

The person in charge of moving stock across or along a road does not need formal permission from Council except for the following statutory requirements:¶

Deleted: <#>Road Crossings - Drainage¶
<object>¶

¶
<object>LAST REVIEW DATE: SEPTEMBER 2022
DUE FOR REVISION: SEPTEMBER 2023¶

¶
The following Council Policy applies for road crossings required by drainage works being undertaken by landholders.¶

That a Notice of Intent to Drain (NOID) must be completed and approved by the Department of Agriculture.¶

A culvert design with all relevant supporting information eg. flow rates etc. to be submitted by the applicant for Council consideration.¶

Culverts are to extend the whole width of the road reserve, with ends to be positioned inside landholders fence lines.¶

Materials associated with the works be borne by the applicant.¶

Installation and reinstatement work to be

Deleted: Council Housing - Bonds



Council Policy Manual

5 General Administration

5.1 Council Operated Standpipes / Mt Hampton Dam and Dulyalbin Tank Facilities

Section:	General Administration
Date Adopted:	
Document Control:	
Previous Policy Number:	General Administration Policy 6.2

COUNCIL OPERATED STANDPIPES:

1. That Council abides by Water Corporation By-laws on water usage from standpipes being for the purposes of Drought Relief, Fire Fighting purposes and Remote Farms Water Supplies (domestic and stock).
2. In relation to use of water from standpipes for commercial usage, e.g. Spraying purposes, drilling companies, etc, Council continues to charge users at the appropriate rate. However, Council also encourages this practice to discontinue as Water Corporation water rates eventually will determine this usage.
3. That Council encourages all users of standpipes to provide their own water supplies where possible and that Council continually monitors the water usage from standpipes.
4. That Council maintains a card access controller or handwritten record book for the honest recording of water usage and purpose by landholders at each standpipe. Users are to be charged in accordance with the fees and charges set by Council and this policy.

STANDPIPE CONTROLLERS

1. Standpipes with card access controllers, are only accessible by individuals and companies who have been pre-approved and issued with one or more access cards;
2. Standpipe controllers are installed at the following standpipes: Beaton Rd, Garrett Rd, Koolyanobbing Rd, Bullfinch, Perilya, Moorine Rock, Noongar, Bodallin, Gatherer and Marvel Loch;
3. There are two types of standpipes available to the public in the Shire, being Low-Flow with a 25mm meter or less, or High-Flow, with a 40mm meter or higher. The rate per Kilolitre of water is dependent on the type of standpipe the water is taken from, with Low-Flow charged at a subsidised rate, and the High-Flow charged at a commercial rate, in line with the charge per Kilolitre applied by Watercorp. The rate per Kilolitre is set by the annual fees and charges;
4. Cards can either be pre-paid or post-paid. Post-paid accounts must have a direct debit set up with the Shire;
5. In the event a swipe card controller is not in operation at a standpipe, the honour book

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<object>LAST REVIEW DATE: SEPTEMBER 2022
DUE FOR REVISION: SEPTEMBER 2023¶

POLICY¶

Council recognises its community and employer roll in the provision of accommodation for staff, aged residents, medical services and community houses. It is Council policy that a bond shall be applied to all residential properties even if zero rent is applicable.¶

¶ PURPOSE¶

To protect residential units against damage through financial imposts in the form of a housing bond.¶

¶ DIRECTIVE¶

The bond shall be calculated at based one of more of the following where a weekly rent is payable for the property the bond shall be a minimum of 4 times the weekly rent where the property is provided rent free the bond shall be a minimum of \$1000 or 4 times the weekly rent for a similar standard rental property.¶

¶
All shire residential properties shall operate under a Residential Tenancy Agreement and bonds receive shall be paid to the bond trustee.¶

¶
Bonds shall be paid in advance of occupation of the premises or within 4 weeks of occupation if the written approval of the CEO is in place to permit deferred payment.¶

¶
Bonds held may be used to recover costs when the property is vacated for the following reasons; House cleaning, carpet cleaning, housing repairs for damage attributable to the tenant, overgrown garden/lawns and the replacement of tenant damaged furniture and equipment are costs which may be recouped through the housing bond.¶

¶
All shire housing shall undergo periodic inspections subject to the tenants being provided with at least 2 weeks written notice.¶

¶
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<object>LAST REVIEW DATE: SEPTEMBER 2022
DUE FOR REVISION: SEPTEMBER 2023¶

¶
That when notice is received concerning any proposed changes-in status of land (other than ownership) to Reserves, Council as a matter of courtesy notifies all adjoining landowners of the proposed changes for their information and/or comment.¶

¶



Council Policy Manual

system will be utilised, with the amount deducted manually from the domestic users pre-paid card, or added to the relevant post-paid charges, as appropriate;

6. New or replacement cards will be at the cost of the user, unless stipulated otherwise by this policy. The fee is set by the fees and charges;
7. Application forms are available from the Shire administration office; and
8. In the event of bushfire or other emergency the standpipe controller will be switched to manual, either in person or remotely, to avoid delays in obtaining water for fire fighting or other relevant emergency.

DOMESTIC WATER ACCESS CARDS

Individuals or organisations residing on rural farming properties are eligible to apply for a domestic water access card for use on access controlled standpipes.

The following conditions apply:

1. One domestic card issued, upon application, per inhabited dwelling located on a rural farming lot;
2. No fee will be charged for applications for domestic use cards, however replacement cards will be charged as per the current fees and charges;
3. Sufficient credit to withdraw 400 Kilolitres of water at the Low-Flow rate, as set by the fees and charges, will be applied to each domestic card issued;
4. Domestic users are encouraged to utilise the Low-Flow standpipes for their domestic water, however, should they access water via a High-Flow standpipe with a domestic card, the water will be charged at the High-Flowrate;
5. Upon 1st July each year, each domestic card will be credited with the funds required to withdraw 400 Kilolitres of water at the Low-Flow rate, set for that year; and
6. Funds remaining on the card at 30th June will not be rolled over into the next financial year.

MT HAMPTON DAM AND DULYALBIN TANK FACILITIES:

The primary use of water from the Mt Hampton Dam and Dulyalbin Tank is for the purposes of Drought Relief, Fire Fighting and Remote Farm Water Supplies (domestic and stock use), other purposes are to be authorised by the CEO. It is acknowledged that water is extracted from these water supplies for spraying purposes.

Users will be required to record such usage in the record books provided at the facilities.

Appropriate signage will be installed at both facilities informing users of their obligations.



Council Policy Manual

5.2 Complaints Handling

Section:	General Administration
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	General Administration Policy 6.3

Objectives

The objectives of this policy are:

- To develop a structured systematic approach to dealing with complaints received by the Shire of Yilgarn from external persons.
- To assure the community that complaints may be made without fear of recrimination and that all complaints will be promptly dealt with and a (written if required) response will be given setting out the answer to the complaint providing reasons, where appropriate.
- To have complaints dealt with efficiently by an appropriate Officer with minimal referral.

Policy

- The Shire of Yilgarn recognises the right of its customers to make complaints about services or service delivery, and will make it a priority to address those complaints and rectify unsatisfactory consequences.
- The Council and its staff will be open and honest in its dealings with customers, and will explain in "plain English" why, for legislative/legal reasons, cost constraints or some other matter beyond its control, it is unable to act in accordance with a complainant's request.
- The Council recognises that good complaints handling is an integral part of customer service and provides an effective way of reviewing performance and monitoring standards.

Guidelines

- Any person or their representative can lodge a complaint.
- Complaints will be accepted in writing, in person, by email or by telephone. If a verbally received complaint relates to a third party or alleges a criminal offence, corruption or other serious matter, the receiving officer is to advise the complainant that the matter must be submitted in writing.
- Complainants are to be advised that anonymous complaints may not be processed as it is possible that they may be mischievous or vexatious. The receiving officer is to provide all relevant detail obtained from anonymous complainant, and provide to CEO or Executive manager for consideration.
- Complaints that are to be dealt with under this policy include, but are not necessarily limited to, expressions of dissatisfaction regarding;
 - a) decisions made by Council or staff;
 - b) inappropriate behaviour of staff or members such as rudeness, discrimination or harassment;
 - c) the standard of works or services provided by Shire.
 - d) the standard or condition of a facility provided by Shire.
 - e) failure of Council to comply with the Local Government Act, Council policies, Council's local laws

Deleted: Depending on the nature of the complaint, it will be at the discretion of the receiving officer to act or refer the complaint or not to deal with the complaint.



Council Policy Manual

and other laws administered by Council.

- The following issues shall not be regarded as complaints and shall not be dealt with under this policy:
 - a) requests for services;
 - b) requests for information or explanations of policies and/or procedures;
 - c) the lodging of a formal objection or appeal in accordance with the Local Government Act and other Acts or in accordance with Council policies or standard procedures;
 - d) the lodging of a submission in response to an invitation for comment.
- Complaints regarding elected members are to be directed to the CEO and Shire President. The CEO is responsible for the initial investigation and administrative responses. Matters that may require disciplinary action are to be referred to the Shire President and dealt with under the Council's Code of Conduct.
- Complaints from Councillors, the Ombudsman, the Local Government Department or from Members of Parliament shall be referred to, and dealt with by, the CEO unless the complaint relates to the CEO whereupon the complaint will be dealt with by the Shire President.
- When any complaint is made it shall be forwarded to the CEO, who may delegate the matter to an appropriate Officer.
- Where a complaint cannot be dealt with in a timely manner the complainant is to be advised of the reasons why and advised of the expected time frame.
- All complaints will be responded to by the CEO or relevant officer.
- Where a complaint has been investigated and found to be justified, the CEO or relevant officer who dealt with the complaint will ensure that the remedy is carried out, will advise the complainant that the Shire does acknowledge substance in the complaint and the specific action that will be taken by the Shire to respond to the circumstances of the complaint.
- The CEO shall establish and maintain an appropriate central record of all complaints.



Council Policy Manual

Service Complaint

(Issues with ShireService)

This form can be used for an expression of dissatisfaction with the Council's policies, procedures, fees & charges, employees, its contractors or agents or the quality of the services and/or works it provides.

It is important to note that a complaint is not the same as a request for service, a request for information, an inquiry seeking clarification of an issue or seeking a review of a Council or Council Officer's decision or conditions relating to a decision.

Name of Complainant/s: _____

Address in Full: _____

Phone _____

Email: _____

Complaint: _____

Preferred Solution: _____

Complainants' Signature: _____



Council Policy Manual

5.3 Assistance to State Representatives

Section:	General Administration
Date Adopted:	
Document Control:	
Previous Policy Number:	General Administration Policy 6.4

Residents of the Shire who are selected to represent the Shire or the State in national competition are eligible for a council contribution towards expenses of up to \$500.

The resident is required to put forward a written request for the financial assistance to Council attaching verification of being selected as a state representative.



Council Policy Manual

5.4 Community Engagement Policy

Section:	General Administration
Date Adopted:	
Document Control:	
Previous Policy Number:	General Administration Policy 6.7

DEFINITIONS

Community – those who live, work or recreate in the Shire of Yilgarn.

Community engagement – is any process “that involves the public in problem solving or decision-making and uses public input to make decisions”. (IAP2)

Community engagement may refer to a range of interactions of differing levels of engagement between the Shire and the community, including;

- Information sharing processes, to keep the community informed and promotes understanding.
- Consultation processes, to obtain feedback.
- Involving community members consistently throughout the process to ensure community concerns and aspirations are understood and considered.
- Collaborating with community members in each aspect of the decision making process.
- Empowering the community.

The Shire of Yilgarn is committed to strengthening the Shire through effective community engagement to share information, gather views and opinions, develop options, build consensus and make decisions.

Community engagement assists the Shire of Yilgarn to provide good governance and strong leadership, delivering better decisions to guide the Shire’s priorities into the future.

This policy does not negate the requirement of the Shire to comply with statutory obligations.

The following principles apply to community engagement undertaken by the Shire of Yilgarn;

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LAST REVIEW DATE: SEPTEMBER 2022
DUE FOR REVISION: SEPTEMBER 2023

¶
Correspondence will be managed within the protocols contained within the requirements of councils records management system and will comply with the State Records Act and its retention and disposal guidelines.¶

¶
As a general benchmark, inwards correspondence will at least be acknowledged with seven (7) days of receipt.¶

<#>Funding Submissions

<object>

¶
LAST REVIEW DATE: SEPTEMBER 2022 DUE FOR REVISION: SEPTEMBER 2023

<object>

In order to maximize the acquisition of external funding applicants for external funding opportunities, the CEO is authorised to prepare and submit funding applications for external grants regardless of whether a specific budgetary allocation exists¶

¶
Prior to formal acceptance of funding towards an unbudgeted project, the CEO is to obtain a council resolution to vary the budget as a requirement of regulations.¶

¶

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LAST REVIEW DATE: SEPTEMBER 2022 DUE FOR REVISION: SEPTEMBER 2023

<object>

In order to maximize the acquisition of external funding applicants for external funding opportunities, the CEO is authorised to prepare and submit funding applications for external grants regardless of whether a specific budgetary allocation exists¶

¶
Prior to formal acceptance of funding towards an unbudgeted project, the CEO is to obtain a council resolution to vary the budget as a requirement of regulations.¶

¶

Council Policy Manual

Focus and commitment	1	The purpose of each community engagement will be clearly scoped to determine how the engagement will add value to the Shire's decision-making process.
	2	Each community engagement will be planned to clarify the level of influence the participants will have over the decision they are being invited to comment on or participate in. The person or body who is responsible for the final decision will be notified.
	3	The Shire is genuinely open to engaging with the community and committed to using a range of appropriate engagement methods.
Transparency and openness	4	All community engagement processes will be open and transparent.
	5	Comment will be documented and analysed.
	6	The Shire will seek to understand the concerns and interests of all stakeholders and provide opportunities for participants to appreciate each other's perspectives.
Responsiveness and feedback	7	The Shire will advise participants of progress on issues of concern and provide feedback in a timely manner on the decision made and the rationale for the decision will be communicated where necessary.
	8	The best interest of the community will prevail over the individual or vested interests.
Inclusiveness, accessibility and diversity	9	Persons or organisations affected by or who have an interest in a decision will have an opportunity to participate in the community engagement process.
	10	Community engagement process will be open to all those who wish to participate.
Accountability	11	The Shire will seek community engagement to enhance its decision-making, however, where the Shire is responsible and accountable for a given matter, it will accept its responsibility to make the final decision and provide leadership.
Information	12	Appropriate, accessible information will be available to ensure participants are sufficiently well informed and supported to participate in the process.
Timing	13	Community engagement will be undertaken early enough in the process to ensure that participants have enough time to consider the matter at hand and provide meaningful feedback.
	14	All engagement processes will have timeframes that will be made clear to participants and adhered to by the Shire.
Resources	15	The Shire will allocate sufficient financial, human and technical resources to support community engagement.
Evaluation	16	The Shire will monitor and evaluate processes to ensure the engagement being undertaken is meeting planned outcomes.



Council Policy Manual

5.5 Community Funding Program

Section:	General Administration
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	General Administration Policy 6.9

Objectives

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

Eligibility

- Funding is available for activities which will provide benefits directly/in-directly to the people of the Shire of Yilgarn.
- Only non-profit community organisations operating within the Shire of Yilgarn are eligible to apply.
- Organisations who have failed to acquit funds in the previous financial year will not be eligible for the future rounds of the funding program until the acquittal is received.

Categories

- Essential equipment/capital items (up to \$2,000) Types of equipment:
 - Ground maintenance equipment
 - Sporting equipment
 - Office equipment
 - Minor plant equipment
- Community / Sporting Event related Expenses (up to \$2,000)

Funding is available for event related expenses to help cover for, but not limited to, guest speakers, facilitators and other event hire costs. Written quotes must be provided at the time of application.

- Training & Travel Assistance for local officials/office bearers (up to \$500)

Funding is available to officials and/or office bearers of community organisations who are required to attend regional / state association organised seminars / courses/ meetings as part of their duties. Knowledge gained at these activities must then be used to assist the local community organisation in its continued development.

General Conditions

- Any improvements or additions made to Council assets require the written approval of the Shire
- Applications must be lodged and approved by the Shire of Yilgarn before the intended project begins
- Funds must be claimed by 30 June in the financial year in which they are assigned

Deleted: <#>Asset Management Policy¶

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<object>LAST REVIEW DATE: SEPTEMBER 2022

DUE FOR REVISION: SEPTEMBER 2023¶

Policy Statement¶

To approve Council's Asset Management policy and plan.¶

To ensure appropriate allocation of Asset Management resources.¶

To evaluate Asset Management Plan recommendation for implementation.¶

¶

Chief Executive Officer (CEO)¶

To implement the Council Asset Management policy, strategy and plan with reasonable practical resources.¶

To monitor, evaluate and report to Council on Asset Management compliance and milestones.¶

To include Asset Management in relevant staff's position descriptions and performance plans.¶

To ensure that accurate and reliable information is presented to council for decision- making.¶

¶

Asset Management Section Managers¶

To develop and establish corporate policy, objectives and guidelines with regard to asset management practices and procedures.¶

To ensure the long term effectiveness of the asset management programs.¶

To raise awareness throughout their section and the organisation as to the benefits of adopting a formal approach to asset management.¶

To ensure that the organisation's asset management program is developed and implemented in a logical and structured manner.¶

To seek and use outside asset management consultants on activities where necessary.¶

To review existing practices, procedures and systems.¶

To integrate the Asset Management policy and Asset Management plans into the corporate governance framework.¶

To oversee the progress of individual asset management activities including data capture and preparation of Asset Management Plans.¶

To ensure that legal and statutory obligations are met.¶

¶

Policy Non-Compliance¶

Failure to comply with this policy will result in:¶

Unsafe infrastructure and/or,¶

Infrastructure unfit for purpose and/or,¶

Excess assets and/or,¶

An increase in the renewal gap.¶

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Related Documents¶

Asset management must be integrated with broader Council planning and assets considered with other key resources used in achieving Council's objectives at the Strategic, Operational and Performance Levels.¶

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Deleted: next



Council Policy Manual

- Any variation to the project cost after approval / commencement of the project will be solely at the community organisation's cost.
- Applicant organisations must provide their ABN in order to receive the complete amount funding (The Shire is required to withhold tax of 48.5% of the funding amount if an ABN is not provided).
- On project completion, applicant organisations must complete a grant acquittal form and present original receipts &/or invoices as proof of purchase.
- The project must not duplicate an existing service / facility / project.
- Funds must not be used for wages and salaries or general administration costs.
- A minimum of two quotes will be required if capital items are being purchased/hired.
- Applicants must provide a current financial statement of the organisation.
- Any unexpended funds are to be paid back to the Shire of Yilgarn by 30 June of the funding year.
 - Acquittals will still be required to provide proof of expenditure (copy of invoice or itemised receipt) and repayment if necessary for any unexpended funds.
 - In the event of the organisation/group failing to acquit after 2 years of grant approval, the organisation/group will be required to repay the granted funds in full (as per amount granted on the successful community funding program letter) to the Shire of Yilgarn.

Timeframes

The Community Funding Program will be advertised on the Shire of Yilgarn's website, twice in the Crosswords (once in September and once in October) and information will be emailed to office bearers of eligible community groups and clubs once in September.

Applications open on the first Monday in October and close on the last Friday at 12.00pm in October each year.

Compliant applications to be presented to the Ordinary Council Meeting in November and all groups will be informed of the outcome within a week after the Council meeting.

Funding to be paid to successful recipients in December.

All funding must be acquitted by 30 June of the financial year.

Responsibility

The Community Resource Centre Coordinator is responsible for the timely implementation of the Community Funding Program.

Selection process

The CEO will assess all applications with the executive management team and make recommendations to council with the successful applications being endorsed by Council at its November ordinary meeting.



Council Policy Manual

5.6 Rural Landfills

Section:	General Administration
Date Adopted:	
Document Control:	
Previous Policy Number:	General Administration Policy 6.10

The Shire operates a number of rural landfill sites, designed to accept small quantities of putrescible waste (Class II) from local residents only.

To restrict non-local persons and commercial entities from utilising these sites, the following appointments are made:

Site	Appointment
Bodallin Rural Landfill Site	Appointed for the depositing of putrescible waste (Class II) by residents of Bodallin townsite and surrounding Bodallin rural locations only, unless otherwise approved by the Shire of Yilgarn
Bullfinch Rural Landfill Site	Appointed for the depositing of putrescible waste (Class II) by residents of Bullfinch townsite and surrounding Bullfinch rural locations only, unless otherwise approved by the Shire of Yilgarn
Marvel Loch Rural Landfill Site	Appointed for the depositing of putrescible waste (Class II) by residents of Marvel Loch townsite and surrounding Marvel Loch rural locations only, unless otherwise approved by the Shire of Yilgarn
Moorine Rock Rural Landfill Site	Appointed for the depositing of putrescible waste (Class II) by residents of Moorine Rock townsite and surrounding Moorine Rock rural locations only, unless otherwise approved by the Shire of Yilgarn

Under the Litter Act 1979 Clause 23(b), a person who deposits waste on land that is not appointed commits an offence. Persons who deposit waste in breach of the above appointments are deemed to have breached the Litter Act 1979, and as such, are liable to applicable penalties under said Act.



Council Policy Manual

5.7 Records Management

Section:	General Administration
Date Adopted:	
Document Control:	
Previous Policy Number:	General Administration Policy 6.11

Policy Objective

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

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

Policy statement

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

The effective management of records will also:

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

1 Ownership

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

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

2 Creation of Records

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

3 Capture and Control of Records

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



Council Policy Manual

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

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

4 Security and Protection of Records

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

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

5 Access to Records

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

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

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

6 Appraisal, Retention and Disposal of Records

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

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

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

Copies/duplicates may be disposed of after use by staff and Elected Members ensuring any such records that contain personally identifiable information or

information that is not publicly available are returned to the Chief Executive Officer or Executive Manager Corporate Services for secure disposal.



Council Policy Manual

7 Roles and Responsibilities

7.1 Elected Members

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

7.2 Chief Executive Officer

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

7.3 Executive and Managers

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

7.4 All Staff

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

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

8 Legislation and Standards

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

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

Definitions

- 9.1 Record



Council Policy Manual

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

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

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

9.2 Ephemeral Records

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

9.3 Recordkeeping Plan

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

9.4 General Disposal Authority (GDA)

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

9.5 Personally Identifiable Information (PII)

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



Council Policy Manual

RECORDS MANAGEMENT

Guidelines for Elected Members

Introduction

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

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

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

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

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

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

What is a record?

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

Why do I need to keep records?

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

Government records include:

- Correspondence and communications
- File notes made after verbal communications, meetings, phone calls etc.
- Video and audio recordings
- Photographs



Council Policy Manual

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

When to create and capture a record:

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

Which records should be captured?

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



Council Policy Manual

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

Confidential Documents / Records

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

What do I do with records once they are created?

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

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



Council Policy Manual

RECORDS MANAGEMENT

Guidelines for Staff

Introduction

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

What is a record?

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

Why do I need to keep records?

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

What are my responsibilities as a government employee?

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

When should I create a record?

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

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

If the answer is "**yes**" to any one of these questions, a record should be created. Examples of records might include:



Council Policy Manual

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

What do I do with records once they are created?

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

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

How long do I need to keep records?

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



Council Policy Manual

5.8 Work Health and Safety

Section:	General Administration
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Staff Policy 1.1

INTRODUCTION:

The Shire of Yilgarn provides roads, recreational facilities, funding for medical services, parks and gardens, street lighting, and waste collection amongst other community services and infrastructure. Our local government provides vital economic, social and environmental support for communities.

The Shire of Yilgarn recognises the importance of providing all employees, visitors and contractors with a safe and healthy work environment and is committed to the continuous improvement of occupational safety and health in the workplace.

OBJECTIVES:

This Work Health and Safety Policy aims to establish and maintain, so far as practicable, the highest standard of occupational safety and health for all employees.

Our aim is to prevent all occupational injuries and illness and our Shire acknowledges a duty to achieve the objectives by:

- Providing and maintaining, so far as is practicable, workplaces, plant and systems of work so that employees, contractors and visitors are not exposed to hazards.
- Providing adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to identify and control the cause to reduce the level of risk in the workplace.
- Ensuring that management keeps work health and safety representatives, supervisors and staff up to date with information about any changes to the workplace which may affect safety and health.
- Consulting and cooperating with safety and health representatives and other employees regarding work health and safety at the workplace.
- Assisting the work health and safety Committee with the facilitation and communication between management and employees on safety and health matters.

The Shire of Yilgarn will implement and maintain an ongoing work health and safety program, including conducting regular inspections of the workplace, aimed at preventing accidents and incidents.

All Supervisory personnel are responsible and accountable for the safety of employees, contractors and company property under their control, as well as ensuring all applicable legislation, standards, procedures and safe work practices are followed at all times.



Council Policy Manual

All employees and contractors are expected to:

- Follow all organisational safety requirements and relevant legislation and supporting documentation.
- Maintain a clean and orderly work area.
- Report all hazards, injuries and safety incidents.
- Actively participate in safety improvement activities.

This policy will be reviewed annually in consultation with the OSH committee and in accordance with the Shire of Yilgarn's commitment to continuous improvement in safety management.

A safe and efficient place of work is our goal, and we must all be committed to reach this outcome.



Council Policy Manual

5.9 Gratuity Payments to Council Employees/ Recognition of Long and Outstanding Service

Section:	General Administration
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Staff Policy 1.3

OBJECTIVES:

This policy is designed to provide guidelines for gratuity payments to employees whose employment with the Shire of Yilgarn is finishing.

POLICY STATEMENT:

Gratuity Payments

Council does not favour gratuity payments on termination of employment but reserves the right in cases of exceptional service to make a gratuity payment through the normal budget process in accordance with Section 5.50(1) & (2) of the Local Government Act 1995.

Recognition of Long and Outstanding Services

When Long or Outstanding Service has been reached by an employee, the Chief Executive Officer informs Council, in order that the Long or Outstanding service may be recognised appropriately.



Council Policy Manual

5.10 Acting Chief Executive Officer Appointment and Senior Employees

Section:	General Administration
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Staff Policy 1.4

Senior Employees and Acting Chief Executive Officer Appointments pursuant to Section 5.37 of the Local Government Act 1995, the following employees are designated as senior employees:

- Executive Manager Corporate Services
- Executive Manager Infrastructure

For the purposes of Section 5.36(2) and 5.39C of the Act, Council has determined that the employees that are appointed in one of the above positions are suitably qualified to be appointed as Acting CEO by the CEO, from time to time, when the CEO is on periods of leave, subject to the following conditions:-

- The CEO is not an interim CEO or Acting in the position;
- The term of appointment is no longer than 25 working days consecutive; and
- That the employee's employment conditions are not varied other than the employee is entitled at the CEO's discretion, no greater than the salary equivalent to that of the CEO during the Acting period.

In the case of the unavailability of the CEO due to an emergency to appoint an Acting CEO, the Executive Manager Corporate Services is automatically appointed as Acting CEO, on that Officer's salary, for up to 10 working days from commencement, and continuation is then subject to determination by the Council.

All other interim, Acting or CEO appointments to be referred to Council for consideration.



Council Policy Manual

5.11 Council Christmas Function

Section:	General Administration
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Staff Policy 1.12

The Chief Executive Officer is authorised to approve Christmas functions for indoor and outdoor staff within the budget provision.



Council Policy Manual

5.12 Employee Training and Development

Section:	General Administration
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Staff Policy 1.16

Council supports the CEO in providing training and development opportunities for all staff members, in line with their role within the organization, possible progressions opportunities and within budget provisions.



Council Policy Manual

The Document Owner shall ensure that this policy is reviewed at least annually.

6. DOCUMENT REVISION HISTORY:

Revision Events			
Rev.	Author	Changes	Date
01	SB	Initial version	24.02.11
02	JS	Revised	25.07.11
03	JS	Revised	20.07.12
04	VP	Revised	19.07.13
05	VP	Revised	18.07.14
06	EP	Revised	18.06.15
07	BJ	Revised	15.09.16
08	BJ	Revised	21.09.17
09	PC	Revised	20.09.18
10	PC	Revised	19.09.19
11	PC	Amended	20.02.20
12	PC	Amended	16.04.20
13	PC	Revised	17.09.20
14	PC	Revised	17.12.20
15	PC	Amended	15.04.21
16	NW	Revised	16.09.21
17	NW	Amended	16.12.21
18	NW	Revised	15.09.22
<u>19</u>	<u>NW</u>	<u>Amended</u>	<u>21.09.23</u>

Councillor Declaration

I have read Council Policy Manual, and declare that I will observe and abide by the terms and condition outlined in this Policy.

Signed: _____ Dated: _____

Name (please print in blockletters): _____

Witnessed: _____ Dated: _____

Council Policy Review 2023 – Amendment List

Proposed Policy Number	Previous Council Policy Number	Previous Staff Policy Number	Title	Changes	Comments
	1.1		Deputation to Council	<ul style="list-style-type: none"> Deleted 	Covered by Shire of Yilgarn Local Government (Council Meetings) Local Law 2017
1.1	1.2		Delegates Moving Motions	<ul style="list-style-type: none"> Named changed from "Delegates Moving Motions at Association Conferences; Updated to include moving motions at any meeting, or which they are a delegate of Council. Policy Number 	To cover Councillors voting on motions at meetings other than WALGA conferences.
1.2	1.3		WALGA – Nominations to Boards & Committees	<ul style="list-style-type: none"> Policy Number 	
1.3	1.4		Use of Council's Common Seal	<ul style="list-style-type: none"> Reference to delegation number changed from LGA13 to LGA30 Policy Number 	To align with recent changes to delegations
1.4	1.5		Elected Members Entitlements	<ul style="list-style-type: none"> Updated to refer to legislation, SAT Determination and annual agenda item. 	During Reg 17 Review, auditor noted the detail may allow the policy to breach the standards set by SAT.
1.5	1.6		Media Policy	<ul style="list-style-type: none"> Policy Number Update relating to private social media use 	
	1.7		Disruptive Behaviour at Council Meetings	<ul style="list-style-type: none"> Deleted 	Covered by Shire of Yilgarn Code of Conduct for Council Members, Committee Members and Candidates and Local Government (Council Meeting) Local Law 2017
	1.8		Councillor Ipad/Tablet Policy	<ul style="list-style-type: none"> Deleted 	Provision of ICT covered by SAT, new operational policy to manage use of Shire Equipment and access to system.
1.6	1.9		Related Parties Disclosures	<ul style="list-style-type: none"> Policy Number 	
1.7	1.10		Council Forum / Briefing Session	<ul style="list-style-type: none"> Policy Number Start time of sessions 	
1.8	1.11		Induction For Councillors	<ul style="list-style-type: none"> Policy Number 	
1.9	1.12		Continuing Professional Development of Council Members	<ul style="list-style-type: none"> Updated Section 8 – Policy Review/Amendment Policy Number 	As per recommendation in Reg 17 review, align review timing with requirements of legislation.
1.10	1.13		Attendance at Events and Functions	<ul style="list-style-type: none"> Policy Rewritten Policy Number 	Multiple concerns raised by Reg 17 review, Policy rewritten to remove administration functions by President (ie, approving events, dispute resolution) Events are either approved or require Council approval.
1.11	1.14		Risk Management Policy	<ul style="list-style-type: none"> Policy Number 	
	2.1		Use of Council Equipment	<ul style="list-style-type: none"> Deleted 	Operational matter
	2.2		Harvest and Vehicle Movement Bans	<ul style="list-style-type: none"> Deleted 	Operational and covered under legislation.
	2.3		Brigade Membership Forms	<ul style="list-style-type: none"> Deleted 	Operational matter
2.1	2.4		Bush Fire Advisory Committee Policy	<ul style="list-style-type: none"> Policy Number 	
	2.5		Management of Bush Fire Volunteers	<ul style="list-style-type: none"> Deleted 	Operational Matter
	3.1		Asset Capitalisation and Depreciation	<ul style="list-style-type: none"> Deleted 	As per recommendation in Reg 17 review
	3.1A		Disposal of Assets	<ul style="list-style-type: none"> Deleted 	As per recommendation in Reg 17 review
3.1	3.2		Surplus Funds Investment	<ul style="list-style-type: none"> Policy Number 	
3.2	3.3		Resourcing Employee Entitlements	<ul style="list-style-type: none"> Policy Number 	
3.3	3.4		Reserve Portfolio Rationale	<ul style="list-style-type: none"> Policy Number 	

Council Policy Review 2023 – Amendment List

3.4	3.5		Purchasing and Tendering	<ul style="list-style-type: none"> Update Sole Source of Supply to only allow CEO to approve, and require the risks and controls when documenting. Include requirements for variations. 	As per recommendation in Reg 17 review
3.5	3.5(A)		Regional Price Preference	<ul style="list-style-type: none"> Policy Number 	
	3.6		Signing of Cheques	<ul style="list-style-type: none"> Deleted 	Operational matter, as per recommendation in Reg 17 review
3.6	3.7		Recovery of Fines and Costs from Sundry Debtors	<ul style="list-style-type: none"> Policy Number 	
3.7	3.8		Use of Council Credit Card	<ul style="list-style-type: none"> Updated procedure for authorisation of purchases. Policy Number 	As per recommendation of Reg 17 review, removed the authorisation of purchases by President, as hold no administrative power. Statements are reviewed by EMCS, authorised by CEO and tabled with Council monthly.
3.8	3.9		Rates and Charges Recovery Policy (Including Financial Hardship Provisions)	<ul style="list-style-type: none"> Policy Number Inclusion of procedure/process for: <ul style="list-style-type: none"> Sundry Debts Infringements Special Payment Arrangements Interest on Monies Overdue Update Financial Hardship Provisions to cover all financial hardship situations as opposed to just sewerage and water. 	Provides better detail on all types of debt recovery, as opposed to just rates.
3.9	3.10		Use of Shire Facilities by Service Providers	<ul style="list-style-type: none"> Policy Number 	
3.10	3.11		Timely Payment of Suppliers	<ul style="list-style-type: none"> Policy Number 	
	3.12		Covid-19 Financial Hardship	<ul style="list-style-type: none"> Deleted 	No longer require, revert to policy 3.8
3.11	3.13		Discretionary Capital Expenditure – Business Case	<ul style="list-style-type: none"> Policy Number 	
3.12	3.14		Supplier Onboarding	<ul style="list-style-type: none"> Policy Number Remove “Executive Manager Regulatory Services” 	EMRS position ceased.
	4.1		Development of Heritage Precincts	<ul style="list-style-type: none"> Deleted 	As per advice from planning consultant. Covered by TPS2.
	4.2		Building on Residential Townsite Lots	<ul style="list-style-type: none"> Deleted 	As per advice from planning consultant, not a valid policy under Planning and Development legislation.
	4.3		Advertising & Directional Signs	<ul style="list-style-type: none"> Deleted 	As per advice from planning consultant, not a valid policy under Planning and Development legislation.
	4.4		Maintenance of Buildings Under Council Control	<ul style="list-style-type: none"> Deleted 	Operational matter.
	4.5		Swimming Pool Usage	<ul style="list-style-type: none"> Deleted 	Operational matter
	4.6		Outbuildings in Residential and Townsite Zoned Areas	<ul style="list-style-type: none"> Deleted 	As per advice from planning consultant, not a valid policy under Planning and Development legislation.
	4.7		Sea Container and Other Similar Storage Structures	<ul style="list-style-type: none"> Deleted 	As per advice from planning consultant, not a valid policy under Planning and Development legislation.
	4.8		Mining Tenements	<ul style="list-style-type: none"> Deleted 	Not relevant, currently all applications seeking comments are lodged with Council for their information.
	4.9		Transportable Dwellings and Additional Rural/Mining Dwellings Policy	<ul style="list-style-type: none"> Deleted 	As per advice from planning consultant, not a valid policy under Planning and Development legislation.
4.1	5.1		Crossovers	<ul style="list-style-type: none"> Policy Number 	
	5.2		Heavy Haulage on Local Roads	<ul style="list-style-type: none"> Deleted 	As per advice from auditors, operational and bound by legislation.
	5.3		Private Works	<ul style="list-style-type: none"> Deleted 	Operational matter

Council Policy Review 2023 – Amendment List

	5.4		Road Building Material - Gravel	<ul style="list-style-type: none"> Deleted 	Operational matter
4.2	5.5		Traffic Intersection Management Plan (Private Haul Roads Intersecting With Roads Under Council Control	<ul style="list-style-type: none"> Policy Number 	
4.3	5.6		Roadside Memorials	<ul style="list-style-type: none"> Policy Number 	
	5.7		Stock on Council Road Reserves	<ul style="list-style-type: none"> Deleted 	As per advice from auditor, operational matter
	5.8		Road Works on Council Roads	<ul style="list-style-type: none"> Deleted 	As per advice from auditor, operational matter
	5.9		Plant Replacement	<ul style="list-style-type: none"> Deleted 	As per advice from Auditor, operational, plant replacement endorsed via Council resolution.
	5.10		Road Crossings - Drainage	<ul style="list-style-type: none"> Deleted 	As per advice from auditor, operational matter
	5.11		Council Housing - Bonds	<ul style="list-style-type: none"> Deleted 	Operational matter
	6.1		Reserves – Notification to Surrounding Landowners	<ul style="list-style-type: none"> Deleted 	As per advice from auditor, operational matter
5.1	6.2		Council Operated Standpipes / Mt Hampton Dam and Dulyalbin Tank Facilities	<ul style="list-style-type: none"> Policy Number 	
5.2	6.3		Complaints Handling	<ul style="list-style-type: none"> Policy Number Remove ability for receiving officer to exercise discretion as to whether an anonymous complaint is dealt with. 	Update to require anonymous complaints to be forwarded to CEO or Executive Manager for consideration.
5.3	6.4		Assistance to State Representatives	<ul style="list-style-type: none"> Policy Number 	
	6.5		Inward Correspondence	<ul style="list-style-type: none"> Deleted 	As per advice from auditor, operational matter
	6.6		Funding Submissions	<ul style="list-style-type: none"> Deleted 	As per advice from auditor, operational matter
5.4	6.7		Community Engagement Policy	<ul style="list-style-type: none"> Policy Number 	
	6.8		Asset Management Policy	<ul style="list-style-type: none"> Deleted 	Policy does not provide tangible guidance from council to CEO.
5.5	6.9		Community Funding Program	<ul style="list-style-type: none"> Policy Number Funding for community event related costs included 	Based on feedback from community club consultation sessions.
5.6	6.10		Rural Landfills	<ul style="list-style-type: none"> Policy Number 	
5.7	6.11		Records Management	<ul style="list-style-type: none"> Policy Number 	
5.8		1.1	Work Health and Safety	<ul style="list-style-type: none"> Policy Number 	As per advice from auditor, transferred from Staff to Council Policy manual.
		1.2	Employee Benefits	<ul style="list-style-type: none"> Omitted 	Operational matter, dealt with by Enterprise Agreement
5.9		1.3	Gratuity Payments to Council Employees/Recognition of Long and Outstanding Services	<ul style="list-style-type: none"> Policy Number 	As per advice from auditor, transferred from Staff to Council Policy manual.
5.10		1.4	Acting Chief Executive Officer Appointment and Senior Employees	<ul style="list-style-type: none"> Policy Number Remove Executive Manager Regulatory Services 	As per advice from auditor, transferred from Staff to Council Policy manual. Updated to reflect staff changes.
		1.5	Awards – Salaries and Wages Representation	<ul style="list-style-type: none"> Omitted 	Operational matter
		1.6	Harassment in Workplace	<ul style="list-style-type: none"> Omitted 	Operational matter, will be included in operational polices
		1.7	Smoke Free	<ul style="list-style-type: none"> Omitted 	Operational matter, will be included in operational polices
		1.8	Equal Employment Opportunity	<ul style="list-style-type: none"> Omitted 	Operational matter, will be included in operational polices
		1.9	Media Policy	<ul style="list-style-type: none"> Deleted 	Dealt with my Council Policy 1.5 (new number)
		1.10	Use of Government Equipment	<ul style="list-style-type: none"> Omitted 	Operational matter, will be included in operational polices
		1.11	Motor Vehicle Use	<ul style="list-style-type: none"> Omitted 	Operational matter, will be included in operational polices
5.11		1.12	Council Staff Christmas Function	<ul style="list-style-type: none"> Policy Number 	As per advice from auditor, transferred from Staff to Council Policy manual.

Council Policy Review 2023 – Amendment List

		1.13	Duty of Confidentiality	<ul style="list-style-type: none"> • Omitted 	Operational matter, will be included in operational polices
		1.14	Emergency Services Leave	<ul style="list-style-type: none"> • Omitted 	Operational matter, will be included in operational polices
		1.15	Drug and Alcohol Testing	<ul style="list-style-type: none"> • Omitted 	Operational matter, will be included in operational polices
5.12		1.16	Employee Training and Development	<ul style="list-style-type: none"> • Policy Number • Removal of process detail. 	Majority of existing Policy was operational, as such, was removed to be included in operational policy, however Council support for ongoing development retained.
		1.17	Electronic Information and Security	<ul style="list-style-type: none"> • Omitted 	Operational matter, will be included in operational polices
		1.18	Employee iPad policy	<ul style="list-style-type: none"> • Omitted 	Operational matter, will be included in operational polices
		1.19	Grievances, investigations & Resolutions.	<ul style="list-style-type: none"> • Omitted 	Operational matter, will be included in operational polices. Councillor complaints dealt with under 5.2 (new number)
		1.20	Disciplinary Policy	<ul style="list-style-type: none"> • Omitted 	Operational matter, will be included in operational polices

SHIRE OF YILGARN

**MONTHLY FINANCIAL STATEMENTS
FOR THE MONTH ENDED 31 AUGUST 2023**

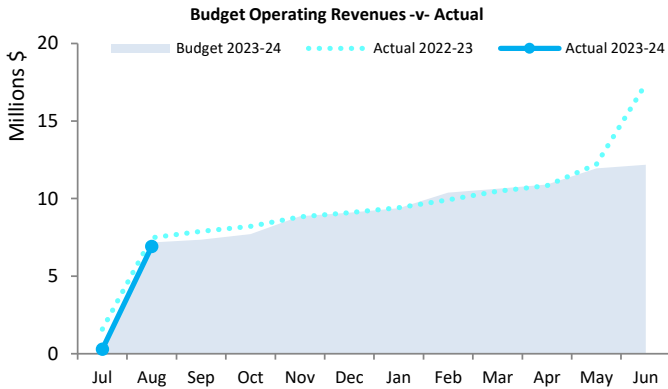


TABLE OF CONTENTS

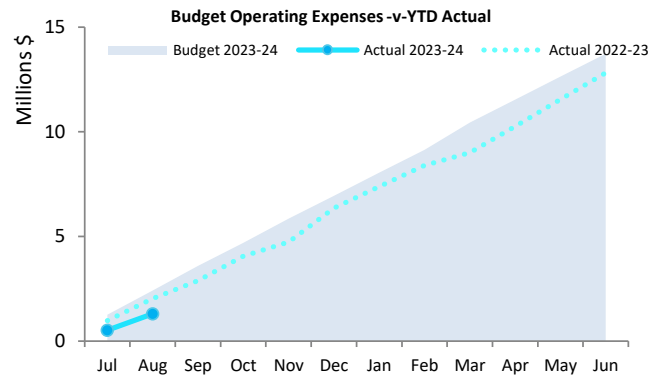
Statement of Financial Activity by Nature or Type	6
Basis of Preparation	7
Note 1 Statement of Financial Activity Information	8
Note 2 Cash and Financial Assets	9
Note 3 Receivables	10
Note 4 Other Current Assets	11
Note 5 Payables	12
Note 6 Disposal of Assets	13
Note 7 Capital Acquisitions	14
Note 8 Borrowings	17
Note 9 Lease Liabilities	18
Note 10 Reserve Accounts	19
Note 11 Other Current Liabilities	20
Note 12 Operating grants and contributions	21
Note 13 Non operating grants and contributions	22
Note 14 Trust Fund	23
Note 15 Explanation of Material Variances	24

OPERATING ACTIVITIES

OPERATING REVENUE

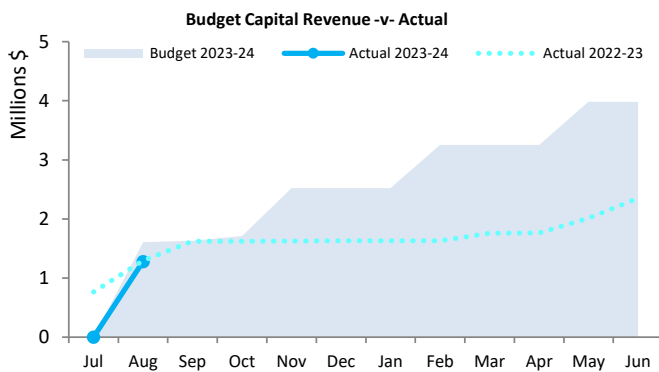


OPERATING EXPENSES

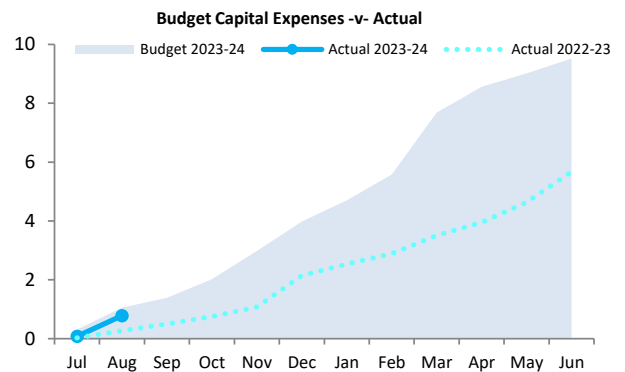


INVESTING ACTIVITIES

CAPITAL REVENUE



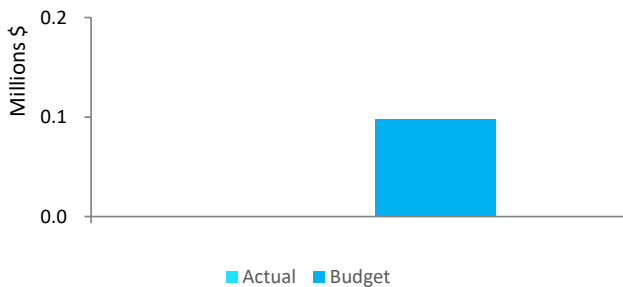
CAPITAL EXPENSES



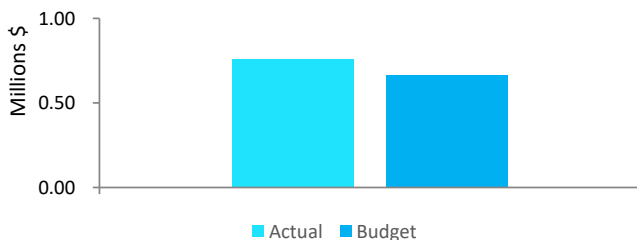
FINANCING ACTIVITIES

BORROWINGS

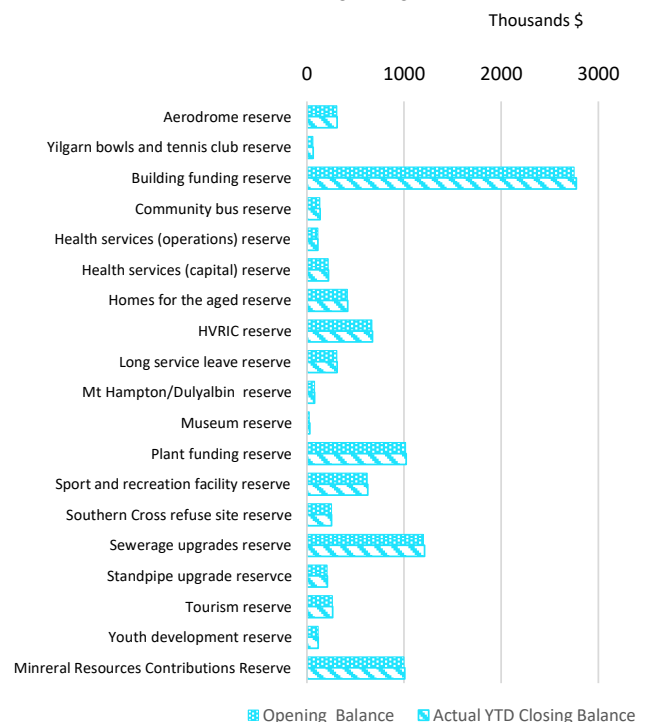
Principal Repayments



Principal Outstanding



RESERVES



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

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$5.52 M	\$5.52 M	\$7.28 M	\$1.76 M
Closing	(\$0.06 M)	\$10.13 M	\$12.00 M	\$1.87 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$16.62 M	% of total
Unrestricted Cash	\$6.77 M	40.8%
Restricted Cash	\$9.84 M	59.2%

Refer to Note 2 - Cash and Financial Assets

Total payables		
	\$0.19 M	% Outstanding
Trade Payables	\$0.00 M	
0 to 30 Days	\$0.00 M	0%
30 to 60 Days	\$0.00 M	0%
Over 60 Days	\$0.00 M	0.0%

Refer to Note 5 - Payables

Receivables		
	\$5.25 M	% Collected
Rates Receivable	\$4.50 M	5.5%
Trade Receivable	\$0.75 M	% Outstanding
0 to 30 Days	\$0.61 M	91.7%
Over 30 Days	\$0.14 M	20.5%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.35 M	\$4.04 M	\$4.28 M	\$0.24 M

Refer to Statement of Financial Activity

Rates Revenue		
	YTD Actual	% Variance
YTD Actual	\$4.45 M	
YTD Budget	\$4.39 M	1.5%

Refer to Statement of Financial Activity

Operating Grants and Contributions		
	YTD Actual	% Variance
YTD Actual	\$0.10 M	
YTD Budget	\$0.11 M	(5.6%)

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
	YTD Actual	% Variance
YTD Actual	\$0.81 M	
YTD Budget	\$0.84 M	(3.9%)

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)
(\$5.39 M)	\$0.66 M	\$0.53 M	(\$0.13 M)

Refer to Statement of Financial Activity

Proceeds on sale		
	YTD Actual	%
YTD Actual	\$0.64 M	
Adopted Budget	\$0.50 M	27.9%

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
	YTD Actual	% Spent
YTD Actual	\$0.81 M	
Adopted Budget	\$9.52 M	8.5%

Refer to Note 7 - Capital Acquisitions

Capital Grants		
	YTD Actual	% Received
YTD Actual	\$0.87 M	
Adopted Budget	\$3.98 M	21.8%

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)
(\$0.54 M)	(\$0.09 M)	(\$0.09 M)	(\$0.00 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.76 M

Refer to Note 8 - Borrowings

Reserves	
Reserves balance	\$9.84 M
Interest earned	\$0.09 M

Refer to Note 10 - Cash Reserves

Lease Liability	
Principal repayments	\$0.00 M
Interest expense	(\$0.00 M)
Principal due	\$0.00 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 31 AUGUST 2023

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 31 AUGUST 2023**

BY NATURE OR TYPE

	Ref	Adopted Budget	YTD Budget	YTD Actual	Forecast 29 June 2024 Closing	Variance \$	Variance %	Var.
	Note	(a)	(b)	(c)	(a)-(b)+(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(d)	5,517,473	5,517,473	7,278,478	7,278,478	1,761,005	31.92%	▲
Revenue from operating activities								
Rates		4,445,273	4,386,968	4,452,421	4,510,726	65,453	1.49%	
Operating grants, subsidies and contributions	12	517,278	109,738	103,593	511,133	(6,145)	(5.60%)	
Fees and charges		1,981,998	844,678	811,507	1,948,827	(33,171)	(3.93%)	
Interest earnings		614,324	102,386	120,361	632,299	17,975	17.56%	
Reimbursements		88,010	14,664	9,727	83,073	(4,937)	(33.67%)	
Other revenue		628,800	104,044	99,621	624,377	(4,423)	(4.25%)	
Profit on disposal of assets	6	16,275	86	54,569	70,758	54,483	63352.33%	▲
		8,291,958	5,562,564	5,651,799	8,381,193	89,235	1.60%	
Expenditure from operating activities								
Employee costs		(3,572,513)	(591,074)	(593,521)	(3,574,960)	(2,447)	(0.41%)	
Materials and contracts		(2,165,974)	(531,612)	(339,112)	(1,973,474)	192,500	36.21%	▼
Utility charges		(873,180)	(145,492)	(25,588)	(753,276)	119,904	82.41%	▲
Depreciation on non-current assets		(4,750,838)	(696,644)	(224)	(4,054,418)	696,420	99.97%	▲
Interest expenses		(12,662)	(2,110)	(9)	(10,561)	2,101	99.57%	
Insurance expenses		(345,199)	(105,451)	(187,922)	(427,670)	(82,471)	(78.21%)	▼
Other expenditure		(853,840)	(147,631)	(171,217)	(877,426)	(23,586)	(15.98%)	
Loss on disposal of assets	6	(286,154)	(107,194)	(127,487)	(306,447)	(20,293)	(18.93%)	
		(12,860,360)	(2,327,208)	(1,445,080)	(11,978,232)	882,128	(37.90%)	
Non-cash amounts excluded from operating activities	1(a)	4,920,928	803,752	73,560	4,190,731	(730,192)	(90.85%)	
Amount attributable to operating activities		352,526	4,039,108	4,280,279	593,692	241,171	5.97%	
Investing activities								
Proceeds from non-operating grants, subsidies and contributions	13	3,982,064	1,607,911	1,279,894	3,654,047	(328,017)	(20.40%)	▼
Proceeds from disposal of assets	6	145,000	24,166	40,909	161,743	16,743	69.28%	
Payments for property, plant & equipment and infrastructure	7	(9,519,894)	(971,085)	(805,800)	(9,354,609)	165,285	17.02%	▲
		(5,392,830)	660,992	515,003	(5,538,819)	(145,989)	(22.09%)	
Non-cash amounts excluded from investing activities	1(b)	0	0	13,565	0	13,565	0.00%	
Amount attributable to investing activities		(5,392,830)	660,992	528,568	(5,538,819)	(132,424)	(20.03%)	
Financing Activities								
Payments for principal portion of lease liabilities	9	(218)	(18)	(218)	(418)	(200)	(1100.00%)	
Repayment of debentures	8	97,695	0	0	97,695	0	0.00%	
Transfer to reserves	10	(636,491)	(85,193)	(85,193)	(636,491)	0	0.00%	
Amount attributable to financing activities		(539,014)	(85,211)	(85,411)	(539,214)	(200)	0.23%	
Closing funding surplus / (deficit)	1(d)	(61,845)	10,132,362	12,001,914	1,794,137	1,869,552	(18.45%)	

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 POLICES

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 31 AUGUST 2023**

**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 29 June 2024 Closing
Non-cash items excluded from operating activities					
		\$	\$	\$	
Adjustments to operating activities					
Less: Profit on asset disposals	6	(16,275)	(86)	(54,569)	(70,758)
Movement in pensioner deferred rates (non-current)				413	413
Add: Loss on asset disposals	6	286,154	107,194	127,487	306,447
Add: Depreciation on assets		4,651,049	696,644	224	3,954,629
Rounding				5	
Total non-cash items excluded from operating activities		4,920,928	803,752	73,560	4,190,731

(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				13,565	0
Total non-cash amounts excluded from investing activities		0	0	13,565	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 2023	Year to Date 31 August 2023
Adjustments to net current assets			
Less: Reserves - restricted cash	10	(9,758,141)	(9,843,334)
Add: movement in non-current borrowings	8	97,695	97,695
Add: Lease liabilities	9	1,326	(660)
Total adjustments to net current assets		(9,659,120)	(9,746,299)

(d) Net current assets used in the Statement of Financial Activity

Current assets			
Cash and cash equivalents	2	17,187,243	16,615,661
Rates receivables	3	310,001	4,498,175
Receivables	3	368,976	749,444
Other current assets	4	1,083,294	927,364
Less: Current liabilities			
Payables	5	(499,950)	(185,599)
Borrowings	8	(97,695)	(97,695)
Contract liabilities	11	(986,988)	(1,165,719)
Lease liabilities	9	(1,326)	660
Provisions	11	(425,957)	(425,957)
Less: Total adjustments to net current assets	1(c)	(9,659,120)	(9,746,299)
Closing funding surplus / (deficit)		7,278,478	11,170,035

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.

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand		1,645		1,645				
Muni funds - bank working acc	Cash and cash equivalents	304,511		304,511		WBC	0.00%	
Muni funds - at call account	Cash and cash equivalents	2,466,171		2,466,171		WBC	1.55%	
Muni funds - investment account (31 days)	Cash and cash equivalents	2,000,000		2,000,000		WBC	4.35%	(rolling 31 day)
Muni funds - investment account (60 days)	Cash and cash equivalents	2,000,000		2,000,000		WBC	4.50%	(rolling 60 day)
Reserve funds - investment account (90 days)	Cash and cash equivalents		9,843,334	9,843,334		WBC	4.85%	(rolling 90 day)
Total		6,772,327	9,843,334	16,615,661	0			
Comprising								
Cash and cash equivalents		6,772,327	9,843,334	16,615,661	0			
		6,772,327	9,843,334	16,615,661	0			

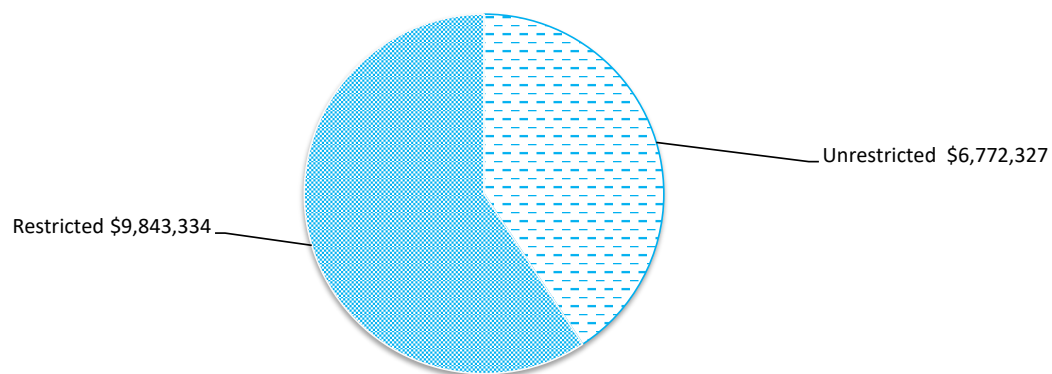
KEY INFORMATION

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.

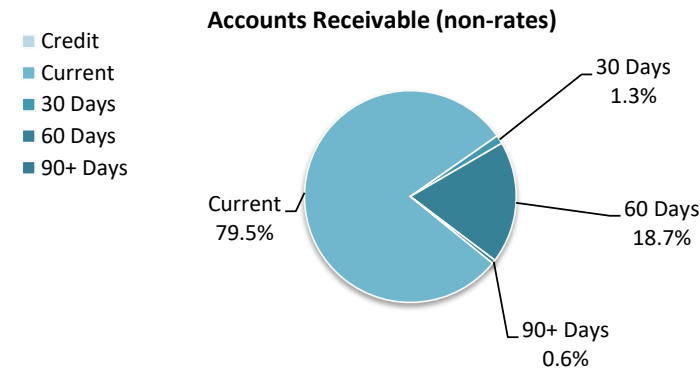
The local government classifies financial assets at amortised cost if both of the following criteria are met:

- 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.



Rates receivable	30 Jun 2023	31 Aug 2023
	\$	\$
Opening arrears previous years	234,618	310,001
Levied this year	4,051,369	4,452,421
Less - collections to date	(3,975,986)	(264,247)
Gross rates collectable	310,001	4,498,175
Net rates collectable	310,001	4,498,175
% Collected	92.8%	5.5%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	522,412	8,615	122,760	3,634	657,421
Percentage	0.0%	79.5%	1.3%	18.7%	0.6%	
Balance per trial balance						
Sundry receivable						657,421
GST receivable						96,475
Allowance for impairment of receivables from contracts with customers						(4,452)
Total receivables general outstanding						749,444

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 31 AUGUST 2023

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 August 2023
	\$	\$	\$	\$
Other current assets				
Inventory				
Fuel	14,115	28,857	0	42,972
Other Assets				
Accrued income	6,056	0	(6,056)	0
Contract assets				
Contract assets	1,063,123	0	(178,731)	884,392
Total other current assets	1,083,294	28,857	(184,787)	927,364
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 31 AUGUST 2023**

**OPERATING ACTIVITIES
NOTE 5
PAYABLES**

Payables - trade	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - trade	0	0	0	0	0	0
Percentage	0%	0%	0%	0%	0%	
Balance per trial balance						
ATO liabilities						185,599
Total payables general outstanding						185,599

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.



Capital acquisitions	Adopted		YTD Actual	Forecast 30 June Closing	YTD Actual Variance
	Budget	YTD Budget			
	\$	\$	\$		\$
Buildings	2,600,453	60,152	19,401	2,559,702	(40,751)
Furniture and equipment	60,000	9,998	0	50,002	(9,998)
Plant and equipment	2,211,575	573,639	495,280	2,133,216	(78,359)
Infrastructure - roads	3,802,766	248,130	288,771	3,843,407	40,641
Infrastructure - other	845,100	79,166	2,349	768,283	(76,818)
Payments for Capital Acquisitions	9,519,894	971,085	805,800	9,354,609	(165,285)
Capital Acquisitions Funded By:					
	\$	\$	\$		\$
Capital grants and contributions	3,982,064	1,607,911	868,976	3,654,047	(738,935)
Other (disposals & C/Fwd)	145,000	24,166	40,909	161,743	16,743

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

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

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

Initial recognition and measurement for assets held at cost

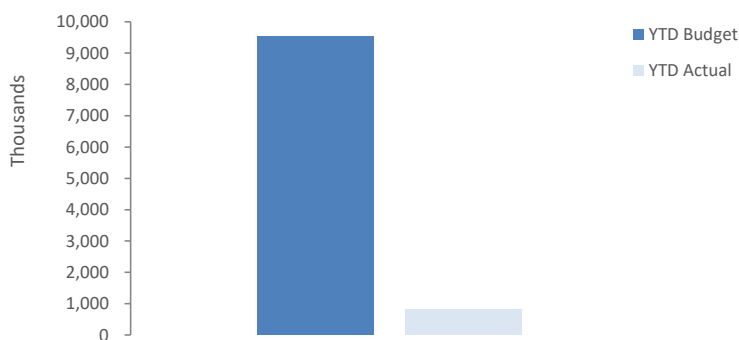
Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between

mandatory revaluation dates for assets held at fair value

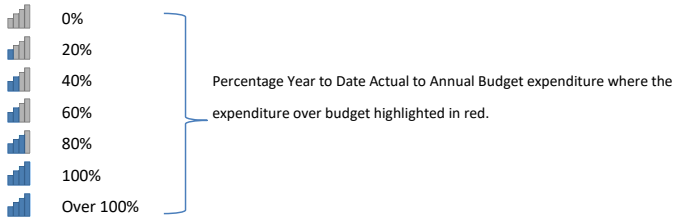
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The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

Payments for Capital Acquisitions



Capital expenditure total

Level of completion indicators

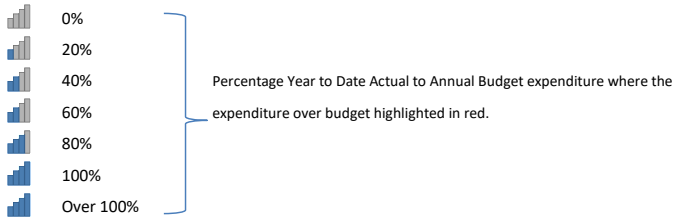


Level of completion indicator, please see table at the end of this note for further detail.

Account Description		Adopted		YTD Actual	Variance (Under)/Over
		Budget	YTD Budget		
		\$	\$	\$	\$
Land and buildings					
J08401	Homes for the Aged - Units 1 & 2 - Capital Works	21,454	-	-	-
J08402	Homes for the Aged - Units 3 & 4 - Capital Works	21,454	-	-	-
J08403	Homes for the Aged - Units 5 & 6 - Capital Works	21,454	-	126	126
J08404	Homes for the Aged - Units 7 & 8 - Capital Works	21,454	-	-	-
J08405	Homes for the Aged - Units 9 & 10 - Capital Works	21,454	-	-	-
J08406	Homes for the Aged - Units 11 & 12 - Capital Works	21,454	-	57	57
E08250	Child Care Centre - Land & Buildings Capital	45,000	-	91	91
E08350	Senior Citizens Centre - Land & Buildings Capital	14,000	-	-	-
E08250	Child Care Centre - Land & Buildings Capital	45,000	-	91	91
E09710	Housing Construction - Land & Buildings	626,477	-	-	-
J09750	37 Taurus St - Land & Buildings Capital	7,374	-	-	-
J09752	6 Libra Pl - Land & Buildings Capital	15,000	-	-	-
J09754	3 Libra Pl - Land & Buildings Capital	30,000	-	-	-
J09755	35 Taurus St - Land & Buildings Capital	11,181	-	-	-
J09760	1/50 Antares St - Land & Buildings Capital	8,681	-	-	-
J09764	2 Libra Place - Land & Buildings Capital	15,000	-	-	-
E11151	Public Halls & Civic Centres - Land & Buildings Capital	53,454	8,902	1,391	(7,511)
J11150	SX Community Centre - Land & Buildings Capital	25,454	4,238	824	(3,414)
J11155	Mt Hampton Hall - Land & Buildings Capital	20,000	3,332	377	(2,955)
J11156	Masonic Lodge - Land & Buildings Capital	8,000	1,332	-	(1,332)
E11250	Swimming Pool - Land & Buildings Capital	30,000	5,000	-	(5,000)
J11342	LRCI Rnd 3 - Southern Cross Sports Complex Upgrades	1,237,044	-	171	171
J11502	Yilgarn History Museum - Land & Buildings Capital	15,000	-	248	248
J13203	Caravan Park Improvements - Land & Buildings Capital	178,171	29,690	-	(29,690)
J13207	Caravan Park Residence - Land & Buildings Capital	25,986	4,326	-	(4,326)
J14602	Depot - Land & Buildings Capital	20,000	3,332	-	(3,332)
Furniture					
E12352	Depot - Furniture & Equipment Capital	20,000	3,332	-	(3,332)
E12452	Aerodrome - Furniture & Equipment Capital	40,000	6,666	-	(6,666)
Plant and equipment					
E05250	Purchase Fire Units - Plant & Equipment Capital	450,000	450,000	410,918	(39,082)
E10151	Sx Refuse Disposal Site - Plant & Equipment Capital	277,350	-	-	-
E10353	Southern Cross Sewerage Scheme - Plant & Equipment Capital	72,500	12,082	-	(12,082)
E10451	Marvel Loch Sewerage Scheme - Plant & Equipment Capital	10,500	1,750	-	(1,750)
E11252	Swimming Pool - Plant & Equipment Capital	22,500	3,750	-	(3,750)
E11357	Parks & Gardens - Plant & Equipment Capital	80,000	13,332	1,849	(11,483)
E12350	Purchase Of Plant And Equipment	1,041,000	-	-	-
E12353	Depot - Plant & Equipment Capital	31,725	31,725	22,725	(9,000)
E13257	Caravan Park Improvements - Plant & Equipment Capital	6,000	1,000	-	(1,000)
E14656	Shire Administration - Plant & Equipment	220,000	60,000	59,789	(211)
Infrastructure - roads					
RRG25	R2030 - Marvel Loch Forresteria Rd - Construct to 8 metre Prime Seal - SLK 0.0 - 3.0 (23/24)	1,167,632	-	-	-
RRG26	R2030 - Koolyanobbing Rd - Reseal - SLK 37.02 - 41.00 (23/24)	243,955	-	-	-
RRG27	R2030 - Moorine South Rd - Reseal - SLK 52.50 - 57.50 (23/24)	251,907	-	-	-
R2R37	R2R - Bodallin South Rd - Gravel Sheet - SLK 11.80 - 17.00 (23/24)	265,148	53,030	47,600	(5,430)
R2R38	R2R - Noongar North Rd - Gravel Overlay - SLK 11.14 - 17.66 (23/24)	315,919	-	-	-
R2R39	R2R - Frog Rock Marvel Loch Rd - Reseal - SLK 17.99 - 23.10 (23/24)	321,331	-	717	717

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			Variance (Under)/Over
		Budget	YTD Budget	YTD Actual	
		\$	\$	\$	\$
	RRU33 RRU - Southern Cross South Rd - Gravel Overlay - SLK 30.60 - 36.00 (23/24)	281,557	-	-	-
	RRU34 RRU - Koorda Bullfinch Rd - Gravel Shoulders - SLK 9.00 - 14.00 (23/24)	195,100	195,100	199,898	4,798
	RRU35 RRU - Emu Fence Rd - Gravel Overlay - SLK 75.90 - 81.00 (23/24)	263,718	-	-	-
	RRU36 RRU - Dulyalbin Rd - Gravel Overlay - SLK 0.00 - 5.00 (23/24)	256,548	-	-	-
	RRU37 RRU - Bodallin South Rd - Culvert Concrete Overlay - SLK 0.90 (23/24)	100,000	-	-	-
Infrastructure - other					
	TRU13 TRU - Emu Park - Hard Stand for Electric Charging Station (22/23)	139,951	46,650	13,599	(33,051)
	J10107 SX Refuse Disposal Site - Infrastructure Capital	15,000	2,500	-	(2,500)
	E10350 Southern Cross Sewerage Scheme - Infrastructure Capital	17,500	2,916	2,097	(819)
	E10450 Marvel Loch Sewerage Scheme - Infrastructure Capital	25,500	4,250	-	(4,250)
	J11343 LRCI Rnd 3 - Outlying Townsites Playground & Open Space Equipment	650,000	-	251	251
	J11344 Renewal of Cricket Practice Nets & Surface	30,000	5,000	-	(5,000)
	J12101 Concrete Footpath - Spica Street - Southern Cross	107,100	17,850	-	(17,850)
		9,478,987	971,085	762,820	(208,266)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023**

**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2023	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	760,578	0	0	0	97,695	760,578	662,883	0	8,432
Total		760,578	0	0	0	97,695	760,578	662,883	0	8,432
Current borrowings		96,588					97,695			
Non-current borrowings		663,990					662,883			
		760,578					760,578			

All debenture repayments were financed by general purpose revenue.

The Shire has no unspent debenture funds as at 30th June 2022, nor is it expected to have unspent funds as at 30th June 2023.

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 31 AUGUST 2023**

**FINANCING ACTIVITIES
NOTE 9
LEASE LIABILITIES**

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2023	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Other property and services										
<i>Canon Photocopier (back office)</i>	0003	4,194	0	0	(218)	(218)	3,976	3,976	14	14
Total		4,194	0	0	(218)	(218)	3,976	3,976	14	14
Current lease liabilities		1,326					-660			
Non-current lease liabilities		2,979					2,979			
		4,305					2,319			

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 31 AUGUST 2023**

**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	307,607	13,842	2,540	0	0	0	0	321,449	310,147
Yilgarn bowls and tennis club reserve	62,776	2,825	519	6,667	0	0	0	72,268	63,295
Building funding reserve	2,749,341	123,720	22,697	0	0	0	0	2,873,061	2,772,038
Community bus reserve	133,951	6,028	1,105	0	0	0	0	139,979	135,056
Unspent grants	0	0	0	0	0	0	0	0	0
Health services (operations) reserve	113,082	5,089	934	0	0	0	0	118,171	114,016
Health services (capital) reserve	220,234	9,911	1,819	0	0	0	0	230,145	222,053
Homes for the aged reserve	417,066	18,768	3,443	0	0	0	0	435,834	420,509
HVRIC reserve	668,379	30,077	5,518	180,000	0	0	0	878,456	673,897
Long service leave reserve	308,330	13,875	2,545	0	0	0	0	322,205	310,875
Mt Hampton/Dulyalbin reserve	78,033	3,511	644	7,500	0	0	0	89,044	78,677
Museum reserve	24,853	1,326	4,842	3,000	0	0	0	29,179	29,695
Plant funding reserve	1,014,773	45,665	8,377	0	0	0	0	1,060,438	1,023,150
Sport and recreation facility reserve	620,400	27,918	5,121	0	0	0	0	648,318	625,521
Southern Cross refuse site reserve	252,089	11,344	2,081	0	0	0	0	263,433	254,170
Sewerage upgrades reserve	1,200,327	54,015	9,909	0	0	0	0	1,254,342	1,210,236
Standpipe upgrade reserve	207,687	9,346	1,714	0	0	0	0	217,033	209,401
Tourism reserve	263,472	11,856	2,175	0	0	0	0	275,328	265,647
Youth development reserve	115,741	5,208	955	0	0	0	0	120,949	116,696
Minreral Resources Contributions Reserve	1,000,000	45,000	8,255	0	0	0	0	1,045,000	1,008,255
	9,758,141	439,324	85,193	197,167	0	0	0	10,394,632	9,843,334

Other current liabilities	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 August 2023
		\$		\$	\$	\$
Other liabilities						
- Contract liabilities		986,988		178,731		1,165,719
Total other liabilities		986,988	0	178,731	0	1,165,719
Employee Related Provisions						
Annual leave		239,183				239,183
Long service leave		186,774				186,774
Total Employee Related Provisions		425,957	0	0	0	425,957
Total other current assets		1,412,945	0	178,731	0	1,591,676

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.

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue				
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Aug 2023	Current Liability 31 Aug 2023	Adopted Budget Revenue	YTD Budget	Annual Budget	YTD Revenue Actual	Forecast 30 June Closing
	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Operating grants and subsidies										
General purpose funding										
Grants Commission - General				0	0	77,939	19,484	77,939	27,385	85,840
Grants Commission - Roads				0	0	54,378	13,594	54,378	22,412	63,196
Law, order, public safety										
FESA Grant - Operating Bush Fire Brigade				0	0	73,718	18,429	73,718	16,909	72,198
Education and welfare										
DRD Grant - Community Resource Centre Operations				0	0	105,311	26,327	105,311	28,377	107,361
Centrelink Commissions				0	0	10,432	1,738	10,432	1,483	10,177
CRC Professional Development & Training				0	0	2,500	0	2,500	0	2,500
Community amenities										
Grants - Various Community Development Programs				0	0	1,000	166	1,000	0	834
Transport										
Street Light Operations				0	0	12,000	0	12,000	0	12,000
Heavy Vehicle Road Improvement Charge				0	0	180,000	30,000	180,000	7,027	157,027
Economic services										
Skeleton Weed LAG Program				0	0	0	0	0	0	0
	0	0	0	0	0	517,278	109,738	517,278	103,593	511,133
TOTALS	0	0	0	0	0	517,278	109,738	517,278	103,593	511,133

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue				
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	Annual	YTD	Forecast 30
	1 July 2023	Liability	Liability	31 Aug 2023	Liability	Budget	Budget	Budget	Revenue	June
	\$	\$	(As revenue)	\$	\$	\$	\$	\$	\$	Closing
Non-operating grants and subsidies										
Governance										
Local Roads & Community Infrastructure	0	0		0	0	160,311	0	160,311	0	160,311
Community amenities										
Waste water reuse	0			0		23,000	0	23,000	0	23,000
Transport										
Main Roads Direct	0	0		0	0	427,631	427,631	427,631	445,991	445,991
Roads To Recovery	0	0		0	0	1,813,410	453,352	1,813,410	0	1,813,410
Regional Road Groups	0	0		0	0	1,107,712	276,928	1,107,712	422,985	1,107,712
	0	0	0	0	0	3,532,064	1,157,911	3,532,064	868,976	3,550,424
TOTALS	0	0	0	0	0	3,532,064	1,157,911	3,532,064	868,976	3,550,424

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023**

**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	Amount	Amount	Closing Balance
	1 July 2023	Received	Paid	31 Aug 2023
	\$	\$	\$	\$
Police Licensing	(44)	803	0	759
Builders Levy	16,374	3,478	(619)	19,233
Transwa Bookings	3,514	2,687	(3,154)	3,047
Staff Personal Dedns	45,787	14,080	(59,868)	(1)
Housing Tenancy Bonds	5,460	0	(920)	4,540
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	(330)	(110)
Third Party Contributions	6,338	0	0	6,338
Rates Overpaid	17,345	13,082	(14,501)	15,926
Retention Monies	0	20,000	(10,000)	10,000
	97,939	54,130	(89,392)	62,677

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 2023-24 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				
Profit on disposal of assets	54,483	63352.33%	▲	Timing of Vehicle Availability
Expenditure from operating activities				
Materials and contracts	(192,500)	(36.21%)	▼	Availability of Materials
Utility charges	(119,904)	(82.41%)	▼	Various Under Budgets due to Timing
Depreciation on non-current assets	(696,420)	(99.97%)	▲	Depreciation yet to be Calculated for July & August due to Fair Value of Assets to be Completed
Insurance expenses	82,471	78.21%	▲	Timing variance in second instalment; expense on budget overall.
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(328,017)	(20.40%)	▼	Delay in receipt of grant funding due to hold up with audit of returns & processing by Funding Bodies.
Payments for property, plant & equipment and infrastructure	(165,285)	(17.02%)	▼	Variance predominantly due to delays in availability of replacement assets.

Attachment 9.2.2

Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st August 2023 to 31st August 2023
Presented to Council, 21st September 2023

CHQ/EFT	Date	Payee	Description	Amount
<i>EFT</i>				
41233	11/08/2023	LGRCEU	PAYROLL DEDUCTIONS	\$ 20.50
41234	11/08/2023	PHILIP SPENCER NOLAN	ORDINARY COUNCIL MEETING - JULY 2023 - INCLUDING SPECIAL COUNCIL MEETING - JULY 2023	\$ 800.00
41235	11/08/2023	WHEATBELT AGCARE	CONTRIBUTION TO RURAL FAMILY COUNSELLING SERVICE FOR 2023/2024	\$ 550.00
41236	25/08/2023	BULLFINCH PROGRESS ASSOCIATION	MANAGEMENT OF BULLFINCH CARAVAN PARK	\$ 1,000.00
41237	25/08/2023	LGRCEU	PAYROLL DEDUCTIONS	\$ 20.50
41238	25/08/2023	PHILIP SPENCER NOLAN	ORDINARY COUNCIL MEETING - AUGUST 2023	\$ 400.00
41239	25/08/2023	SHIRE OF YILGARN	SHIRE RATES 2023/2024	\$ 37,781.00
41240	25/08/2023	PUBLIC TRANSPORT AUTHORITY	TRANSWA TICKET SALES - JULY 2023	\$ 704.82
TOTAL MUNICIPAL CHEQUES:				\$ 41,276.82

Shire of Yilgarn

**Payments made from the Municipal Account for the Period 1st August 2023 to 31st August 2023
Presented to Council, 21st September 2023**

CHQ/EFT	Date	Payee	Description	Amount
EFT				
EFT14285	01/08/2023	WESTERN AUSTRALIAN TREASURY CORPORATION	GOVERNMENT GUARANTEE FEE FOR THE PERIOD ENDING 30 JUNE 2023	\$ 2,703.30
EFT14286	11/08/2023	STAFF	STAFF REIMBURSEMENT INTERNET ALLOWANCE - SEPTEMBER 2023	\$ 79.99
EFT14287	11/08/2023	AERODROME MANAGEMENT SERVICES PTY LTD	AERODROME SUPPORT SERVICES - JULY 2023	\$ 2,959.03
EFT14288	11/08/2023	AVON WASTE	MONTHLY RUBBISH COLLECTION - JULY 2023	\$ 17,684.45
EFT14289	11/08/2023	BANNER EXCAVATIONS & ROCKBREAKING	GRAVEL CARTING - KOORDA BULLFINCH ROAD	\$ 23,793.00
EFT14290	11/08/2023	BOC GASES	GAS CONTAINER HIRE - JULY 2023	\$ 74.01
EFT14291	11/08/2023	R DELLA BOSCA FAMILY TRUST	GRADER HIRE - PANIZZA ROAD AND COCKATOO TANK ROAD	\$ 13,860.00
EFT14292	11/08/2023	STAFF	STAFF REIMBURSEMENT PHONE - JULY 2023	\$ 95.00
EFT14293	11/08/2023	CHATFIELDS TREE NURSERY	OLDMAN SALTBUSH AND NATIVE SEEDLINGS WITH DELIVERY - SECOND PAYMENT	\$ 7,402.02
EFT14294	11/08/2023	AUST. GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 556.71
EFT14295	11/08/2023	CIVIC LEGAL PTY LTD	COVALENT LITHIUM ROAD USER AGREEMENT REVIEW	\$ 19,577.28
EFT14296	11/08/2023	BRYAN CLOSE	ORDINARY COUNCIL MEETING - JULY 2023 - INCLUDING SPECIAL COUNCIL MEETING - JULY 2023 - AND GE CZ COMMITTEE MEETING	\$ 1,000.00
EFT14297	11/08/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	\$ 947.03
EFT14298	11/08/2023	DEPARTMENT OF PLANNING, LANDS AND HERITAGE	CROPPING LEASE MONTHLY RENTAL - JILBDJI - 01/08/2023 TO 31/08/2023	\$ 183.34
EFT14299	11/08/2023	DUN DIRECT PTY LTD	BULK DIESEL	\$ 31,485.14
EFT14300	11/08/2023	E FIRE & SAFETY	FIRE SAFETY - SHIRE SIX MONTHLY SERVICING OF FIRE EXTINGUISHERS	\$ 4,823.50
EFT14301	11/08/2023	STAFF	REIMBURSEMENT STAFF UNIFORM - FY 2023/2024	\$ 500.00
EFT14302	11/08/2023	GARY MICHAEL GUERINI	ORDINARY COUNCIL MEETING - JULY 2023 - INCLUDING SPECIAL COUNCIL MEETING - JULY 2023 - AND TRAVEL FOR COUNCIL MEETINGS AND ROAD COMMITTEE MEETING, AND ICT ALLOWANCE 2023/2024	\$ 2,119.60
EFT14303	11/08/2023	GILBA DOWNS	ROADTRAIN HIRE - KOORDA BULLFINCH ROAD	\$ 9,900.00
EFT14304	11/08/2023	INDUSTRIAL AUTOMATION GROUP PTY LTD	SHIRE STANDPIPE SIX MONTHLY SERVICING AND SUPPORT	\$ 5,853.65
EFT14305	11/08/2023	INGOT HOTEL	2023-2024 RATES INCENTIVE PRIZE - 1ST PRIZE - INGOT HOTEL - GIFT VOUCHER	\$ 500.00
EFT14306	11/08/2023	IT VISION AUSTRALIA PTY LTD	SYNERGYSOFT ANNUAL LICENSE FEES - 1ST JULY 2023 TO JUNE 2024	\$ 51,749.34
EFT14307	11/08/2023	JODIE MAREE COBDEN	ORDINARY COUNCIL MEETING - JULY 2023 - INCLUDING SPECIAL COUNCIL MEETING - JULY 2023	\$ 800.00
EFT14308	11/08/2023	KLEENHEAT GAS PTY LTD	CARAVAN PARK GAS SUPPLY - INCLUDING BULK LPG AND LPG BOTTLES	\$ 2,172.17
EFT14309	11/08/2023	LANDGATE	VALUATION SCHEDULES - INCLUDING CERTIFICATE OF TITLES	\$ 256.95
EFT14310	11/08/2023	LEISURE INSTITUTE OF WA AQUATICS (INC)	LIWA CONFERENCE 2023 - STAFF	\$ 737.00
EFT14311	11/08/2023	LINDA ROSE	ORDINARY COUNCIL MEETING - JULY 2023 - INCLUDING SPECIAL COUNCIL MEETING - JULY 2023 - TRAVEL FOR COUNCIL MEETINGS AND ROAD COMMITTEE MEETING, AND ICT ALLOWANCE 2023/2024	\$ 2,455.25
EFT14312	11/08/2023	LISA GRANICH	ORDINARY COUNCIL MEETING - JULY 2023 - INCLUDING TRAVEL FOR COUNCIL MEETING	\$ 419.80
EFT14313	11/08/2023	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	PREPARATION PROGRAM TO INDUCT NEWLY ELECTED MEMBERS WEBINAR - STAFF	\$ 324.50
EFT14314	11/08/2023	STAFF	REIMBURSEMENT FOR FIRST AID COURSE	\$ 170.00
EFT14315	11/08/2023	MERREDIN TOYOTA	VEHICLE REPAIRS	\$ 1,559.47
EFT14316	11/08/2023	IXOM OPERATIONS PTY LTD	CHLORINE GAS BOTTLE RENTAL SWIMMING POOL AND SEWERAGE - 01.07.2023 TO 31.07.2023	\$ 465.12

Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st August 2023 to 31st August 2023
Presented to Council, 21st September 2023

CHQ/EFT	Date	Payee	Description	Amount
EFT				
EFT14317	11/08/2023	PAYWISE PTY LTD	PAYROLL DEDUCTIONS	\$ 483.21
EFT14318	11/08/2023	WA CONTRACT RANGER SERVICES	RANGER CONTRACT SERVICES - 02/08/2023, AND 08/08/2023	\$ 1,045.00
EFT14319	11/08/2023	SHAC ELECTRICAL SERVICES	ELECTRICAL SERVICES - INCLUDING EMU PARK LIGHTS FOR EV CHARGER AND LIGHT TESTING IN SOUTHERN CROSS COMMUNITY CENTRE	\$ 6,581.00
EFT14320	11/08/2023	SHEQSY PTY LTD	SIGNAGE AND SAFETY - GARMIN SATELLITE RADIOS YEARLY PLAN - JULY 2023	\$ 197.84
EFT14321	11/08/2023	SHIRE OF CUBALLING	2023 LGIS INTER-MUNICIPAL GOLF TOURNAMENT	\$ 820.00
EFT14322	11/08/2023	YILGARN SHIRE SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 96.00
EFT14323	11/08/2023	FOODWORKS - SRI DEVESH PTY LTD	FOODWORKS PURCHASES - JULY 2023 - ADMIN, CRC, DEPOT, MUSEUM, AND CARAVAN PARK	\$ 1,372.26
EFT14324	11/08/2023	SOUTHERN CROSS HARDWARE AND NEWS	NEWSPAPERS - 2023/2024 - WEST AUSTRALIAN AND KALGOORLIE MINER - JULY 2023	\$ 73.50
EFT14325	11/08/2023	SOUTHERN CROSS MOTOR MART	MOTOR MART PURCHASES - JULY 2023	\$ 214.55
EFT14326	11/08/2023	SOUTHERN CROSS TYRE & AUTO SERVICES	TRYE AND AUTO PURCHASES - JULY 2023 - INCLUDING OIL, LOADER AND GRADER TYRES	\$ 16,297.87
EFT14327	11/08/2023	SYNERGY	POWER - JULY 2023	\$ 25,719.33
EFT14328	11/08/2023	TOWN PLANNING INNOVATIONS PTY LTD	TOWN PLANNING CONSULTANCY - GENERAL PLANNING SERVICES - 03/07/2023 TO 28/07/2023	\$ 1,856.25
EFT14329	11/08/2023	WAYNE ALAN DELLA BOSCA	ORDINARY COUNCIL MEETING - JULY 2023 - INCLUDING SPECIAL COUNCIL MEETING - JULY 2023 - AND WEROC, GECZ, AND RRG COMMITTEE MEETINGS	\$ 1,800.00
EFT14330	11/08/2023	WB CONTRACTING	CONTRACTING SERVICES - INCLUDING EMU PARK EV STATION, 11 ANTARES STREET LANDSCAPING, AND LEO STREET FOOTPATH INSTALLATION	\$ 14,195.50
EFT14331	11/08/2023	YILGARN AGENCIES	YILGARN AGENCIES PURCHASES - JULY 2023	\$ 508.81
EFT14332	25/08/2023	AERODROME MANAGEMENT SERVICES PTY LTD	AERODROME SUPPORT SERVICES - AUGUST 2023	\$ 2,959.03
EFT14333	25/08/2023	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY - JULY 2023 - RATES AND DEBTORS	\$ 176.00
EFT14334	25/08/2023	BANNER EXCAVATIONS & ROCKBREAKING	GRAVEL CARTING AND PUSH UP - KOORDA BULLFINCH ROAD	\$ 63,085.00
EFT14335	25/08/2023	R DELLA BOSCA FAMILY TRUST	GRADER HIRE - SOUTHERN CROSS SOUTH ROAD AND ODGERS ROAD	\$ 8,085.00
EFT14336	25/08/2023	AUST. GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 556.71
EFT14337	25/08/2023	BRYAN CLOSE	2023/2024 DEPUTY PRESIDENT'S FIRST INSTALMENT - INCLUDING ORDINARY COUNCIL MEETING - AUGUST 2023	\$ 1,900.00
EFT14338	25/08/2023	AUSTRALIAN TAXATION OFFICE	BAS - JULY 2023	\$ 27,278.66
EFT14339	25/08/2023	COPIER SUPPORT	MONTHLY PHOTOCOPIER READINGS - AUGUST 2023 - ADMIN, CARAVAN PARK, AND CRC	\$ 3,488.99
EFT14340	25/08/2023	CORSIGN	SOUTHERN CROSS TOWN TRAIL SIGNAGE	\$ 496.10
EFT14341	25/08/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	\$ 38.19
EFT14342	25/08/2023	DAVE'S TREE SERVICES	VERGE AND TREE PRUNING - CARAVAN PARK AND 37 TAURUS STREET	\$ 14,080.00
EFT14343	25/08/2023	DELL AUSTRALIA PTY LTD	SHIRE COMPUTER HARDWARE	\$ 19,382.00
EFT14344	25/08/2023	DIGGA WEST AND EARTHPARTS WA	TRUCK PARTS	\$ 843.70
EFT14345	25/08/2023	DEPARTMENT OF FIRE & EMERGENCY SERVICES	2023/2024 QUARTER ONE ESL CONTRIBUTION	\$ 34,171.09
EFT14346	25/08/2023	GARY MICHAEL GUERINI	ORDINARY COUNCIL MEETING - AUGUST 2023 - INCLUDING TRAVEL TO ORDINARY COUNCIL MEETING	\$ 446.53
EFT14347	25/08/2023	GRIFFIN VALUATION ADVISORY	VALUATION CONSULTANTS - FAIR VALUE VALUATION OF SHIRE LAND AND BUILDINGS	\$ 21,780.00
EFT14348	25/08/2023	JB HIFI SOLUTIONS	DEPOT PHONES AND ACCESSORIES	\$ 2,531.00
EFT14349	25/08/2023	JODIE MAREE COBDEN	ORDINARY COUNCIL MEETING - AUGUST 2023	\$ 400.00

Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st August 2023 to 31st August 2023
Presented to Council, 21st September 2023

CHQ/EFT	Date	Payee	Description	Amount
EFT				
EFT14350	25/08/2023	JOHN PAPAS TRAILERS	CARAVAN PARK TRAILER	\$ 2,215.00
EFT14351	25/08/2023	TASKERS	WINDSOCKS - SWIMMING POOL AND SOUTHERN CROSS SEWERAGE	\$ 618.00
EFT14352	25/08/2023	STAFF	REIMBURSEMENT TRAINING ACCOMMODATION	\$ 300.00
EFT14353	25/08/2023	LANDGATE	RURAL UV INTERIM VALUATIONS AND MINING TENEMENTS	\$ 135.10
EFT14354	25/08/2023	LGISWA	INSURANCE - ACTUAL WAGES ADJUSTMENT FOR PERIOD 30/06/2022 TO 30/06/2023	\$ 10,740.37
EFT14355	25/08/2023	LINDA ROSE	ORDINARY COUNCIL MEETING - AUGUST 2023 - INCLUDING TRAVEL FOR ORDINARY COUNCIL MEETING	\$ 558.42
EFT14356	25/08/2023	LISA GRANICH	ORDINARY COUNCIL MEETING - AUGUST 2023 - INCLUDING TRAVEL FOR ORDINARY COUNCIL MEETING AND ICT ALLOWANCE 2023/2024	\$ 1,599.80
EFT14357	25/08/2023	STATE LIBRARY OF WESTERN AUSTRALIA	BETTER BEGINNINGS 2023/2024	\$ 22.00
EFT14358	25/08/2023	MEDINAT AUSTRALIA	SHIRE DRUG TESTING EQUIPMENT	\$ 1,153.35
EFT14359	25/08/2023	MERREDIN TOYOTA	SHIRE VEHICLE REPLACEMENT YL50	\$ 20,767.54
EFT14360	25/08/2023	METRO COUNT VEHICLE	TRAFFIC MANAGEMENT - ROAD TUBE COUNTERS	\$ 28,429.50
EFT14361	25/08/2023	OFFICE NATIONAL	DEPOT, ADMIN, CARAVAN PARK STATIONERY - INCLUDING TONERS AND TUBE CLIPS	\$ 1,494.67
EFT14362	25/08/2023	PAYWISE PTY LTD	PAYROLL DEDUCTIONS	\$ 483.21
EFT14363	25/08/2023	PERFECT COMPUTER SOLUTIONS PTY LTD	IT SUPPORT SERVICES - 2023/2024 - INCLUDING DOCTOR REMOTE ACCESS, TROUBLESHOOT INTERNET CONNECTION AT MEDICAL CENTRE	\$ 1,190.00
EFT14364	25/08/2023	RAILWAY TAVERN	REFRESHMENTS	\$ 168.00
EFT14365	25/08/2023	SOUTHERN COMFORT DESIGNS	BUILDING SERVICES - REPAIRS TO SOUTHERN CROSS COMMUNITY CENTRE	\$ 1,980.00
EFT14366	25/08/2023	ROSS'S DIESEL SERVICE	PRIME MOVER PARTS	\$ 1,068.13
EFT14367	25/08/2023	SHAC ELECTRICAL SERVICES	ELECTRICAL SERVICES - INCLUDING MT HAMPTON HALL RCD CHECK AND PANEL LIGHTING	\$ 1,362.00
EFT14368	25/08/2023	DAIMLER TRUCKS PERTH	TRUCK PARTS	\$ 1,623.47
EFT14369	25/08/2023	YILGARN SHIRE SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 90.00
EFT14370	25/08/2023	SOUTHERN CROSS HARDWARE AND NEWS	SOUTHERN CROSS HARDWARE AND NEWS PURCHASES - JULY 2023 - INCLUDING MANHOLE MASTIC FOR SOUTHERN CROSS SEWERAGE, NETBALL COURTS PAVING PAINT, AND CARAVAN PARK DISHWASHER	\$ 5,566.07
EFT14371	25/08/2023	TOTALLY WORKWEAR	DEPOT STAFF UNIFORM	\$ 120.01
EFT14372	25/08/2023	DEPOT STAFF	REIMBURSEMENT FOR DEPOT STAFF UNIFORM - WORK BOOTS	\$ 242.44
EFT14373	25/08/2023	WAYNE ALAN DELLA BOSCA	2023/2024 PRESIDENT'S ALLOWANCE INSTALMENT - INCLUDING ORDINARY COUNCIL MEETING - AUGUST 2023	\$ 6,600.00
EFT14374	25/08/2023	WB CONTRACTING	CONTRACTING SERVICES - EMU PARK GRAVEL FOR EV STATION AND CORNER LEO STREET FOOTPATH INSTALL	\$ 6,220.50
EFT14375	25/08/2023	WESTRAC EQUIPMENT PTY LTD	GRADER PARTS - INCLUDING CUTTING EDGES	\$ 12,930.26
EFT14376	25/08/2023	TELSTRA LIMITED	SMS SERVICE - JULY 2023	\$ 918.68
EFT14377	25/08/2023	WURTH AUSTRALIA PTY LTD	LOADER AND TRI-AXLE FLOAT PARTS	\$ 619.94
TOTAL MUNICIPAL EFTS				\$ 589,382.23

Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st August 2023 to 31st August 2023
Presented to Council, 21st September 2023

CHQ/EFT	Date	Payee	Description	Amount
<i>EFT</i>				
2215	16/08/2023	SHIRE OF YILGARN - PAYROLL	NET PAYROLL PPE - 15/08/2023	\$ 103,482.29
2216	11/08/2023	SHIRE OF YILGARN - PAYROLL	NET PAYROLL PPE - 11/08/2023 - DEPOT STAFF	\$ 3,627.99
2217	01/08/2023	SOUTHERN CROSS GENERAL PRACTICE	MONTHLY PAYMENT TO THE DOCTOR - AUGUST 2023	\$ 8,800.00
2218	04/08/2023	DEPARTMENT OF TRANSPORT	DOT LICENSING FROM 01/08/2023 TO 04/08/2023	\$ 11,433.25
2219	11/08/2023	DEPARTMENT OF TRANSPORT	DOT LICENSING FROM 07/08/2023 TO 11/08/2023	\$ 3,140.80
2220	18/08/2023	DEPARTMENT OF TRANSPORT	DOT LICENSING FROM 14/08/2023 TO 18/08/2023	\$ 9,252.00
2221	08/08/2023	TELSTRA	PHONE - JULY 2023 - CCTV	\$ 3.60
2222	11/08/2023	TELSTRA	PHONE - JULY 2023 - ALARMS	\$ 186.00
2223	14/08/2023	TELSTRA	PHONE - JULY 2023 - SHIRE	\$ 957.09
2224	21/08/2023	TELSTRA	PHONE - JULY 2023 - MANAGER MOBILES	\$ 722.41
2225	31/08/2023	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	COMMANDER TELEPHONE FEES - BONDER HIRE AUGUST 2023	\$ 250.00
2226	16/08/2023	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	COMMANDER TELEPHONE FEES - DATA, EQUIPMENT, VOICE - JULY 2023	\$ 1,361.43
2227	07/08/2023	MOTORCHARGE LIMITED	FUEL CARD - JULY 2023	\$ 1,537.25
2228	24/08/2023	CANON FINANCE AUSTRALIA PTY	PHOTOCOPIER LEASE - AUGUST 2023	\$ 127.62
2229	25/08/2023	DEPARTMENT OF TRANSPORT	DOT LICENSING FROM 21/08/2023 TO 25/08/2023	\$ 7,114.70
2230	30/08/2023	SHIRE OF YILGARN - PAYROLL	NET PAYROLL PPE - 29/08/2023	\$ 107,960.88
2231	15/08/2023	WESTPAC BANKING CORPORATION	EMCS CREDIT CARD - JULY 2023	\$ 266.39
2232	15/08/2023	WESTPAC BANKING CORPORATION	CEO CREDIT CARD - JULY 2023	\$ 3,248.00
2233	31/08/2023	DEPARTMENT OF TRANSPORT	DOT LICENSING FROM 28/08/2023 TO 31/08/2023	\$ 6,454.40
2234	02/08/2023	SHIRE OF YILGARN - PAYROLL	NET PAYROLL PPE - 01/08/2023	\$ 103,235.70
TOTAL MUNICIPAL CHEQUES:				\$ 373,161.80

Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st August 2023 to 31st August 2023
Presented to Council, 21st September 2023

CHQ/EFT	Date	Payee	Description	Amount
CORPORATE CREDIT CARDS				
CEOCC-JUL23	14/08/2023	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	CLEARING PERMIT	\$ 3,000.00
CEOCC-JUL23	14/08/2023	RAILWAY MOTEL	REFRESHMENTS	\$ 119.00
CEOCC-JUL23	14/08/2023	DEPARTMENT OF HEALTH	POISONS PERMIT RENEWAL	\$ 129.00
TOTAL CEO CREDIT CARD:				\$ 3,248.00
EMCSCC-JUL23	14/08/2023	SAFETYCULTURE PTY LTD	IAUDITOR SUBSCRIPTION FOR PERFORMING WORKPLACE INSPECTIONS - JULY 2023	\$ 26.40
EMCSCC-JUL23	14/08/2023	IINET/WESTNET	MONTHLY CHARGES FOR BUSINESS NBN - JULY 2023	\$ 239.99
TOTAL EMCS CREDIT CARD:				\$ 266.39
TOTAL CREDIT CARD:				\$ 3,514.39

Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st August 2023 to 31st August 2023
Presented to Council, 21st September 2023

CHQ/EFT	Date	Payee	Description	Amount
DIRECT DEBITS				
DD18097.1	01/08/2023	THE TRUSTEE FOR AWARE SUPER	PAYROLL DEDUCTIONS	\$ 12,710.34
DD18097.2	01/08/2023	BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 619.26
DD18097.3	01/08/2023	HESTA SUPER FUND	PAYROLL DEDUCTIONS	\$ 609.55
DD18097.4	01/08/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 173.03
DD18097.5	01/08/2023	HOSTPLUS EXECUTIVE SUPERANNUATION FUND	PAYROLL DEDUCTIONS	\$ 553.58
DD18097.6	01/08/2023	PRIME SUPER	PAYROLL DEDUCTIONS	\$ 581.81
DD18097.7	01/08/2023	REST (RETAIL EMPLOYEES SUPERANNUATION TRUST)	PAYROLL DEDUCTIONS	\$ 1,501.44
DD18097.8	01/08/2023	BEATON FARMING CO SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 772.09
DD18097.9	01/08/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 3,117.66
DD18097.10	01/08/2023	CBUS	SUPERANNUATION CONTRIBUTIONS	\$ 734.12
DD18097.11	01/08/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 538.59
DD18097.12	01/08/2023	THE TRUSTEE FOR MACQUARIE SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 653.02
DD18097.13	01/08/2023	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 823.93
DD18097.14	01/08/2023	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 829.70
TOTAL DIRECT DEBIT 18097:				\$ 24,218.12
DD18119.1	15/08/2023	THE TRUSTEE FOR AWARE SUPER	PAYROLL DEDUCTIONS	\$ 13,159.31
DD18119.2	15/08/2023	HESTA SUPER FUND	PAYROLL DEDUCTIONS	\$ 609.55
DD18119.3	15/08/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 161.24
DD18119.4	15/08/2023	HOSTPLUS EXECUTIVE	PAYROLL DEDUCTIONS	\$ 553.58
DD18119.5	15/08/2023	MLC SUPER FUND	PAYROLL DEDUCTIONS	\$ 731.25
DD18119.6	15/08/2023	PRIME SUPER	PAYROLL DEDUCTIONS	\$ 581.81
DD18119.7	15/08/2023	REST (RETAIL EMPLOYEES SUPERANNUATION TRUST)	PAYROLL DEDUCTIONS	\$ 1,369.18
DD18119.8	15/08/2023	BEATON FARMING CO SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 1,022.09
DD18119.9	15/08/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 3,109.07
DD18119.10	15/08/2023	CBUS	SUPERANNUATION CONTRIBUTIONS	\$ 733.28
DD18119.11	15/08/2023	THE TRUSTEE FOR MACQUARIE SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 642.46
DD18119.12	15/08/2023	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 821.22
DD18119.13	15/08/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 459.17
DD18119.14	15/08/2023	BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 609.24
TOTAL DIRECT DEBIT 18119:				\$ 24,562.45

Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st August 2023 to 31st August 2023
Presented to Council, 21st September 2023

CHQ/EFT	Date	Payee	Description	Amount
DIRECT DEBITS				
DD18169.1	29/08/2023	THE TRUSTEE FOR AWARE SUPER	PAYROLL DEDUCTIONS	\$ 13,130.78
DD18169.2	29/08/2023	BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 617.73
DD18169.3	29/08/2023	HESTA SUPER FUND	PAYROLL DEDUCTIONS	\$ 548.59
DD18169.4	29/08/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 137.64
DD18169.5	29/08/2023	HSTPLUS EXECUTIVE SUPERANNUATION FUND	PAYROLL DEDUCTIONS	\$ 553.59
DD18169.6	29/08/2023	PRIME SUPER	PAYROLL DEDUCTIONS	\$ 647.09
DD18169.7	29/08/2023	REST (RETAIL EMPLOYEES SUPERANNUATION TRUST)	PAYROLL DEDUCTIONS	\$ 1,338.92
DD18169.8	29/08/2023	BEATON FARMING CO SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 1,021.30
DD18169.9	29/08/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 3,113.63
DD18169.10	29/08/2023	CBUS	SUPERANNUATION CONTRIBUTIONS	\$ 736.58
DD18169.11	29/08/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 538.59
DD18169.12	29/08/2023	THE TRUSTEE FOR MACQUARIE SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 653.02
DD18169.13	29/08/2023	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 851.06
DD18169.14	29/08/2023	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 1,035.08
TOTAL DIRECT DEBIT 18169:				\$ 24,923.60
DD18175.1	18/07/2023	THE TRUSTEE FOR AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 523.16
TOTAL DIRECT DEBIT 18175:				\$ 523.16
TOTAL DIRECT DEBITS:				\$ 74,227.33

Payments made from the Municipal Account for the Period 1st August 2023 to 31st August 2023
Presented to Council, 21st September 2023

CHQ/EFT	Date	Payee	Description	Amount
BANK CHARGES				
	01/08/2023	WESTPAC BANK	BANK CHARGES	\$ 20.00
	01/08/2023	WESTPAC BANK	BANK CHARGES	\$ 114.73
	01/08/2023	WESTPAC BANK	BANK CHARGES	\$ 644.71
			TOTAL BANK CHARGES:	\$ 779.44