



# Attachments

**Council**

**Meeting**

**December**

**2023**

## Attachments

### Minutes/Notes

Ordinary Meeting of Council –November 2023

Yilgarn History Museum Advisory Committee-November 2023

Central East Accommodation and Care Alliance Inc Management Committee-  
November 2023

Central East Accommodation and Care Alliance Inc Annual General Meeting-  
November 2023

Wheatbelt North East Sub Regional Road Group-November 2023

Wheatbelt East Regional Organisation of Council Inc Annual General Meeting-  
November 2023

Wheatbelt East Regional Organisation of Council Inc Board Meeting-November  
2023

Great Eastern Country Zone-November 2023

### Agenda Attachments

9.1.4 CEACA Draft Constitution

9.1.4 CEACA Explanatory Memorandum

9.1.5 LRCI Discretionary Capital Expenditure Business Case

9.2.1 Financial Reports-November 2023

9.2.2 Accounts for Payment –November 2023

9.2.5 2022/2023 Annual Report



# *Minutes*

## *Ordinary Meeting of Council*

*16 November 2023*

---

### DISCLAIMER

Any Plans or documents in agendas or minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material, as per the Copyright Act 1968.

Any statement, comment or decision made at a Council meeting regarding any application for an approval, consent or licence, including the resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity who has an application before the Shire of Yilgarn must obtain, and should rely on, written notice of the Shire of Yilgarn's decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done in a Council meeting.

Any advice provided by an employee of the Shire of Yilgarn on the operation of a written law, or the performance of a function by the Shire of Yilgarn, is provided in the capacity of an employee, and to the best of the persons knowledge and ability. It does not constitute, and should not be relied upon, as legal advice or representation by the Shire of Yilgarn. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire of Yilgarn should be sought in writing and should make clear the purpose of the request. Any plans or documents in Agendas and Minutes may be subject to copyright.

---

## 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 .....	4
6 Confirmation of Minutes .....	5
7 Presentations, Petitions, Deputations .....	5
8 Delegates' Reports .....	5
9 Officers' Reports .....	7
9.1 Chief Executive Officer .....	7
<b>9.1.1 2023/2023 Community Funding Program .....</b>	<b>7</b>
<b>9.1.2 2023/2024 Christmas New Year Closure .....</b>	<b>11</b>
<b>9.1.3 Council Meeting Dates 2024 .....</b>	<b>14</b>
<b>9.1.4 Audit and Risk Committee Delegate Changes .....</b>	<b>17</b>
<b>9.1.5 Proposed Carport-Lot 85 (No 51) Spica Street, Southern Cross .....</b>	<b>21</b>
<b>9.1.6 Proposed Addition to Existing Group Dwelling-Lot 912 (No 9)                 Taurus Street, Southern Cross .....</b>	<b>28</b>
<b>9.1.7 Proposed Met Mast Application-Lot 620 (adjacent Glendower Rd)                 Southern Cross .....</b>	<b>35</b>
<b>9.1.8 Waiver of Fees and Charges-Youth Futures-Pipeline Challenge                 Southern Cross Sports Complex .....</b>	<b>43</b>
9.2 Executive Manager Corporate Services .....	47
<b>9.2.1 Financial Reports October 2023 .....</b>	<b>47</b>
<b>9.2.2 Accounts for Payment October 2023 .....</b>	<b>51</b>

<b>9.2.3 Budget Amendment-Swimming Pool Inflatable</b> .....	<b>55</b>
<b>9.2.4 Disposal of Council Assets-71 Antares Street &amp; 80 Pica Street Southern Cross</b> .....	<b>58</b>
<b>9.2.5 Amendment to Delegation LGA28-Payment from Municipal And Trust Funds</b> .....	<b>63</b>
9.3 Executive Manager Infrastructure .....	n/a
10 Application for leave of absence .....	66
11 Motions for which previous notice has been given .....	66
12 New business of an urgent nature introduce by decision of the meeting .....	66
<b>12.1.1 Quotations for Supply and Spray of Bitumen and Spreading of Aggregate</b> .....	<b>66</b>
13 Meeting closed to the public-Confidential Items .....	70
<b>13.1 Premier's Australia Day Active Citizenship Awards 2024</b> .....	<b>70</b>
14 Closure .....	73

## 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The presiding member declared the meeting open at 5.17pm.

## 2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil

## 3. ATTENDANCE

Members	Cr W Della Bosca Cr Close Cr B Bradford Cr G Guerini Cr L Granich Cr L Rose Cr Newbury	
Council Officers	N Warren C Watson G Brigg F Mudau L Della Bosca	Chief Executive Officer Executive Manager Corporate Services Executive Manager Infrastructure Finance Manager Minute Taker
Apologies:	Nil	
Observers:	Kaye Crafter, Philip Nolan, Lynn McPhedran, Mohammed Khan, Yvonne Ramsey and Michael Ramsey	
Leave of Absence:	Nil	

## 4. DECLARATION OF INTEREST

Cr Gary Guerini declared an impartiality interest pursuant to Regulation 22 of the Local Government (Model Code of Conduct) Regulations in relation to agenda item 9.1.1 '2021 2023-2024 Community Funding Program' due to being the president of the Southern Cross Motorcycle Club.

Cr Linda Rose declared an impartiality interest pursuant to Regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021 in relation to agenda item 9.1.1 '2023-2024 Community Funding Program' due to being the treasurer of the Bullfinch Shooting Club.

Cr Bianca Bradford declared an impartiality interest pursuant to Regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021 in relation to agenda item 9.1.1 '2023-2024 Community Funding Program' due to being the partner of the president of the Bullfinch Shooting Club.

Cr Gary Guerini declared a financial interest pursuant to Section 5.60A of the Local Government Act in relation to agenda item 9.1.7 'Proposed Met Mast Application –Lot 620 (adjacent Glendower Road), Southern Cross due to the land being owned by his father and a yearly lease payment being received if the met mast is approved.

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

Nil

### 5.1. PUBLIC QUESTION TIME

Philip Nolan attended public question time and posed the following questions;

**Question: Can a copy of Covalent Traffic Management Plan be made available to the public?**

**Question: Has the Road User Agreement between the Shire of Yilgarn and Covalent Lithium been finalised and has hauling commenced.**

**Question: Will the Federal Governments funding cuts have any effect on the Shire of Yilgarn?**

*Answer: The Shire President referred the question to the CEO. The CEO confirmed that he would have to follow up with Covalent Lithium to see if they would allow public access to the Traffic Management Plan.*

*The Road User Agreement is not yet finalised however it is in progress. Haulage has commenced with four trucks a day.*

*The Shire of Yilgarn has no projects that will be affected by the federal governments funding cuts.*

**Kaye Crafter attended public question time and announced the following questions;**

**Question The medium strip outside the Shell service station is still an issue, can the Shire offer any help?**

**Question Who is responsible for the Koolyanobbing road? Specifically, the area that crosses with the train track as the pot holes are increasing.**

**Answer:** *The Shire president referred the question to the EMI, the EMI confirmed that the medium strip on the highway outside the Shell service station is an issue for Main Roads which he believes they are assessing. The potholes on the Koolyanobbing Road crossing with the train line has been assessed and staff are in the process of organising the repairs.*

Cr Della Bosca thanked both Philip Nolan and Kaye Crafter for their questions.

## 6. CONFIRMATION OF MINUTES

### 6.1 Ordinary Meeting of Council, Thursday, 19 October 2023

**169/2023**

**Moved Cr Rose/Seconded Cr Close**

***That the minutes from the Ordinary Council Meeting held on the 19 October 2023 be confirmed as a true record of proceedings.***

**CARRIED (7/0)**

### 6.2 Special Meeting of Council, Wednesday, 1 November 2023- (Minutes Attached)

**170/2023**

**Moved Cr Guerini/Seconded Cr Close**

***That the minutes from the Special Council Meeting held on the 1 November 2023 be confirmed as a true record of proceedings.***

**CARRIED (7/0)**

## 7. PRESENTATIONS, PETITIONS, DEPUTATIONS

Nil

## 8. DELEGATES' REPORTS

Cr Close announced the following:

- Attended the Special Council Meeting held on the 1 November 2023

Cr Bradford announced the following:

- Attended the Special Council Meeting held on the 1 November 2023

Cr Della Bosca announced the following;

- Attended the Special Council Meeting held on the 1 November 2023
- Attended the Central East Accommodation and Care Alliance and meeting on the 6 November 2023

- Attended the Wheatbelt North East Regional Road Group meeting on the 14 November 2023

Cr Rose announced the following;

- Attended the Local Action Group meeting on the 20 October 2023
- Attended the Shire of Yilgarn Museum meeting on the 1 November 2023
- Attended the Special Council Meeting held on the 1 November 2023

Cr Newbury Announced the following:

- Attended the Special Council Meeting held on the 1 November 2023

Cr Granich announced the following;

- Attended the St Johns Ambulance Committee meeting on the 24 October 2023
- Attended the Special Council Meeting held on the 1 November 2023

Unconfirmed

## 9.1 Officers Report – Chief Executive Officer

### 9.1.1 2023/2024 Community Funding Program

<b>File Reference</b>	<b>1.3.11.1</b>
<b>Disclosure of Interest</b>	<b>Cr Guerini, Cr Rose, Cr Bradford</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Author</b>	<b>Monica Fairless – CRC Coordinator</b>
<b>Attachments</b>	<b>Nil</b>

Cr Gary Guerini declared an impartiality interest pursuant to Regulation 22 of the Local Government (Model Code of Conduct) Regulations in relation to agenda item 9.1.1 '2021 2023-2024 Community Funding Program' due to being the president of the Southern Cross Motorcycle Club.

Cr Linda Rose declared an impartiality interest pursuant to Regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021 in relation to agenda item 9.1.1 '2023-2024 Community Funding Program' due to being the treasurer of the Bullfinch Shooting Club.

Cr Bianca Bradford declared an impartiality interest pursuant to Regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021 in relation to agenda item 9.1.1 '2023-2024 Community Funding Program' due to being the partner of the president of the Bullfinch Shooting Club.

#### Purpose of Report

To consider the Community Funding Grant applications for the 2023/2024 Financial year.

#### Background

The Shire of Yilgarn Community Funding Program was developed to:

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

As part of the 2023/2024 Budget Council resolved to make available \$16,000 (excluding GST), with three categories of Funding available - 'Essential Equipment/Capital Items' (up to \$2,000), 'Community/Sporting Event related expenses' (up to \$2,000), and 'Travel & Training Assistance' (up to \$500).

### Comment

For the 2023/2024 Community Funding program, the following eligible applications were received:

<i>Applicant</i>	<i>Equipment / item</i>	<i>Funded Amount</i>	<i>Club Contribution</i>
<i>Yilgarn Community Support Group</i>	<i>1 x Telstra prepaid sim 12mth expiry, 1 x Samsung phone, 1 x Canon inkjet printer, 1 x set of colours for printer</i>	<i>\$1,681.80</i>	<i>\$0.00</i>
<i>CWA of WA (Southern Cross Branch)</i>	<i>Expenses associated with catering, photographer hire and live music for Ladies Day 2024</i>	<i>\$2,000.00</i>	<i>\$0.00</i>
<i>Moorine Rock Tennis Club</i>	<i>3 x tennis nets and 1 x storage trolley</i>	<i>\$2,000.00</i>	<i>\$397.79</i>
<i>Bullfinch Shooting Club</i>	<i>8 x floodlights for night shoots</i>	<i>\$1,880.00</i>	<i>\$0.00</i>
<i>Yilgarn Agricultural Society</i>	<i>2 x USB cash drawers for Square registers</i>	<i>\$800.00</i>	<i>\$200.00</i>
<i>Southern Cross Motorcycle Club</i>	<i>Swann 12 Camera 16 channel security camera system</i>	<i>\$2,000.00</i>	<i>\$899.00</i>
<i>Yilgarn Netball Association</i>	<i>Goal post covers for indoor Netball courts</i>	<i>\$1,379.90</i>	<i>\$0.00</i>

The total amount to be funded by the Shire of Yilgarn equates to \$11,741.70, which is within the \$16,000 included in the 2023/2024 budget.

### Statutory Environment

Nil.

### Strategic Implications

#### 2020-2030 Strategic Community Plan

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

### Policy Implications

Council Policy Manual 2020 - 6.9 Community Funding Program.

### Financial Implications

Council has included \$16,000 in the 2023/24 Budget. The total of eligible applications received totals \$11,741.70.

### Risk Implications

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

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

**Officer Recommendation and Council Decision**

*171/2023*

*Moved Cr Close/Seconded Cr Granich*

*That Council approves the following grants from the Community Funding Program for the 2023/2024 financial year:-*

<i>Applicant</i>	<i>Equipment / item</i>	<i>Amount</i>
<i>Yilgarn Community Support Group</i>	<i>1 x Telstra prepaid sim 12mth expiry, 1 x Samsung phone, 1 x Canon inkjet printer, 1 x set of colours for printer</i>	<i>\$1,681.80</i>
<i>CWA of WA (Southern Cross Branch)</i>	<i>Expenses associated with catering, photographer hire and live music for Ladies Day 2024</i>	<i>\$2,000.00</i>
<i>Moorine Rock Tennis Club</i>	<i>3 x tennis nets and 1 x storage trolley</i>	<i>\$2,000.00</i>
<i>Bullfinch Shooting Club</i>	<i>8 x floodlights for night shoots</i>	<i>\$1,880.00</i>
<i>Yilgarn Agricultural Society</i>	<i>2 x USB cash drawers for Square registers</i>	<i>\$800.00</i>
<i>Southern Cross Motorcycle Club</i>	<i>Swann 12 Camera 16 channel security camera system</i>	<i>\$2,000.00</i>
<i>Yilgarn Netball Association</i>	<i>Goal post covers for indoor Netball courts</i>	<i>\$1,379.90</i>

**CARRIED (7/0)**

## 9.1 Officers Report – Chief Executive Officer

### 9.1.2 2023-2024 Christmas-New Year Closure

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

#### Purpose of Report

To present to Council for approval, the closure of the Administration Office over the 2023/2024 Christmas and New Year holiday period.

#### Background

The Shire's administration office closes over the Christmas and New Year period, to allow staff to have time off with family and friends. This time of the year is normally quiet and the closure has little impact upon the community as it is now an accepted practice.

#### Comment

The recommended administration closure dates are as follows,

Monday	Tuesday	Wednesday	Thursday	Friday
11/12/2023 Open	12/12/2023 Open	13/12/2023 Open	14/12/2023 Open	15/12/2023 Open in Morning Closed Midday for Council Function
18/12/2023 Open	19/12/2023 Open	20/12/2023 Open	21/12/2023 Open	22/12/2023 Open
25/12/2023 Public Holiday	26/12/2023 Public Holiday	27/12/2023 Closed	28/12/2023 Closed	29/12/2023 Closed
1/01/2024 Public Holiday	2/01/2024 Open for 2024	3/01/2024	4/01/2024	5/01/2024

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

### Statutory Environment

Nil.

### Strategic Implications

Nil.

### Policy Implications

Nil.

### Financial Implications

Nil.

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Work fatigue of staff.	Low (3)	Closure period to allow good rest period and ability to refresh for 2024
Financial Impact	Nil	Nil	Nil
Service Interruption	Access to Shire administration Services will be reduced	Moderate (8)	Adequate public notice and accepted practice allows for community to ensure Shire administrative needs are addressed prior to closure
Compliance	Nil	Nil	Nil
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

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

#### Officer Recommendation and Council Decision

*172/2023*

*Moved Cr Close/Seconded Cr Rose*

*That Council approves of the Shire Administration Office closing for the 2023/2024 Christmas and New Year break, as presented, subject to staff undertaking adequate advertising to inform the community of the closure.*

**CARRIED (7/0)**

## 9.1 Officers Report – Chief Executive Officer

### 9.1.3 Council Meeting Dates - 2024

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

#### Purpose of Report

To present to Council for determination, the time and date of Ordinary Council meetings for 2024.

#### Background

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

#### Comment

Nil

#### Statutory Environment

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

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

#### Strategic Implications

Nil.

#### Policy Implications

Nil.

### Financial Implications

Nil.

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Nil	Nil	
Service Interruption	Nil	Nil	Nil
Compliance	Non-compliance with Regulations.	Moderate (6)	Once set, public notice to be undertaken to comply with Regulations.
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

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

**Officer Recommendation and Council Decision**

*173/2023*

*Moved Cr Close/Seconded Cr Guerini*

*That in accordance with Section 12 of the Local Government (Administration) Regulations 1996 relating to the advertising of meeting times and dates of monthly Ordinary meetings, the following schedule of times and dates be adopted for the 2024 calendar year: -*

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

<i>January 2024</i>	<i>No Meeting Scheduled</i>	
<i>Thursday, 15<sup>th</sup></i>	<i>February 2024</i>	<i>Council Chambers Southern Cross</i>
<i>Thursday, 21<sup>st</sup></i>	<i>March 2024</i>	<i>Council Chambers Southern Cross</i>
<i>Thursday, 18<sup>th</sup></i>	<i>April 2024</i>	<i>Council Chambers Southern Cross</i>
<i>Thursday, 16<sup>th</sup></i>	<i>May 2024</i>	<i>Council Chambers Southern Cross</i>
<i>Thursday, 20<sup>th</sup></i>	<i>June 2024</i>	<i>Council Chambers Southern Cross</i>
<i>Thursday, 18<sup>th</sup></i>	<i>July 2024</i>	<i>Council Chambers Southern Cross</i>
<i>Thursday, 15<sup>th</sup></i>	<i>August 2024</i>	<i>Council Chambers Southern Cross</i>
<i>Thursday, 19<sup>th</sup></i>	<i>September 2024</i>	<i>Council Chambers Southern Cross</i>
<i>Thursday, 17<sup>th</sup></i>	<i>October 2024</i>	<i>Mt. Hampton Hall</i>
<i>Thursday, 21<sup>st</sup></i>	<i>November 2024</i>	<i>Council Chambers Southern Cross</i>
<i>Thursday, 19<sup>th</sup></i>	<i>December 2024</i>	<i>Council Chambers Southern Cross</i>

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

**CARRIED (7/0)**

## 9.1 Officers Report – Chief Executive Officer

### 9.1.4 Audit and Risk Committee Delegate Changes

<b>File Reference</b>	<b>2.1.2.9</b>
<b>Disclosure of Interest</b>	<b>None</b>
<b>Voting Requirements</b>	<b>Absolute Majority</b>
<b>Author</b>	<b>Nic Warren – Chief Executive Officer</b>
<b>Attachments</b>	<b>Nil</b>

#### Purpose of Report

For Council to endorse changes to the Audit and Risk Committee delegates.

#### Background

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

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.
- (2) The members of the audit committee of a local government are to be appointed\* by the local government and at least 3 of the members, and the majority of the members, are to be council members.  
\* *Absolute majority required.*
- (3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.
- (4) An employee is not to be a member of an audit committee.

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

At the Special Meeting of Council held on the 1 November 2023, the following was carried:

***Moved Cr Guerini, Seconded Cr Rose***

***That Council, by absolute majority, appoints Crs Della Bosca, Rose ad Closeto the Shire of Yilgarn Audit & Risk Committee and confirms Mrs Jodie Cobden as the Community representative on the Audit & Risk Committee.***

***Carried 7/0***

### Comment

Post the meeting, it has been requested if Cr Rose can step down from the committee, and have Cr Bradford endorsed as a delegate.

The change will require a revocation of the decision made at the Special Council meeting. The *Local Government (Administration) Regulations 1996* requires the decision to revoke to be via absolute majority.

### Statutory Environment

***Local Government Act 1995.***

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

***Part 2 Council and committee meetings***

***10. Revoking or changing decisions (Act s. 5.25(1)(e))***

*(1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —*

*(a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or*

*(b) in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.*

*(1a) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.*

*(2) If a decision is made at a council or committee meeting, any decision to revoke or change the decision must be made by an absolute majority.*

*This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.*

### Strategic Implications

Nil.

### Policy Implications

Nil.

### Financial Implications

Nil.

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Nil	Nil	
Service Interruption	Nil	Nil	Nil
Compliance	Non-compliance with Act in relation to Audit Committees.	Moderate (6)	Audit Committee delegation as per Act..
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

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

### Officer Recommendation and Council Decision 1

*174/2023*

*Moved Cr Guerini/Seconded Cr Granich*

*That Council, by absolute majority, revokes the previous decision of Council, made at the Special Council Meeting held on the 1 November 2023, which reads as follows:*

*Moved Cr Guerini, Seconded Cr Rose*

*That Council, by absolute majority, appoints Crs Della Bosca, Rose and Close to the Shire of Yilgarn Audit & Risk Committee and confirms Mrs Jodie Cobden as the Community representative on the Audit & Risk Committee.*

*Carried 7/0*

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

### Officer Recommendation and Council Decision 2

*175/2023*

*Moved Cr Rose/Seconded Cr Guerini*

*That Council, by absolute majority, appoints Crs Della Bosca, Close and Bradford to the Shire of Yilgarn Audit & Risk Committee and confirms Mrs Jodie Cobden as the Community representative on the Audit & Risk Committee.*

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

## 9.1 Officers Report – Chief Executive Officer

### 9.1.5 Proposed Carport – Lot 85 (No 51) Spica Street, Southern Cross

<b>File Reference</b>	<b>3.1.7.5</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Author</b>	<b>Liz Bushby, Town Planning Innovations</b>
<b>Attachments</b>	<b>Nil</b>

#### Purpose of Report

Council is to consider a planning application for a carport on Lot 85 (No 51) Spica Street, Southern Cross.

#### Background

- **Location and Existing Development**

Lot 85 has been developed with an existing house and associated outbuilding.

The lot is located near the intersection of Spica Street and Centaur Street in the Southern Cross townsite.

A location plan is included over page for ease of reference.



Above: Location Plan

## Comment

- **Zoning and Scheme requirements**

Lot 85 is zoned Residential with an R10 density code under the Shire of Yilgarn Town Planning Scheme No 2 (the Scheme).

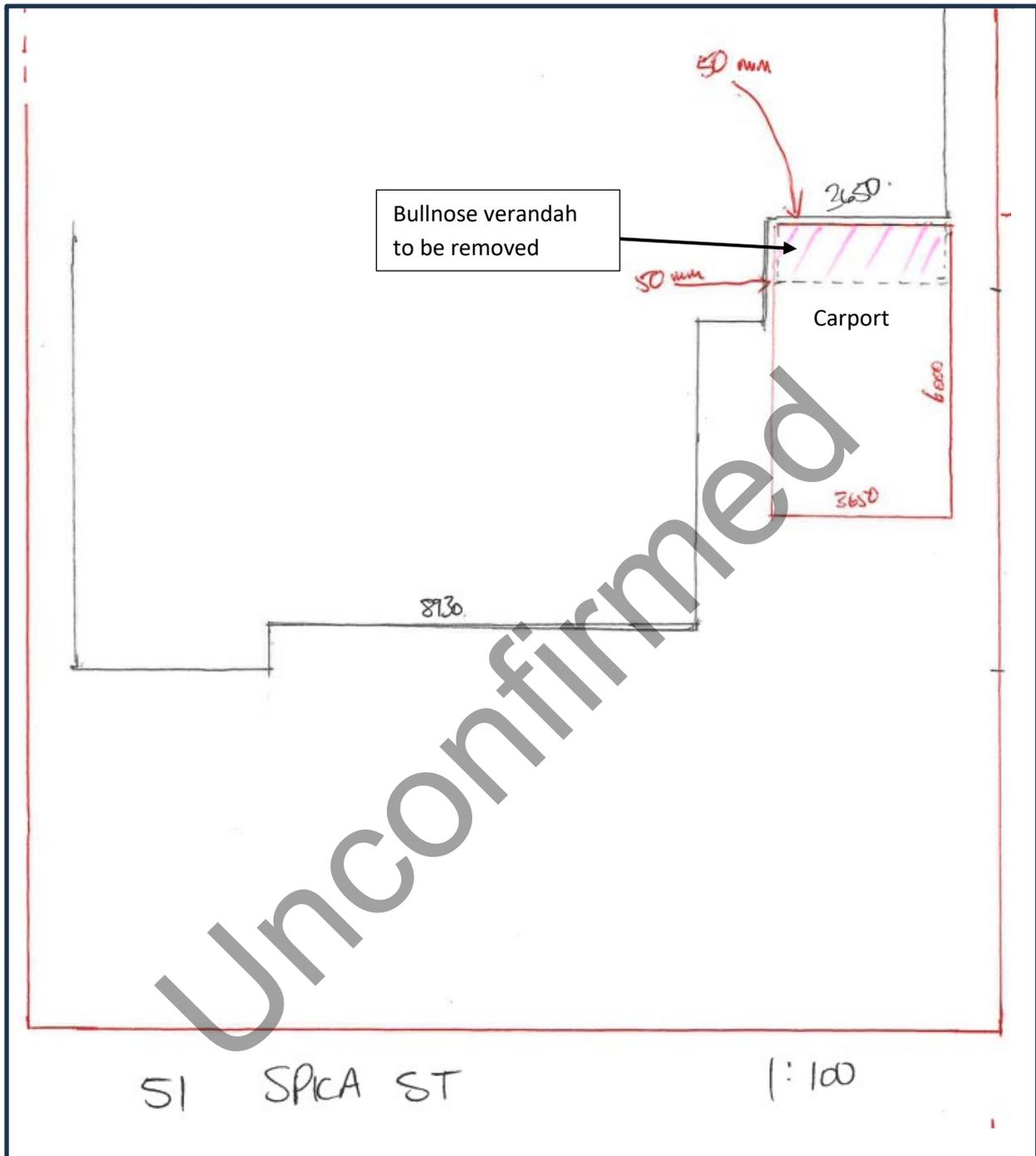
The proposed carport requires planning approval as it entails a minor variation to the Residential Design Codes.

- **Description of Application**

The owners propose a carport in front of the existing house. Part of a bullnose verandah will be removed to facilitate the development.

The carport will have a total floor area of 21.9m<sup>2</sup> and be open sided with a flat roof. The carport is proposed to have a height of 2.7 metres.

A partial site plan is included overpage.



- **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 contain a number of definitions for various residential structures, including a carport which is defined as ‘a roofed structure designed to accommodate one or more motor vehicles unenclosed except to the extent that it abuts a dwelling or a property boundary on one side, and being without a door unless that door is visually permeable.’

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 carports. The ‘Deemed to Comply’ requirements relate to site controls such as building setbacks, site open space, and building height.

The carport only requires planning approval as a 1.15 metre side setback is proposed in lieu of 1.5 metres.

The carport complies with alternative Design Principles as outlined in the table below.

Design Principles	Compliance / Officer Comment
<p>Clause 5.1.3 P3.1</p> <p>Buildings set back from lot boundaries or adjacent buildings on the same lot so as to:</p> <ul style="list-style-type: none"> <li>• reduce impacts of building bulk on adjoining properties;</li> <li>• provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties; and</li> <li>• minimise the extent of overlooking and resultant loss of privacy on adjoining properties</li> </ul>	<p>Complies.</p> <ul style="list-style-type: none"> <li>• As the structure is open sided there will be no significant building bulk;</li> <li>• As the structure is open sided it will not have any significant impact on adequate access to direct sun and ventilation;</li> <li>• The carport is non habitable and will not result in any overlooking or loss of privacy for adjoining properties.</li> </ul>
<p>Clause 5.2.1 P3.2</p> <p>Buildings built up to boundaries (other than the street boundary) where this:</p> <ul style="list-style-type: none"> <li>• makes more effective use of space for enhanced privacy for the occupant/s or outdoor living areas;</li> <li>• does not compromise the design principle contained in clause 5.1.3 P3.1;</li> <li>• does not have any adverse impact on the amenity of the adjoining property</li> </ul>	<p>Complies.</p> <ul style="list-style-type: none"> <li>• The carport has no impact on privacy;</li> <li>• It does not compromise the design principle contained in clause 5.1.3 P3.1;</li> <li>• Amenity is a subjective issue, however the structure will be low scale, minor development and open sided.</li> </ul>

Based on compliance with the above Design Principles, TPI recommends that the application be approved.

- **Consultation**

The application is being advertised for public comment through publication of a notice on the Shires website and letters to adjacent and nearby neighbours. Public advertising closes on the 17<sup>th</sup> November 2023. At the time of writing this report no submissions had been received.

### **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 61 lists development that is exempt from the need for planning approval, including carports that are ancillary to a dwelling and comply with the ‘deemed to comply’ requirements of the Residential Design Codes. This application requires planning approval as it entails a minor variation to the Residential Design Codes.

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.

*Shire of Yilgarn Town Planning Scheme No 2* – 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.

### **Strategic Implications**

Nil.

### **Policy Implications**

There are no Shire Policies that are relevant to this application.

The Shires Policy Manual includes town planning policies which 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.

### Financial Implications

The Shire pays consultancy fees to Town Planning Innovations.

### Risk Implications

There are no known risks associated with the proposed development.

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

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

**Officer Recommendation and Council Decision**

*176/2023*

*Moved Cr Close/Seconded Cr Granich*

*That Council:*

- 1. Note that Shire Administration has organised advertising of the planning application for Lot 85 (No 51) Spica Street, Southern Cross. Advertising closes on the 17<sup>th</sup> November 2023.*
- 2. 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 carport on Lot 85 (No 51) Spica Street, Southern Cross.*

**CARRIED (7/0)**

Unconfirmed

## 9.1 Officers Report – Chief Executive Officer

### 9.1.6 Proposed Addition to existing Grouped Dwelling –Lot 912 (No 9) Taurus Street, Southern Cross

<b>File Reference</b>	<b>3.1.7.5</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Author</b>	<b>Liz Bushby, Town Planning Innovations</b>
<b>Attachments</b>	<b>Nil.</b>

#### Purpose of Report

Council is to consider a planning application for an addition to an existing grouped dwelling on Lot 912 (No 9) Taurus Street, Southern Cross.

#### Background

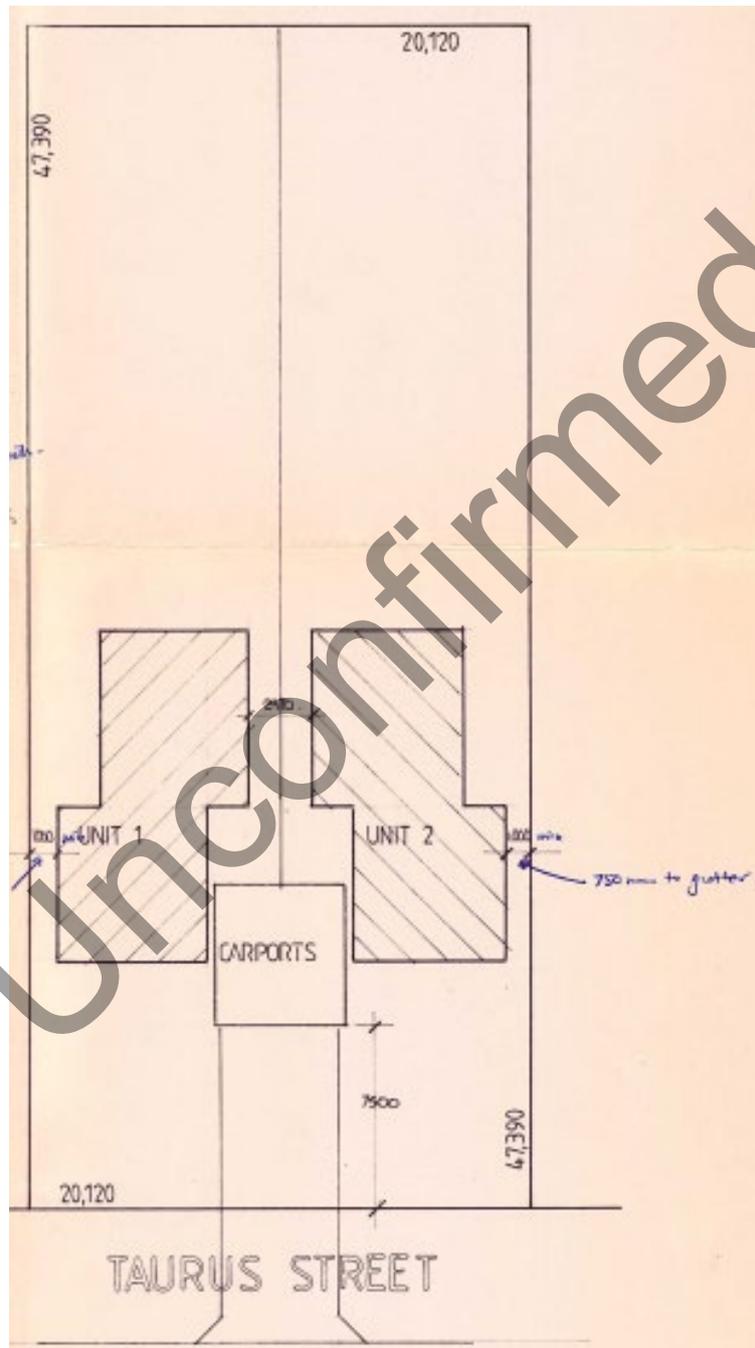
- Location**

Lot 912 is located in Southern Cross townsite. The closest intersection is Taurus Street and Phoenix Street. A location plan is included below for convenience.



- **Existing Development**

The lot has been developed with two grouped dwellings. The Shire's records indicate that a Building Permit for two dwellings on the lot was issued in 1988.

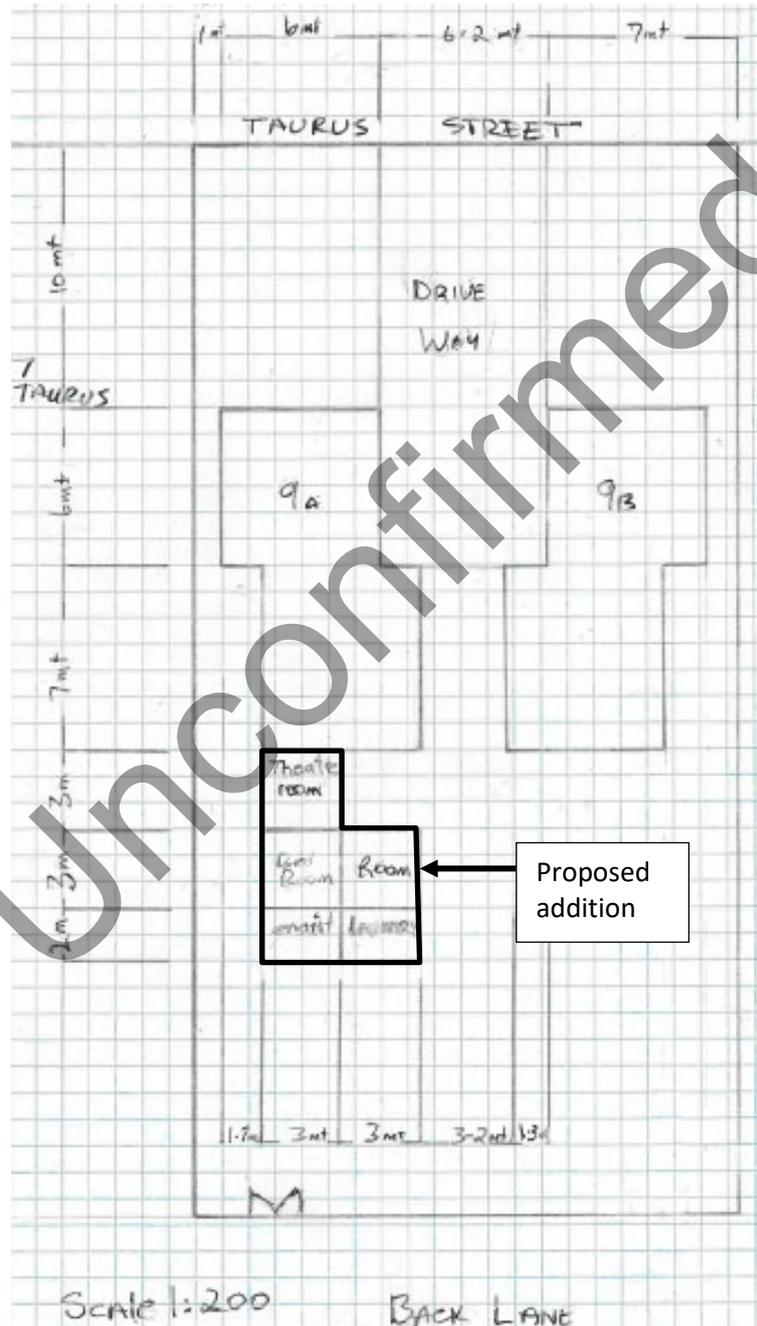


Above: Site Plan from 1988 Building Permit

## Comment

- Description of Development**

Plans have been lodged for rear additions to one of the existing dwellings on the lot.



The addition will allow for a bedroom, theatre room, laundry and ensuite. The external walls are proposed to be constructed out of hardiflex, with wood doors and aluminium framed windows. A corrugated iron roof is proposed.

## **Zoning and State Planning Policy 7.3 - Residential Design Codes**

Lot 912 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.

The proposed addition complies with all 'deemed to comply' requirements of the Residential Design Codes including building setbacks and site open space.

The proposed development only requires planning approval because it is an addition to a grouped dwelling.

- **Consultation**

The application has not been advertised for public comment as it complies with the Residential Design Codes.

### **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.

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

### **Strategic Implications**

There are no known strategic implications associated with this report.

## Policy Implications

- ***Shire Policy Manual***

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.

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

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)*.

This means that the Shires existing planning and building policies do not hold significant weight in terms of any planning assessment.

- ***Residential Design Codes***

New Medium Density Housing Code provisions were proposed as a series of amendments to the existing Residential Design Codes, and were scheduled to be gazetted on the 1 September 2023.

On the 9 August 2023 the Minister for Planning requested that the Western Australian Planning Commission defer gazettal of the amended policy citing concerns over challenges for the existing housing market.

The Department for Planning, Lands and Heritage website confirms under 'Frequently Asked Questions' that:

'Current applications will need to be assessed in accordance with the planning frameworks which apply on the date they are determined. This means that the current (2021) version of Volume 1 of the R-Codes applies unless and until repealed and replaced, and will continue to provide a basis for assessment for most lower and medium density residential development.'

Accordingly, the application is considered in context of Table 1 and the current 2021 version of the Codes.

## Financial Implications

The Shire pays consultancy fees to Town Planning Innovations.

### Risk Implications

There are no known risks associated with the proposed development.

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

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

### Officer Recommendation and Council Decision

**177/2023**

**Moved Cr Guerini/Seconded Cr Rose**

**That Council:**

- A. Approve the application for an addition to an existing grouped dwelling on Lot 912 (No 9) Taurus Street, Southern Cross subject to the following conditions and footnote:**
- 1. The plans and information lodged with this application shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Chief Executive Officer.**
  - 2. All stormwater from roofed and paved areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the property boundaries with no water discharge into adjacent land or the rear laneway.**
  - 3. If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.**

**Footnote:**

- (i) This is a planning consent only and owners need a separate building permit approval prior to commencing any site works or construction.**

**CARRIED (7/0)**

## 9.1 Officers Report – Chief Executive Officer

### 9.1.7 Proposed Met Mast Application –Lot 620 (adjacent Glendower Road), Southern Cross

<b>File Reference</b>	<b>3.1.1.2</b>
<b>Disclosure of Interest</b>	<b>Cr Guerini</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Author</b>	<b>Liz Bushby, Town Planning Innovations (TPI)</b>
<b>Attachments</b>	<b>Nil.</b>

Cr Gary Guerini declared a financial interest pursuant to Section 5.60A of the Local Government Act in relation to agenda item 9.1.7 'Proposed Met Mast Application –Lot 620 (adjacent Glendower Road), Southern Cross due to the land being owned by his father and a yearly lease payment being received if the met mast is approved.

Cr Guerini left the meeting at 5.41pm

#### Purpose of Report

Council is to consider an application for a Met Mast on Lot 620 which is adjacent to Glendower Road in Southern Cross.

The application is being advertised for public comment, and has been referred to relevant government agencies and key stakeholders.

#### Background

- **Separate wind farm application**

The Shire is currently processing a separate application for a wind farm which includes proposed turbines on Lot 620. The wind farm application will be determined by a Development Assessment Panel (DAP).

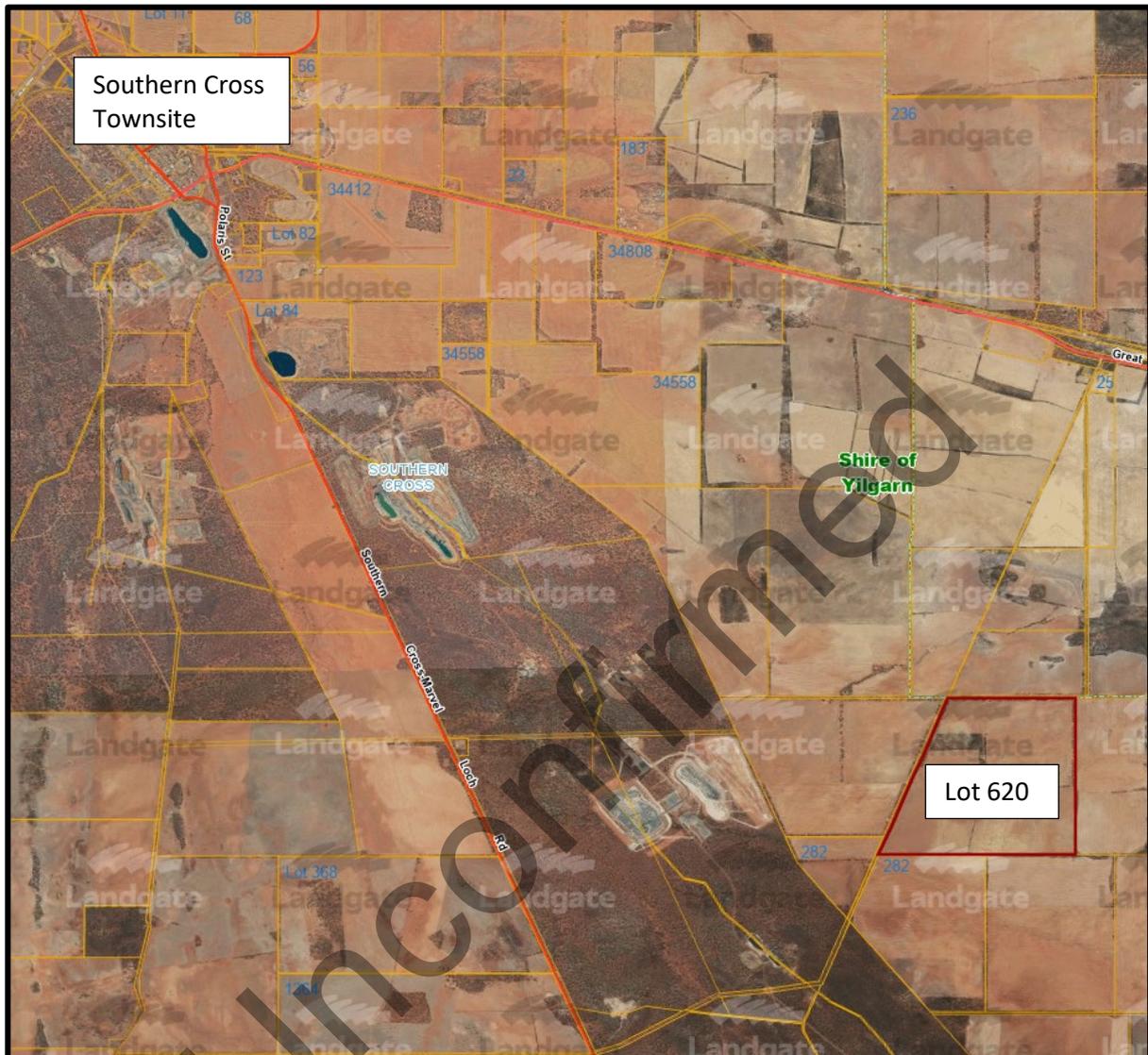
This application, for a Met Mast, has to be assessed and determined independently of the DAP wind farm proposal.

- **Location**

Lot 620 is located approximately 13 kilometres to the south-east of the Southern Cross townsite.

The lot has an approximate area of 516 hectares, and is used for agricultural purposes. The closest intersection to the lot is Glendower and Ghooli South Road.

A location plan is included over page for convenience.



Above: Location Plan

### Comment

- **Description of Application**

The application proposes a 120 mere high Met Mast which will be of lattice construction and supported by guy wires.

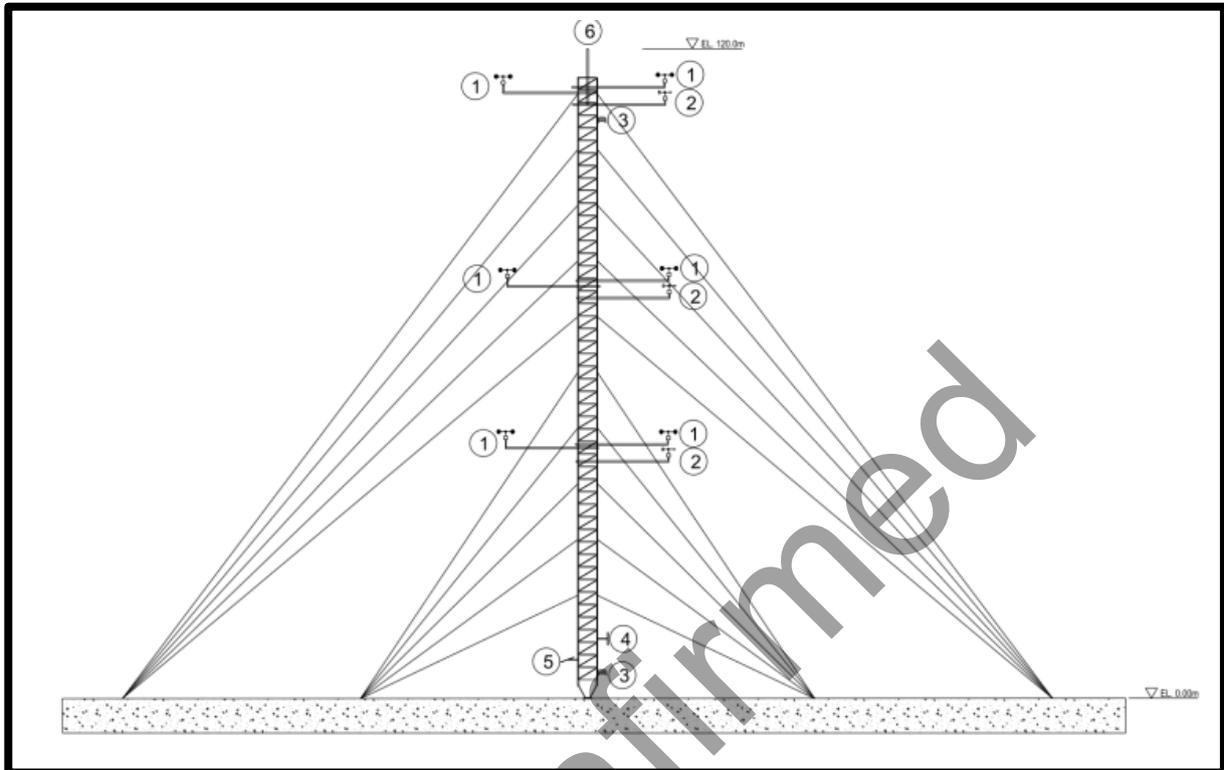
The Met Mast will be equipped with wind and weather sensors at various heights, allowing for the measurement of wind speed, wind direction, wind shear, wind turbulence and air density.

The Met Mast will be located in a cleared area and is anticipated to be required for 5 years.

A partial site plan is included below.



An elevation is included below.



A complete copy of the application is available on the Shire website - [News Story - Proposed Metmast - Lot 600 Glendowner Rd - PLANNING AND DEVELOPMENT ACT 2005 » Shire of Yilgarn](#)

- **Zoning and Land Use Permissibility**

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

Under the Scheme the objective of the Rural/Mining zone *'is to be used primarily for rural, mining, agricultural, single houses and public recreation'*.

Part of the planning assessment for any application involves determining which land use definition from the Scheme 'best fits' the proposal.

There is no land use definition applicable to a Met Mast under the Scheme.

Table 2 (Zoning Table) lists land uses in a table format with different symbols listed under different zones. Ordinarily the symbols in Table 2 outline the permissibility of land uses in different zones.

As a 'Met Mast' is neither defined in the Scheme or listed in Table 2, it can be processed as what is referred to as a 'Use Not Listed'.

In processing the 'Met Mast' as a 'Use Not Listed' Council has three options under the Scheme as follows:

Option 1 - Determine that the 'Met Mast' use is consistent with the objectives of the Rural/Mining zone and is therefore a use that may be permitted in the zone subject to conditions imposed by the local government.

TPI does not recommend Option 1. If Council determines that a Met Mast 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 'Met Mast' use may be consistent with the objectives of the Rural/Mining zone and advertise under clause 64 of the deemed provisions before considering an application for development approval for the use of the land.

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

Advertising the application in accordance with Option 2 will provide opportunity to liaise with aviation stakeholders and neighbours.

Option 3 - Determine that the 'Met Mast' use is not consistent with the objectives of the Rural/Mining zone and is therefore not permitted in the zone.

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

- **Aviation Safety**

An Aviation Impact Assessment has been lodged as part of the application.

The findings of the Aviation Assessment conclude that:

- (a) The Project is within 15 nautical miles (nm) and 30 nm of Southern Cross aerodrome however it will not affect the Procedures for Air Navigation Services - Aircraft Operations PANS-OPS surfaces. The Met Mast will not affect the 10 nm or 25 nm MSA.
- (b) The Met Mast will not infringe the obstacle limitation surfaces established for the Southern Cross aerodrome, and will not affect any PANS-OPS instrument approach surfaces.

The Aviation Assessment is being advertised as part of the application and has been referred to Air Services Australia, the Civil Aviation Safety Authority (CASA) and other aviation stakeholders.

CASA has already reviewed the Met Mast proposal, and advised that they agree with the Aviation Projects advice. CASA has also advised that:

- The WMT is recommended to have the following markings in accordance with NASF Guideline D: obstacle marking for at least the top 1/3 of the mast and be painted in alternating contrasting bands of colour
- Marker balls or high visibility flags or high visibility sleeves should be placed on the outside guy wires;
- Guy wire ground attachment points should be in contrasting colours to the surrounding ground/vegetation; and
- A flashing strobe light be lit during daylight hours. The flashing strobe light should be a medium intensity red light as described in CASA's Manual of Standards for Part 139 – Aerodromes.

- **Consultation**

Shire Administration has commenced advertising of the application for public comment. Advertising for neighbours and the general public closes on the 30<sup>th</sup> November 2023.

Advertising to relevant government agencies closes on the 18<sup>th</sup> December 2023.

## **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 the local government' 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.

*Shire of Yilgarn Town Planning Scheme No 2* – explained in the body of this report.

## **Strategic Implications**

There are no known strategic implications associated with the proposal.

### Policy Implications

There are no Local Planning Policies that are relevant to this application.

### Financial Implications

The Shire pays consultancy fees to Town Planning Innovations.

### Risk Implications

There are no known risks associated with the proposed development because it will be determined by a RDAP. Council is not the decision making authority for the application.

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

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

**Officer Recommendation and Council Decision**

**178/2023**

**Moved Cr Close/Seconded Cr Granich**

**That Council:**

- 1. Determine that the proposed 'Met Mast' use may be consistent with the objectives of the Rural/Mining zone and advertise the application in accordance with clause 64 of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.**
- 2. Note that Shire Administration has commenced advertising of the application.**  
**Advertising for neighbours and the general public closes on the 30<sup>th</sup> November 2023.**  
**Advertising to relevant government agencies closes on the 18<sup>th</sup> December 2023.**
- 3. Note that a second report item will be referred to a future Council meeting to consider any submissions received, and for determination of the application.**

**CARRIED (6/0)**

Cr Guerini rejoined the meeting at 5.43pm

## 9.1 Officers Report – Chief Executive Officer

### 9.1.8 Waiver of Fees and Charges – Youth Futures – Pipeline Challenge – Southern Cross Sports Complex

<b>File Reference</b>	<b>8.2.6.27</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Author</b>	<b>Nic Warren – Chief Executive Officer</b>
<b>Attachments</b>	<b>Nil</b>

#### Purpose of Report

To submit to Council a request to waive the fees associated with the hire of the Southern Cross Sports Complex for the Youth Futures organisation during their Pipeline Challenge, Charity Mountain Bike Challenge.

#### Background

The CEO has been contacted by Youth Futures, an organisation that runs the Pipeline Challenge, which is a Charity Mountain Bike Challenge.

The organised describe the event as: *“The Pipeline Challenge raises vital funds for young parents escaping homelessness and/or Domestic violence. By waiving venue hire fees the Shire will support us to ensure more of the Funds raised will go directly to supporting young people in need.”*

They have sought a waiver of fees for the hire of the Southern Cross Sports Complex for the 5-6 May 2024.

The cost of hire is \$180/day, with 2 days requested, the total is \$360.

#### Comment

Council’s Delegation No. LGA14 only allows the CEO to waive hire fees to community groups based in the Shire of Yilgarn. As Youth Futures are not based in the Yilgarn, the CEO is not delegated to approve the waiver.

As such, Council are asked to consider the waiver.

## Statutory Environment

### Delegation Register

#### LGA14 Donations and Waiver of Hire Fees

<b>Date Adopted:</b>	17 March 2016
<b>Document Control:</b>	Amended – 20 April 2023 - <a href="#">Link</a> Amended - 21 April 2022 - <a href="#">Link</a> Amended – 21 February 2019 - <a href="#">Link</a> Adopted – 17 March 2016 - <a href="#">Link</a>
<b>Policy Reference:</b>	
<b>Delegate:</b>	CEO
<b>Sub-Delegated:</b>	No
<b>Chief Executive Instruction/Procedure:</b>	N/A
<b>History:</b>	Previously LGA30

#### Legal (Parent):

- Local Government Act 1995 (As Amended) – Section 5.42

#### Legal (Subsidiary):

- Local Government Act 1995, Sections 6.12

#### Extent of Delegation:

Council delegates its authority and power to consider requests for Donations and Waiver of Hire Fees,

Subject to-

- a) The donation and /or waiver of hire fees request is:
  - a. less than \$500
  - b. for a non-profit group that is located in the Shire of Yilgarn
  - c. for an event that will be held within the Shire and is a general community benefit
- b) All Donations and Waiver of Hire Fees to be recorded in the Annual Report each year.

#### Conditions Imposed:

Nil

#### Legislation:

**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.

### Strategic Implications

Shire of Yilgarn Strategic Community Plan 2020-2030 – Social – Maintain/increase percentage of residents engaged in recreation, cultural and leisure activities for all demographics in the Shire.

### Policy Implications

Nil.

### Financial Implications

Requested Donation/Waiving of Hire Fees to the value of \$360.

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Nil	Nil	Nil
Reputational	Nil	Nil	Nil
Property	Damage to property	Low (4)	Bond for hire of the Complex to be paid
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

**179/2023**

**Moved Cr Guerini/Seconded Cr Newbury**

**That Council waives the fees, being \$360, for the hire of the Southern Cross Sports Complex by Youth Futures, for their stay on the 5-6 May 2024, as part of the Charity Pipeline Challenge.**

**Council are to note the hire bond will still be payable.**

**CARRIED (7/0)**

## 9.2 Reporting Officer– Executive Manager Corporate Services

### 9.2.1 Financial Reports-October 2023

<b>File Reference</b>	<b>8.2.3.2</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Author</b>	<b>Fadzai Mudau- Finance Manager</b>
<b>Attachments</b>	<b>Financial Reports</b>

#### Purpose of Report

To consider the Financial Reports

#### Background

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

The following reports are attached and have been prepared as at the 31 October 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
<b>Health/People</b>	Nil	Nil	Nil
<b>Financial Impact</b>	Monthly snapshot of Councils financial position	Moderate (6)	Ongoing review of Councils operations
<b>Service Interruption</b>	Nil	Nil	Nil
<b>Compliance</b>	Local Government (Financial Management) Regulations 1996	Moderate (6)	Adherence to statutory requirements
<b>Reputational</b>	Nil	Nil	Nil
<b>Property</b>	Nil	Nil	Nil
<b>Environment</b>	Nil	Nil	Nil

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

**Officer Recommendation and Council Decision**

*180/2023*

*Moved Cr Rose/Seconded Cr Close*

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

**CARRIED (7/0)**

Yvonne Ramsey and Michael Ramsey left the meeting at 5.45pm

Unconfirmed

## 9.2 Reporting Officer– Executive Manager Corporate Services

### 9.2.2 Accounts for Payment – October 2023

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

#### Purpose of Report

To consider the Accounts Paid under delegated authority.

#### Background

- Municipal Fund – Cheques 41246 to 41249 totalling \$581.00
- Municipal Fund - EFT 14474 to 14530 and 14532 to 14573 totalling \$737,784.63
- Municipal Fund – Cheques 2253 to 2271 totalling \$297,809.84
- Municipal Fund - Direct Debit Numbers:
  - 18266.1 to 18266.14 totalling \$26,408.33
  - 18297.1 to 18297.14 totalling \$26,058.18
- Trust Fund – EFT 14531 totalling \$56.65

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

Risk Matrix						
Consequence		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

**181/2023**

**Moved Cr Rose/Seconded Cr Guerini**

- **Municipal Fund – Cheques 41246 to 41249 totalling \$581.00**
- **Municipal Fund - EFT 14474 to 14530 and 14532 to 14573 totalling \$737,784.63**
- **Municipal Fund – Cheques 2253 to 2271 totalling \$297,809.84**
- **Municipal Fund - Direct Debit Numbers:**
  - **18266.1 to 18266.14 totalling \$26,408.33**
  - **18297.1 to 18297.14 totalling \$26,058.18**
- **Trust Fund – EFT 14531 totalling \$56.65**

**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 Budget Amendment – Swimming Pool Inflatable

<b>File Reference</b>	<b>8.2.5.3</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Absolute Majority</b>
<b>Author</b>	<b>Jodie Karra – Administrative Services Officer</b>
<b>Attachments</b>	<b>Nil</b>

#### Purpose of Report

This report seeks Council’s approval for an amendment to its 2023/2024 budget to allow for expenditure from its municipal fund for the purchase of an inflatable for the Southern Cross Aquatic Centre.

#### Background

The old pool had an inflatable that was used on special occasions such as Australia Day but when the new Aquatic Centre was built, the old inflatable no longer suited the smaller size pool. An indicative price for a suitable replacement was sought for budget consideration from the company that supplied the old one, Aflex Technologies (NZ) Ltd, and was received in February 2023.

The amount included in the 2023/2024 budget, based on the indicative quote received in February 2023, was \$8,500 ex gst. An updated price was requested in October 2023 which was \$10,255 ex gst. This increase in the cost of the pool inflatable requires Council’s approval for an amendment to the budget.

#### Comment

A decision has been made to change the format for the 2024 celebration of Australia Day. The change has come about due to several inflatable hire companies going out of business. The only business still willing to travel to Southern Cross is far more expensive than the ones that have been used in the past. Because of this, it has been decided that the event be held within the grounds of the Southern Cross Aquatic Centre rather than at Constellation Park like it has been in recent years and utilise the all the activities that the Aquatic Centre facility offers.

Rotary Park has been used for previous Australia Day events and is conveniently situated next to the Aquatic Centre, so is ideal to use for overflow of attendees and use of BBQ facilities situated within the grounds. The gate between the Aquatic Centre grounds and Rotary Park will be opened to extend the area. Tables and chairs can be set up to allow for more people to sit and eat the breakfast provided on the day.

## Statutory Environment

### Local Government Act 1995

#### 6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- is incurred in a financial year before the adoption of the annual budget by the local government; or
  - is authorised in advance by resolution\*; or
  - is authorised in advance by the mayor or president in an emergency.

\* Absolute majority required.

The recommendation that follows is consistent with the legislative requirements.

## Strategic Implications

### Strategic Objective

- Outcome 1.1 - Maintain / increase percentage of residents engaged in recreation, cultural and leisure activities for all demographics in the Shire.
  - 1.1.2 - Provide and maintain high quality community infrastructure (recreation centre, oval, bowls, swimming pool, library, community centre, halls).
  - 1.1.4 - Explore opportunities for youth programs.

## Policy Implications

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

## Financial Implications

If the recommendation below is endorsed, an additional \$1,725 ex gst will be incurred in Councils Operational Expenditure Budget.

## Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Slip and fall injury during use of inflatable	Moderate (9)	Extra staffing utilised during use of inflatable
Financial Impact	Increased amount expended	Moderate (8)	Timely requesting of indicative pricing closer to budget review

<b>Service Interruption</b>	Nil	Nil	Nil
<b>Compliance</b>	Nil	Nil	Nil
<b>Reputational</b>	Community expectation to provide entertainment on Australia Day	Low (4)	To continue to provide more than just a breakfast and awards on Australia Day
<b>Property</b>	Nil	Nil	Nil
<b>Environment</b>	Nil	Nil	Nil

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

### Officer Recommendation and Council Decision

182/2023

*Moved Cr Granich/Seconded Cr Guerini*

*That Council approves the following budget amendments:*

<i>Sub-Program</i>	<i>Account / Job</i>	<i>Current Budget \$</i>	<i>Amended Budget \$</i>
<i>Expenditure</i>			
<i>Swimming Areas and Beaches</i>	E11252 - Swimming Pool - Plant & Equipment	8,500	10,500
<i>Community Development</i>	J10605 - Other Community Development	25,000	23,000

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

## 9.2 Reporting Officer– Executive Manager Corporate Services

### 9.2.4 Disposal of Council Assets – 71 Antares St & 80 Spica St, Southern Cross

<b>File Reference</b>	<b>10.4.1.11 &amp; A4260 and 10.4.1.13 &amp; A4250</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Author</b>	<b>Cameron Watson – Exec Manager Corporate Services</b>
<b>Attachments</b>	<b>1 - Appraisal 80 Spica St Southern Cross 2 - Appraisal 71 Antares St Southern Cross</b>

#### Purpose of Report

To submit to Council for consideration, the proposal by Mr Gilbert Foster to purchase the Council residence located at 71 Antares St, Southern Cross and to offer for sale the vacant residence located at 80 Spica St, Southern Cross.

#### Background

Mt Foster, who is a long-term employee of Council, has expressed an interest in purchasing the Council owned residence he is currently tenanted, this residence is located at 71 Antares Street, Southern Cross.

The residence located at 80 Spica St, Southern Cross has previously had an offer to purchase submitted by the then Chemist and tenant of the residence, Mr John Hall. Council resolved (Council meeting of October 2020) to allow the then Chief Executive Officer to commence the disposal process, however Mr Hall eventually declined to take his request further and whole process was ceased.

#### Comment

Both residences have been identified in the currently underway Asset Condition Assessment project as being past useful life and as not economically fit for upgrades or repairs and as such, have been designated as of low need.

80 Spica Street has historically been provided as an incentive to attracting / retaining a Chemist in Southern Cross. The current Chemist provides their own accommodation and has not sought the use of 80 Spica St since Mr Hall vacated.

As it stands, the residence at 80 Spica St would not conceivably be considered an attraction to any future professionally qualified Chemist unless significant resources are used to refurbish the residence. It could be argued that if the current or future Chemist seeks a Council residence, then a new build would be more economically viable.

A Real Estate Sales Specialist has viewed both locations and has provided Market Valuations (attached) for each. After the required advertising and consultation periods, it will be proposed

that Council offer 71 Antares St to Mr Foster at a negotiated price lower than the indicated listing price due to Mr Foster being the long-term resident of the premises. It is intended to offer 80 Spice St at the indicated listing price.

## Statutory Environment

### Local Government Act 1995

#### **3.58. Disposing of property**

- (1) In this section —  
*dispose* includes to sell, lease, or otherwise dispose of, whether absolutely or not;  
*property* includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
  - (a) the highest bidder at public auction; or
  - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
  - (a) it gives local public notice of the proposed disposition —
    - (i) describing the property concerned; and
    - (ii) giving details of the proposed disposition; and
    - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;and
  - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
  - (a) the names of all other parties concerned; and
  - (b) the consideration to be received by the local government for the disposition; and
  - (c) the market value of the disposition —
    - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
    - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed

disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

- (5) This section does not apply to —
- (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or
  - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
  - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
  - (d) any other disposition that is excluded by regulations from the application of this section.

*[Section 3.58 amended: No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]*

The recommendation that follows is consistent with the legislative requirements.

### Strategic Implications

#### Economic Objective

- Outcome 2.3 - Quality and affordable housing is available
  - 2.3.1 - Continue to invest in housing to attract professionals to the region to attract and retain professionals and young people in the Shire.

#### Civic Leadership Objective

- Outcome 4.1 – A trustworthy and cohesive Council that functions efficiently and effectively
  - 4.1.1 - Ensure compliance whilst embracing innovation and best practice principles.
  - 4.1.2 - Maintain a high level of corporate governance, responsibility and accountability.

### Policy Implications

Nil

### Financial Implications

It will be proposed that any proceeds from the sale of 71 Antares St & 80 Spica St, Southern Cross be transferred to the Building Reserve for the use in suitable future projects.

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Compliance with the Local Government Act and Council Policies.	Low (4)	Ensure disposals comply with legislation.
Reputational	Nil	Nil	Nil
Property	Lack of housing stock if needed	Moderate (6)	Replace with new housing stock in a timely manner.
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 1

**183/2023**

**Moved Cr Rose/Seconded Cr Guerini**

**That Council authorises the Chief Executive Officer to undertake the following in respect to the proposed disposal of the property located at 71 Antares Street, Southern Cross:-**

- 1. give local public notice of the proposed disposal of the property in accordance with section 3.58 (3) (a) and (b) of the Local Government Act 1995; and**
- 2. subject to NO submissions being received, commence negotiations with Mr Foster for a fair purchase price in accordance with the valuation provided.**

**CARRIED (7/0)**

### Officer Recommendation and Council Decision 2

**184/2023**

**Moved Cr Close/Seconded Cr Granich**

**That Council authorises the Chief Executive Officer to undertake the following in respect to the proposed disposal of the property located at 80 Spica Street, Southern Cross:-**

- 1. give local public notice of the proposed disposal of the property in accordance with section 3.58 (3) (a) and (b) of the Local Government Act 1995; and**
- 2. subject to NO submissions being received, appoint a suitably qualified and experienced Real Estate Sales Specialist and commence with the sale via a sealed Expressions of Interest process.**

**CARRIED (7/0)**

## 9.2 Reporting Officer– Executive Manager Corporate Services

### 9.2.5 Amendment to Delegation LGA28 – Payments from Municipal and Trust Funds

<b>File Reference</b>	<b>2.3.3.6</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Absolute Majority</b>
<b>Author</b>	<b>Cameron Watson – Exec Manager Corporate Services</b>
<b>Attachments</b>	<b>Amended Delegation LGA28 – Payments from Municipal &amp; Trust Funds</b>

#### Purpose of Report

Request Councils endorsement of an amendment to its Delegation Register relating to purchasing limits.

#### Background

With the hiring of a second Building Maintenance Tradesperson within the building maintenance team, there is a need to amend Delegation LGA28 - Payments from Municipal Fund and Trust Fund to allow for this position to purchase minor building materials.

#### Comment

The intent of this amendment requests is to allow the additional Building Maintenance Tradesperson to have a purchasing power of up to \$5,000. This will allow the officer to purchase the materials required for the maintenance of Councils buildings.

#### 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.

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

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.

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

The recommendation that follows is consistent with the legislative requirements.

### Strategic Implications

Nil

### Policy Implications

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

### Financial Implications

Nil

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
<b>Health/People</b>	To ensure that Council Officers are aware of their obligations relating to delegations	Moderate (9)	An up-to-date Delegation Register approved by Council and disseminated to appropriate staff
<b>Financial Impact</b>	Allows Officers to be aware of their delegation responsibilities	Moderate (9)	Approved delegations ensure minimal impact
<b>Service Interruption</b>	Nil	Nil	Nil
<b>Compliance</b>	Compliance with Section 5.42 of the Local Government Act 1995	Moderate (6)	Annual review of Register
<b>Reputational</b>	Nil	Nil	Nil
<b>Property</b>	Nil	Nil	Nil
<b>Environment</b>	Nil	Nil	Nil

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

#### Officer Recommendation and Council Decision

185/2023

*Moved Cr Rose/Seconded Cr Granich*

*That Council approves the amendment to Delegation LGA28 – Payments from Municipal & Trust Funds as presented.*

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

## 10 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

## 11 MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

**186/2023**

**Moved Cr Guerini/Seconded Cr Rose**

***That the late item be accepted by Council for consideration***

**CARRIED (7/0)**

### 12.1 Reporting Officer– Executive Manager Infrastructure

#### 12.1.1 Quotations for Supply and Spray of bitumen and Spreading of Aggregate

<b>File Reference</b>	<b>6.6.8.12</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Author</b>	<b>Glen Brigg-Executive Manager Infrastructure</b>
<b>Attachments</b>	<b>Nil</b>

#### **Purpose of Report**

For Council to consider quotations received for the supply and spray of bitumen and spread of aggregate for various reseal works.

#### **Background**

Staff used WALGA Preferred Supplier purchasing portal to seek quotations from suitably qualified and experienced contractors to supply, spray bitumen and spread aggregate to reseal:

- Koolyanobbing Road SLK 37.00 to 41.00
- Frog Rock Marvel Loch Road SLK 11.00 to 18.00
- Moorine South Road SLK 52.50 to 57.50

In accordance with Section 3.57 of the Local Government Act, staff called for quotations via WALGA Preferred Supplier Programme with submissions closing Monday the 13<sup>th</sup> of November 2023. Due to the estimated cost of procurement, a minimum of three quotes were sought in accordance with the Shire's Purchasing Policy.

Purchasing through the WALGA Preferred Supplier online purchasing portal, forms an exemption from the Public Tender process. All preferred suppliers on the WALGA website have gone through WALGA's tendering prequalification process.

The request for quote was through WALGA Preferred Supplier Panel Roadbuilding Materials & Related Services. Five companies were asked for quotations:

- Bitumen Surfacing
- Bitutek PTY LTD
- Boral Resources
- Colas Western Australia
- Fulton Hogan Industries

### Comment

COMPANY	TOTAL SQUARE METRES	PER SQUARE METRE	TOTAL PRICE EX GST
Fulton Hogan Industries	103,000		No Pricing
Colas Western Australia	103,000		\$4.77
Bitumen Surfacing	103,000		No Pricing
Boral Resources	103,000		No pricing
Bitutek	103,000		\$4.43

Quotations have been assessed by staff against criteria of relevant skills and experience, demonstrated understanding and availability of key personnel and resources; and price in the form of a schedule of rates.

Colas Western Australia only provide full service and does not offer part service. Full service is where a sealing company doesn't require the Shire to provide any assistance for the project. This quotation is seeking part service where the Shire's works crew supply sweeping, rollers, labour and traffic control.

It is hard to determine the exact cost of part service as the Shire's part of the service needs to include wages, overheads, plant operating cost and depreciation to be included in the overall quotation to evaluate a square metre rate. Staff have included the 2023/2024 budgeted amounts for the Shire's role in the part service to get a resulting square metre rate.

### Statutory Environment

Section 3.57 of the Local Government

### Strategic Implications

Regular maintenance of sealed roads is crucial to ensure safety of motorists, maintain vital connectivity and prevent costly road reconstructions where it can be avoided by implementing regular asset renewal (reseals).

### Policy Implications

Purchasing Policy  
Asset Management Policy

### Financial Implications

Council annually budgets for the external supply of goods and services. Quotations or Tenders are sought to ensure Council gets value for money and meets its obligations under section 3.57 of the Local Government Act. The 2023/2024 budget makes provisions for resealing Kooyanobbing, Frog Rock - Marvel Loch and Moorine South Roads through funding from the Regional Roads Group and Roads to Recovery.

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Roads will be subject to reactive maintenance if not resealed on time	Moderate (9)	Resealing will prevent oxidisation and cracking of the aging bitumen seal preventing water penetrating into the pavement
Service Interruption	Nil	Nil	Nil
Compliance	Nil	Nil	Nil
Reputational	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

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

#### Officer Recommendation and Council Decision

**187/2023**

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

***That, by Absolute Majority in accordance Local Government Act 1995 and Local Government (Functions and General 3,57) Regulations 1996, that, Council accepts the quotation from Bitutek for \$1.70 per litre for sprayed C170 bitumen, \$1,900 per day for spreader trucks and \$15.25 per tonne for precoating aggregate to provide part service for resealing, Frog Rock-Marvel Loch Road, Moorine South Road and Koolyanobbing Road.***

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

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

*188/2023*

*Moved Cr Rose/Seconded Cr Close*

*That the Council meeting be close to the public under section 5.23(2)(b) of the Local Government Act 1995*

**CARRIED (7/0)**

Kaye Crafter, Phil Nolan, Lynn McPhedran and Mohammed Khan left the meeting at 5.59pm

**CONFIDENTIAL**

**13 Officers Report – Chief Executive Officer**

**13.1 Premier’s Australia Day Active Citizenship Awards 2024**

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

**Purpose of Report**

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

**Background**

Nominations for the following categories in the Premier’s Australia Day Active Citizenship Awards closed on Monday, 6 November 2023:

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

**Comment**

Copies of the confidential nominations have been provided to Councillors for their consideration and to choose a worthy recipient/s, which will allow staff to request the Australia Day Council to prepare the certificate/s prior to the presentation on Thursday, 26 January 2024.

### Statutory Environment

Nil.

### Strategic Implications

Nil.

### Policy Implications

Nil.

### Financial Implications

Nil.

### Risk Implications

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

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

#### Officer Recommendation

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

#### Council Decision

**189/2023**

*Moved Cr Close/Seconded Cr Bradford*

*That Council accepts and supports the two nominations presented for the Premier's Australia Day Awards.*

**CARRIED (7/0)**

**190/2023**

*Moved Cr Guerini/Seconded Cr Granich*

*That the meeting be re-opened to the public*

**CARRIED (7/0)**

Kaye Crafter, Lynn McPhedran and Mohammed Khan rejoined the meeting at 6.02pm

## 14 CLOSURE

As there was no further business to discuss, the Shire President declared the meeting closed at 6.03pm

I, Wayne Della Bosca, confirm the above Minutes of the Meeting held on Thursday, 16 November 2023, are confirmed on Thursday, 21 December 2023 as a true and correct record of the November 2023 Ordinary Meeting of Council.

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

Unconfirmed

**YILGARN HISTORY MUSEUM  
ADVISORY COMMITTEE MEETING MINUTES  
WEDNESDAY, 1<sup>ST</sup> NOVEMBER, 2023**

**ATTENDANCE:**

Robin Stevens, Lance Stevens, Curator Monica Fairless, Kaye Crafter,  
Cr. Linda Rose

**APOLOGIES:**

Nic Warren, Jodie Karra, Leonie Gethin

**MINUTES:**

The Minutes were distributed and read. Accepted by Robin Stevens,  
2<sup>nd</sup>. By Monica Fairless CARRIED

**BUSINESS ARISING:**

- The new top for our outdoor table is too good for the verandah.
- The down pipe was corrected – could have been a little longer.
- The grey book case was taken to the Daycare Centre.
- Washing machine looks good in the verandah.
- Tim is doing a great job of keeping our backyard neat and tidy.
- Our new computer has arrived and awaiting time for Monica to change over.

**FINANCIAL REPORT:**

**Museum Council Support:**

- Opening Balance: \$7,500
- Expenditure: \$2,143.20
- Current Year PO Outstanding \$800
- Balance: \$4556.80
- **Museum Income Account:**
- General Income 1,186.73
- **Museum Reserve Account as at 1<sup>st</sup> November, 2023**
- Opening Balance: 29,477.15
- Interest \$484.70
- Closing Balance \$29,961.85

Report accepted by Robin Stevens, 2<sup>nd</sup> Linda Rose

**HISTORIANS REPORT:**

Lance has sadly tendered his resignation as Museum Historian. Thank you, Lance for all the work you have done for our Museum and Community. Lance and Robin will be moving to Kalbarri soon, and we wish them all the best in their retirement.

**CURATORS REPORT:**

See attached.

**CORRESPONDENCE:**

See list tabled

**GENERAL BUSINESS:**

**Robins Resignation:**

Today was Robins last meeting and thanked everyone for their support during her 9 years at the Museum and as Curator. We will miss her devotion to the history of the Yilgarn and her attention to detail that made us one of the best Museums in the state.

**Modernization Cabinet:**

Lance has some Perspex left over from the St John Ambulance display and would like the Shire to collect it, so that our Modernisation Cabinet can have the glass removed and Perspex added. The glass cover is very heavy and could be dangerous. The Perspex is lighter and not dangerous.

**RWAHS:**

Rosie Stroud at the Kalgoorlie Museum has volunteered to collate, on a monthly basis, any news from the Goldfield Museums for publication in the RWAHS Newsletter.

**Books for Sale:**

The extra books we have at the Museum, will be taken to the Shire and stored there. This will give us some more storage space in the shed.

**Christmas Breakup Luncheon:**

We have decided on Saturday 9<sup>th</sup> December, 2023 at 12pm.

The Menu is suitably festive and I hope everyone will enjoy.

**Holiday Times:**

We will close on 21<sup>st</sup> December 21023 and return on 8<sup>th</sup> January, 2024

The meeting closed at 4.45pm.

The next meeting will be on the 7<sup>th</sup> February, 2024.

Have a merry Christmas, and Happy New Year.

## **MINUTES OF CENTRAL EAST ACCOMMODATION & CARE ALLIANCE INC MANAGEMENT COMMITTEE MEETING HELD ON MONDAY, 6 NOVEMBER 2023 AT THE KELLERBERRIN RECREATION & LEISURE CENTRE, LOT 260 CONNELLY STREET, KELLERBERRIN**

### **1. MEETING OPENING**

The Chairperson opened the meeting at 10.08am and welcomed former Member Quentin Davies as an observer, Shire of Merredin representatives, Codi Brindley-Mullen and Leah Boehme and Shire of Westonia Member, Ross Della-Bosca. The Chairperson acknowledged the significant contribution that former Member, Rodney Forsyth from the Shire of Kellerberrin had made to CEACA from its inception and thanked Mark McKenzie from the Shire of Merredin for his contribution during his time as a CEACA Member.

### **2. MEETING MATTERS**

#### **2.1 Record of Attendance and Apologies**

##### **Attendance**

Terry Waldron - Chairperson, Richard Marshall - CEACA Executive Officer, Jo Trachy - CEACA Operations Manager, Darren Mollenoyux - Shire of Bruce Rock, Raymond Griffiths & Monica Gardener - Shire of Kellerberrin, Tony Sachse & Ben McKay - Shire of Mt Marshall, Codi Brindley-Mullen & Leah Boehme - Shire of Merredin, Gary Shadbolt - Shire of Mukinbudin, Rebecca McCall & Holly Cusack - Shire of Narembeen, Bill Price & Ross Della-Bosca - Shire of Westonia, Mischa Stratford & Quentin Davies - Shire of Wyalkatchem, Nic Warren & Wayne Della-Bosca - Shire of Yilgarn

##### **Apologies**

Stephen Strange - Shire of Bruce Rock, Lisa Clack & Bradley Anderson - Shire of Merredin, Dirk Sellenger - Shire of Mukinbudin, Peter Klein - Shire of Wyalkatchem, Louis Geier - Shire of Westonia

#### **2.2 Declaration of Quorum**

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

#### **2.3 Conflicts of Interest**

There were no declarations of conflicts of interest.

#### **2.4 Minutes of the Management Committee Meeting – 4 September 2023**

##### **RESOLUTION**

It was resolved that the Minutes of the Management Committee meeting held on the 4 September 2023 be accepted as a true and accurate record of proceedings.

#### **2.5 Minutes of the Management Committee Meeting – 20 October 2023**

##### **RESOLUTION**

It was resolved that the Minutes of the Management Committee meeting held on the 20 October 2023 via MS Teams be accepted as a true and accurate record of proceedings.

#### **2.6 Matters Arising / Action Items**

The EO advised that all items are on the agenda for this meeting.

- Member for Mt Marshall queried the increase in build costs from the original estimate of \$250k to \$500k. The EO advised \$500k is based on the latest quote from Evoke Living, a turn-key solution for one unit only and CEACA would expect a discount for 56 units.
- Member for Bruce Rock advised that local trades were utilised in the original project to keep costs down. The OM advised that local trades and suppliers would be utilised.

### **3. MATTERS FOR DECISION**

#### **3.1 Appointment of CEACA Chairperson**

The Chairperson left the meeting. The Deputy Chairperson asked for nominations for the role of Chairperson for the 2023/24 year. Gary Shadbolt nominated Terry Waldron and this was seconded by Wayne Della Bosca.

#### **RESOLUTION**

---

It was agreed by the Management Committee to elect Terry Waldron as the CEACA Independent Chairperson until the 2024 Annual General Meeting.

#### **3.2 Executive Committee Members Appointment (Deferred to after AGM)**

This item was deferred until after the AGM. Refer to the end of these minutes.

#### **3.3 Shire of Trayning CEACA Units**

The EO referred to *Attachment 6* provided with the meeting papers and commented as follows:

- We have experienced several issues with both units including breaches, terminations and damage.
- It is difficult to find tenants in the area and units are expensive to maintain.
- Profit & Loss statement for Trayning shows a loss of approximately \$3k for the 12 months to June 2023 and probably have lost more than that for the current year.
- Given the shire is not a CEACA member and the units are costing CEACA money, there is an option to sell both. This is an option for discussion and not a recommendation.

General discussion ensued.

#### **RESOLUTION**

---

It was resolved by the Management Committee that CEACA approach the Shire of Trayning directly for feedback on possible purchase of the units. If the feedback is positive, the Shire will be given the opportunity of putting forward a proposal. CEACA will also approach WACHS and GROH (Govt Regional Officer Housing Program) to discuss options.

#### **ACTION ITEM**

---

CEACA Chairperson and Executive Officer to contact the Shire of Trayning CEO to discuss the options, following feedback from Shire CEO discussions with Trayning CEO.

#### **3.4 CEACA Constitution – Proposed Amendments**

The EO spoke to *Attachment 3.4* Explanatory Notes and general discussion ensued.

- EO explained that the proposed wind-up clause has been provided by the Registrar for Community Housing Provider (CHP) and that it will be reviewed by CEACA's solicitors as part of an overall review, prior to a meeting of CEACA members to consider approving a new constitution. Member for Mukinbudin referred to the wind-up clause and asked what would happen if there were no like-minded organisations to transfer assets to. EO advised there is an option to set one up and could be one or multiple entities.
- Quentin Davies referred to the suggestion of a 9-year Member term and asked what the reasoning for this was. EO advised that if a person has been on a Board for a long time, they are no longer considered independent. A Succession Planning policy is required to provide for an orderly transition of Management Committee members.
- Member for Bruce Rock suggested that it's important for the Executive Committee members to be changed every 2 years as they may also be off Council at the same time. EO advised that the Executive Committee is not included in the Constitution, but this does not mean the term cannot be set to 2 years.
- Raymond Griffiths asked if the 3-year membership fee and terms would be included in the Constitution so that shires understand the figure they are committing to over the period. General discussion ensued and this was supported by all Members present. EO advised that a specific figure had not been included as it can change. There is the possibility of a discretionary levy inclusion in the Constitution to cover unforeseen project costs.
- Member for Mukinbudin referred to Item 30.1A and advised the number of foundation members may need to be taken out of the Constitution (or the wording may need to be changed).

#### **RESOLUTION**

---

The proposed changes to the Constitution as set out in the meeting papers were agreed with a membership term of 3 years from 1 July 2023. It was also agreed that the Management Committee may agree a maximum membership fee. The maximum for the current 3-year term from 1 July 2023 will be \$20k but this figure will not be included in the Constitution. It was also resolved that the proposed amendments be put to a CEACA Members meeting to be held after the Management Committee meeting in February 2024.

## ACTION ITEM

---

EO to obtain legal advice regarding the points raised and provide feedback at a members' meeting in February 2024.

### 3.5 Shire of Dowerin Membership Application

EO referred to *Item 3.5 and the attachment to the EO report* and commented as follows:

- Shire of Dowerin had requested to attend the Management Committee meeting in September 2023.
- CEACA had asked that a Membership application be submitted prior to attendance at CEACA meetings.
- The letter of application for Associate Membership, \$5k per annum and without voting rights, was received.
- The shire will be included in the current funding application for additional units and if funding is approved, they would have to apply for full membership and agree to the gift of land and rates exemption.

General discussion ensued. Mr Griffiths advised that the basis of the strategy to invite Associate Memberships was to generate additional fees, which could be applied towards consultancy costs of funding applications to build new units

## RESOLUTION

---

It was resolved by the Management Committee to approve the Associate Membership application from the Shire.

ACTION ITEM: EO to contact Shire of Dowerin CEO and advise that their application to join CEACA has been approved.

## 4. MATTERS FOR DISCUSSION

### 4.1 Executive Officer Report

The EO spoke to *Attachment 8* of the meeting papers and commented as follows:

#### Funding – Additional Units (“ILU”)

- Federal Growing Regions funding process is expected sometime early in 2024 and they will want to know that CEACA has the balance of funding. On the basis that shires contribute 10%, approx. \$10m will be required from State Government. State have asked CEACA to make a submission even though it will be non-conforming. Following a lot of work from the CEACA Operations Manager and Evoke Living Homes, the application was submitted.
- Chairperson, EO and Operations Manager met with Luke Aitken and his colleague from the Department of Communities on 3<sup>rd</sup> November 2023 to discuss the CEACA application. The Department presented their current waitlist in the Member shires and advised their primary focus is to reduce it. Their list is primarily for locations which offer services. CEACA advised that they would forward their waitlist to the Department.
- The Department advised that funding would be conditional upon CEACA being a registered Community Housing Provider (CHP). This was a change from original advice that an application would be accepted if CEACA were in the process of applying.
- EO and Operations Manager attended a Registered Community Housing Provider pre-registration session on November 3, 2023. The focus was on Governance, Risk as well as tenant involvement, management and feedback.
- CEACA's focus is to finalise the Constitution wording to enable commencement of the CHP registration process.
- Application for registered housing provider is a 19-week process, there is a lot of work to do, but if CEACA want funding we have no choice. In addition to funding, the benefit to CEACA is that it will assist to develop improved governance documentation and practices.

#### Care Services

- In previous meeting discussions Members agreed that the Pingelly Model is a good option for shires and InCasa can work with them to cater for their individual needs.
- CEACA has distributed information relating to a \$20k federal grant for signing up to the Staying at Home program before February 2024 and believe it is a good option for shires. It is an agreement with a body in the shire but does not have to be CRC or Shire.

### 4.2 Operations Manager Report

The OM referred to *Attachment 9* of the meeting papers and commented as follows:

- New lease terms drafted and sent to Elders to ensure protection of CEACA assets including smoking in the unit, care of gardens, preventative maintenance, alterations, damage by mobility aids and flushing of foreign objects resulting in plumbing failure. Elders confirmed the terms will be included in future leases and lease renewals.
- Bubble Pits in each shire were reviewed by a local Plumber who advised they are not fit for purpose. The contractor provided a quotation of \$3,300 inc GST per unit to rectify by creating a soak well/drainage and they would begin with the two units in Southern Cross to monitor effectiveness prior to working on remaining units. A quotation was provided for yearly cleaning of the 71 pits (\$9,372 inc GST).

## ACTION ITEM

---

Operations Manager to discuss options with all Member Shires and this could include replacement, repair, yearly cleaning or permanent filling of the cavity.

- Shower re-grout and re-seal work will commence in November 2023 in Bruce Rock and Kellerberrin.
- Renewal of general insurances are due and Broker will go to market and provide quotes in the near future.
- The focus for the next couple of months will be the Community Housing Provider (CHP) registration including review of CEACA governance policies and procedures, tenant management procedures and feedback mechanisms.

## 5. MEETING CLOSURE

---

There being no further business, the Management Committee meeting adjourned at 12.00noon.  
(The Management Committee re-convened after the AGM to elect the Executive Committee Members (Item 3.2).

---

**The Management Committee meeting was re-opened at 12.30pm after the Annual General Meeting.**

### General Business

Departing Member, Quentin Davies from the Shire of Wyalkatchem made the following comments:

- The CEACA project has been interesting and successful and one of the most important factors in its success has been having an independent Chairperson. The way that CEACA has been managed and the amount of work done by the current CEACA Management Team to get it where it is today cannot be underestimated. Incredible achievement and if the CEACA Management Team were not doing the work, it would fall on the shires.
- The model is a real indication for regional collaboration and structure for the future.
- Consistent 100% occupancy and possibility of future development can be credited to the CEACA Management Team.
- Particular thanks to Raymond Griffiths and Gary Shadbolt who have both done a large amount of work to get CEACA to where it is today, supported by a strong group of LGA.
- Promotion of the brand is key and CEACA should not underestimate how many people look at what CEACA do.

### NOMINATION OF EXECUTIVE COMMITTEE MEMBERS

The Chairperson thanked Bill Price who advised he will step down from the Executive Committee.

### RESOLUTION

---

It was resolved by the Management Committee that the that the members of the CEACA Executive Committee until the 2024 Annual General Meeting will be:

Terry Waldron – Chairperson, Richard Marshall - CEACA Executive Officer, Gary Shadbolt - Shire of Mukinbudin & CEACA Deputy Chairperson, Darren Mollenoyux - Shire of Bruce Rock, Raymond Griffiths - Shire of Kellerberrin, Holly Cusack - Shire of Narembeen & CEACA Treasurer, Mischa Stratford - Shire of Wyalkatchem & CEACA Secretary

## NEXT MEETING

---

The next meeting will be held at 10.00am on 26<sup>th</sup> February 2023 at the Merredin Regional Community & Leisure Centre.

**To be confirmed.**

## MEETING CLOSURE

---

There being no further business, the meeting closed at 12.37pm.

### 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.

**MINUTES OF CENTRAL EAST ACCOMMODATION & CARE ALLIANCE INC. ANNUAL GENERAL MEETING HELD ON MONDAY, 6 NOVEMBER 2023 AT THE KELLERBERRIN RECREATION & LEISURE CENTRE, LOT 260 CONNELLY STREET, KELLERBERRIN**

**1. Opening, Attendance and Apologies**

The Chairperson opened the meeting at 12.12PM and welcomed all in attendance.

**Attendees**

Terry Waldron - Chairperson, Richard Marshall - Executive Officer, Jo Trachy - Operations Manager, Darren Mollenoyux - Shire of Bruce Rock, Monica Gardiner & Raymond Griffiths - Shire of Kellerberrin, Ben McKay & Tony Sachse - Shire of Mt Marshall, Codi Brindley-Mullen & Leah Boehme - Shire of Merredin, Gary Shadbolt - Shire of Mukinbudin, Holly Cusack & Rebecca McCall - Shire of Narembeen, Bill Price and Ross Della-Bosca - Shire of Westonia, Quentin Davies (Observer) & Mischa Stratford - Shire of Wyalkatchem, Nic Warren & Wayne Della Bosca - Shire of Yilgarn.

**Apologies**

Stephen Strange – Shire of Bruce Rock, Lisa Clack & Bradley Anderson – Shire of Merredin, Dirk Sellenger – Shire of Mukinbudin, Peter Klein – Shire of Wyalkatchem, Louis Geier – Shire of Westonia.

**2. Declaration of Quorum**

It was agreed that there was a quorum at the meeting.

**3. Declaration of Interest**

Members must declare to the Chairman any potential conflict of interest they may have in a matter before the meeting as soon as they become aware of it. Members and Deputies may be directly or indirectly associated with some recommendations of Central East Accommodation & Care Alliance Inc. If attendees are affected by these recommendations, they must excuse themselves from the meeting and must not participate in deliberations.

There were no declarations of interest made.

**4. Confirmation of the Minutes from CEACA 2022 AGM**

The Minutes from the Annual General Meeting of CEACA Inc held on Monday, Wednesday, 9<sup>th</sup> November 2022 were circulated prior to the meeting.

**RESOLUTION**

It was agreed by all Members that the Minutes from the CEACA Annual General Meeting held on Wednesday, 9<sup>th</sup> November 2022 be confirmed as a true and accurate record of the proceedings.

**5. Presentation of Financial Statements to 30 June 2023**

**Reporting Officer: Richard Marshall, CEACA Executive Officer**

The CEACA Financial Statements for the year ended 30 June 2023 were distributed to all attendees prior to the meeting.

The Executive Officer summarised the Financial Statements and advised that the unqualified audit report was signed on 24/10/2023.

There were no queries relating to the Financial Statements.

## 6. Presentation of Auditor's Report

**Reporting Officer:** Richard Marshall, CEACA Executive Officer

CEACA Members noted the unqualified audit report and Management Letter from the Auditor, which had been circulated to all members prior to the meeting. There were no queries relating to the audit report.

## 7. Chairperson's Report

The Chairperson presented his report as follows:

- In reporting to you on the past year, I can say we have had a really solid year, where we have continued to consolidate and refine our operations.
- We have also done a lot of work in preparation for the next stage of our expansion and are extremely hopeful that we will obtain Government funding support to enable us to build a further 56 units across the region.
- Our application for funding is with the State Government and we are awaiting the announcement of the second round of the Federal Government funding in the first half of the new year, but we are ready to go.
- It has been terrific to maintain high occupancy rates in our units and we are in a very sound financial position, with good reserves and holding \$300k in our Refurbishment Reserve. While I am confident our high occupancy rate will continue for some time, we must always be aware there may be a time where this is not the case.
- It has been disappointing that a couple of our care providers have not been as active in our region and we need to continue to look at all possible options in this area. Right at Home and Avivo have continued to step up in this area and there are other options which we will continue to work with.
- It was great to finally sign off the acquittal with the State Government on our initial project funding, following a lengthy process. Many thanks to the Shire of Merredin for the supportive role they played in holding that funding on our behalf and to Leah Boehme for her assistance with the release of the funds to CEACA.
- As raised recently, we need to hold regular Executive meetings and we must ensure that we do this in 2024. The meetings should be 2 weeks prior to Management Committee meetings and can be via Teams.
- I welcome Narembeen Shire who have joined as a full Member recently and we are really pleased to have them on board. We also have another shire applying for membership.
- CEACA is a fantastic organisation but like every such body, it is the people and their expertise, work and support that drives it and makes things happen. So as your Independent Chair, I would really like to thank all Members of our Management Committee for their involvement, commitment and great expert advice and guidance to the Management Team to ensure we run a terrific operation.
- A big thank you to Members who are leaving us, in particular Quentin Davies, Rod Forsyth and Louis Geier, who have given great service, been great supporters and strong contributors and been integral to the establishment and ongoing growth and success of CEACA. We would also like to thank Mark McKenzie for his input during his time as Member.
- Thank you to our Executive Committee who have been terrific with providing support and guidance and we look forward to our regular meetings next year.
- Thank you to Elders Real Estate and our Auditors.
- A big thank you to Richard and Jo who work so hard, are both totally invested in CEACA and have done a mighty job in ensuring we provide great units and great services to our clients and have put us in a really sound financial position. I also thank them for all the extra work they have been doing to make the funding applications for our next lot of units and dealing with Government. Thank you again, Richard and Jo.

## 8. Treasurer's Report

EO referred to the earlier reports on the Financial Statements and the auditor's report.

## 9. Appointment of Officers

Clause 10.2 of the Central East Accommodation & Care Alliance Inc (CEACA) Constitution provides that the Office Bearers of CEACA are the Chairperson, Deputy Chairperson, Secretary and Treasurer. Nominations were invited via email on 2nd October 2023 for the election of the following:

- 1) Deputy Chairperson      b) Secretary      c) Treasurer      d) Ordinary Member

Nominations closed at 5.00pm (WST) on 30th October 2023. At the close of nomination, the following nominations were received:

#### **DEPUTY CHAIRPERSON**

---

One nomination received - Gary Shadbolt (Shire of Mukinbudin).

#### **RESOLUTION**

---

It was resolved by the Committee that Gary Shadbolt be appointed as the Central East Accommodation & Care Alliance Inc Deputy Chairperson for until the 2024 Annual General Meeting.

#### **SECRETARY**

---

One nomination received - Mischa Stratford (Shire of Wyalkatchem).

#### **RESOLUTION**

---

It was resolved by the Committee that Mischa Stratford be appointed as the Central East Accommodation & Care Alliance Secretary until the 2024 Annual General Meeting.

It was acknowledged that the Secretary's duties may be delegated to the Management team when required.

#### **TREASURER**

---

There were no nominations received.

#### **RESOLUTION**

---

Following discussion, it was resolved by the Committee that Holy Cusack be appointed as the Central East Accommodation & Care Alliance Inc Treasurer for until the 2024 Annual General Meeting.

It was acknowledged that the Treasurer's duties may be delegated to the Management team when required.

#### **CEACA MEMBER REPRESENTATIVES**

---

In accordance with Item 6.3 of the CEACA Inc Constitution, it was agreed that the persons listed below have been elected by the Members to be their representatives until the next AGM:

Stephen Strange - Shire of Bruce Rock, Monica Gardiner - Shire of Kellerberrin, Tony Sachse - Shire of Mt Marshall, Bradley Anderson - Shire of Merredin, Gary Shadbolt - Shire of Mukinbudin, Holly Cusack – Shire of Narembeen, Ross Della-Bosca - Shire of Westonia, Mischa Stratford - Shire of Wyalkatchem, Wayne Della Bosca - Shire of Yilgarn

### **10. General Business**

---

There was no general business to discuss.

### **11. Meeting Closure**

---

There being no further business, the meeting was declared closed at 12.30pm.

#### **DECLARATION**

These minutes were confirmed by the Central East Accommodation & Care Alliance Inc at the Annual General Meeting held on \_\_\_\_\_ 202\_.

Signed \_\_\_\_\_

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



# WHEATBELT NORTH-EAST SRRG



**Chairperson:** Cr E O'Connell  
**Deputy Chairperson:** Cr W Della Bosca

**Secretary:** Mr R Munns  
 R MUNNS Engineering Consulting Services  
 PO Box 516  
 NARROGIN WA 6312  
 Mob : 0407 604 164

## Unconfirmed Minutes of the Sub Regional Road Group Zoom Video Conference Meeting held on Tuesday the 14th November 2023 at 9.05 am.

### 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Retiring Chairperson declared the meeting open at 9.05 am, welcomed everyone in attendance, including the new Delegates from the Shires of Trayning and Wyalkatchem, Cr Dale Naughton and Justin Begley respectively.

### 2. ATTENDANCE/APOLOGIES

#### Attendance

Cr Eileen O'Connell	Shire of Nungarin	(Chairperson and Voting Delegate)
Cr Nick Chandler	Shire of Koorda	(Voting Delegate)
Cr Tanya Gibson	Shire of Mt Marshall	(Voting Delegate) Joined at 9.18am
Cr Romina Nicoletti	Shire of Mukinbudin	(Voting Delegate)
Cr Dale Naughton	Shire of Trayning	(Voting Delegate)
Cr Daimon Geier	Shire of Westonia	(Voting Delegate)
Cr Justin Begley	Shire of Wyalkatchem	(Voting Delegate)
Cr Wayne Della Bosca	Shire of Yilgarn	(Voting Delegate)
Mr Dirk Sellenger	CEO – Shire of Mukinbudin	
Mr John Merrick	Acting CEO – Shire of Nungarin	
Ms Leanne Parola	CEO – Shire of Trayning	
Mr Bill Price	CEO – Shire of Westonia	
Mr Dave Nayda	Manager of Works – Shire of Nungarin	
Mr Terry Delane	Manager of Works – Shire of Wyalkatchem	
Mr Glenn Brigg	Manager of Works – Shire of Yilgarn	
Ms Allison Hunt	Secretary WN RRG – MRWA	(Secretary – WN RRG)
Mr John Nuttall	Program Director - WSNF	
Mr Rod Munns	Consulting Engineer - RMECS	(Secretary)

#### Apologies

Cr Bryan Close	Shire of Yilgarn	(Proxy Delegate)
Cr Gary Coumbe	Shire of Nungarin	(Proxy Delegate)
Mr Ben McKay	CEO – Shire of Mt Marshall	
Mr Nic Warren	CEO – Shire of Yilgarn	
Mr Darren West	Manager of Works – Shire of Koorda	
Mr Aaron Wooton	Manager of Works – Shire of Mt Marshall	
Mr Peter Hall	Program Manager – WSNF	

**3. ENDORSEMENT OF MEMBER COUNCIL DELEGATES**

As a result of the Local Government Elections held on Sat 21<sup>st</sup> Oct 2023, the following Council Delegates and Deputies have been nominated by their Council to the Wheatbelt North East SRRG (WNE SRRG) :

**RESOLUTION 23 - 010**

*That the WNE SRRG endorse the following appointments to the WNE SRRG for the next two (2) year period:*

- |                         |   |
|-------------------------|---|
| 1. Shire of Koorda      | Cr Nick Chandler – Delegate<br>Cr Gary Grieves – Deputy     |
| 2. Shire of Mt Marshall | Cr Tanya Gibson – Delegate<br>Cr Stuart Putt – Deputy       |
| 3. Shire of Mukinbudin  | Cr Romina Nicoletti – Delegate<br>Cr Abi Farina – Deputy    |
| 4. Shire of Nungarin    | Cr Eileen O’Connell – Delegate<br>Cr Gary Coumbe – Deputy   |
| 5. Shire of Trayning    | Cr Dale Naughton – Delegate<br>Cr Clayton Marchant – Deputy |
| 6. Shire of Westonia    | Cr Daimon Geier – Delegate<br>Cr Mark Crees – Deputy        |
| 7. Shire of Wyalkatchem | Cr Justin Begley – Delegate<br>Cr Owen Garner – Deputy      |
| 8. Shire of Yilgarn     | Cr Wayne Della Bosca – Delegate<br>Cr Bryan Close – Deputy  |

**Moved** Cr W Della Bosca

**Seconded** Cr R Nicoletti

**Carried:** Yes (7/0)

**4. ELECTION OF WNE SRRG OFFICE BEARERS**

**4.1 Election of WNE SRRG Chairperson and Deputy Chairperson**

The position of **Chairperson** was declared vacant. The Secretariat, [Rod Munns](#), assumed the position of Chairperson.

Nominations were called for the position of WNE SRRG Chairperson. The term is for two years.

Nomination of [Cr E O’Connell](#) was received by [Cr W Della Bosca](#). [Cr E O’Connell](#) accepted the nomination of WNE SRRG Chairperson. There were no further nominations.

**RESOLUTION 23 - 011**

*That Cr E O’Connell be elected as the Chairperson for the WNE SRRG:*

**Moved** Cr W Della Bosca

**Seconded** Cr N Chandler

**Carried:** Yes (7/0)

The Chairperson, [Cr E O'Connell](#) , assumed the Chair.

The position of **Deputy Chairperson** is declared vacant. Nominations were called for the position of WNE SRRG Deputy Chairperson. The term is for two years.

Nomination of [Cr W Della Bosca](#) was received by [Cr E O'Connell](#). [Cr W Della Bosca](#) accepted the nomination of WNE SRRG Deputy Chairperson. There were no further nominations.

<b>RESOLUTION 23 – 012</b> <i>That Cr W Della Bosca be elected as the Deputy Chairperson for the WNE SRRG:</i>	
<b>Moved</b> Cr D Geier	<b>Seconded</b> Cr D Naughton
<b>Carried:</b> Yes (7/0)	

**4.2 Election of WNE SRRG Delegate and Proxies to Wheatbelt North Regional Road Group Positions**

The position of WNE SRRG **Voting Delegate to the WBN RRG** is declared vacant. Nominations were called for the position of WNE SRRG Voting Delegate to the WBN RRG. The term is for two years.

Nomination of [Cr E O'Connell](#) was received by [Cr W Della Bosca](#). [Cr E O'Connell](#) accepted the nomination of WNE SRRG Voting Delegate to the WBN RRG. There were no further nominations.

The position of WNE SRRG **First Proxy Delegate to the WBN RRG** is declared vacant. Nominations were called for the position of WNE SRRG First Proxy Delegate to the WBN RRG. The term is for two years.

Nomination of [Cr W Della Bosca](#) was received by [Cr E O'Connell](#). [Cr W Della Bosca](#) accepted the nomination of WNE SRRG First Proxy Delegate to the WBN RRG. There were no further nominations.

The position of WNE SRRG **Second Proxy Delegate to the WBN RRG** is declared vacant. Nominations were called for the position of WNE SRRG Second Proxy Delegate to the WBN RRG. The term is for two years.

Nomination of [Cr N Chandler](#) was received by [Cr E O'Connell](#). [Cr N Chandler](#) accepted the nomination of WNE SRRG Second Proxy Delegate to the WBN RRG. There were no further nominations.

<b>RESOLUTION 23 - 013</b> <i>That Cr E O'Connell be elected as the WNE SRRG Voting Delegate to the Wheatbelt North Regional Road Group.</i>	
<i>That Cr W Della Bosca be elected as the WNE SRRG First Proxy Delegate to the Wheatbelt North Regional Road Group.</i>	
<i>That Cr N Chandler be elected as the WNE SRRG Second Proxy Delegate to the Wheatbelt North Regional Road Group.</i>	
<b>Moved</b> Cr D Geier	<b>Seconded</b> Cr R Nicoletti
<b>Carried:</b> Yes (7/0)	

#### 4.3 Election of WNE SRRG Secretary

The position of WNE SRRG **Secretary** is declared vacant.

Nominations were called for the position of WNE SRRG Secretary. The term is for two years.

Nomination of [Rod Munns](#) was received by [Cr E O'Connell](#). [Rod Munns](#) accepted the nomination of WNE SRRG Secretary. There were no further nominations.

<b>RESOLUTION 23 - 014</b>	
<i>That Rod Munns be elected as the WNE SRRG Secretary.</i>	
<b>Moved</b> Cr W Della Bosca	<b>Seconded</b> Cr N Chandler
<b>Carried:</b> Yes (7/0)	

#### 4.4 Election of WNE SRRG Representative and Proxy to the Wheatbelt North Technical Working Group Positions

The position of WNE SRRG **Representative to the WBN TWG** is declared vacant.

Nominations were called for the position of WNE SRRG Representative to the WBN TWG. The term is for two years.

Nomination of [Rod Munns](#) was received by [Cr E O'Connell](#). [Rod Munns](#) accepted the nomination of WNE SRRG Representative to the WBN TWG. There were no further nominations.

The position of WNE SRRG **Proxy Representative to the WBN TWG** is declared vacant.

Nominations were called for the position of WNE SRRG Proxy Representative to the WBN TWG. The term is for two years.

Nomination of [Darren West](#) was received by [Cr N Chandler](#). [Darren West](#) accepted the nomination of WNE SRRG Proxy Representative to the WBN TWG. There were no further nominations.

<b>RESOLUTION 23 - 015</b>	
<i>That Rod Munns be elected as the WNE SRRG Representative to the Wheatbelt North Regional Road Group Technical Working Group.</i>	
<i>That Darren West be elected as the WNE SRRG Proxy Representative to the Wheatbelt North Regional Road Group Technical Working Group.</i>	
<b>Moved</b> Cr J Begley	<b>Seconded</b> Cr D Naughton
<b>Carried:</b> Yes (7/0)	

#### 4.5 Election of WNE SRRG Voting Delegate and Proxy to the Wheatbelt Secondary Freight Network (WSFN) Steering Committee and Technical Committee Positions

Cr Gibson joined the meeting.

The position of WNE SRRG **Voting Delegate to the WSFN SC** is declared vacant. Nominations were called for the position WNE SRRG Voting Delegate to the WSFN SC. The term is for two years. Only elected delegates are eligible for these roles.

Nomination of [Cr E O'Connell](#) was received by [Cr W Della Bosca](#). [Cr E O'Connell](#) accepted the nomination of WNE SRRG Voting Delegate to the WSFN SC. There were no further nominations.

The position of WNE SRRG **Proxy Delegate to the WSFN SC** is declared vacant. Nominations were called for the position of WNE SRRG Proxy Delegate to the WSFN SC. The term is for two years. Only elected delegates are eligible for these roles.

Nomination of [Cr W Della Bosca](#) was received by [Cr E O'Connell](#). [Cr W Della Bosca](#) accepted the nomination of WNE SRRG Proxy Delegate to the WSFN SC. There were no further nominations.

The position of WNE SRRG **Representative to the WSFN TC** is declared vacant. Nominations were called for the position WNE SRRG Representative to the WSFN TC. The term is for two years.

Cr O'Connell withdrew her nomination of Rod Munns for this position. Nomination of [Glen Brigg](#) was received by [Cr W Della Bosca](#). [Glen Brigg](#) accepted the nomination of WNE SRRG Representative to the WSFN TC. There were no further nominations.

The position of WNE SRRG **Proxy Representative to the WSFN TC** is declared vacant. Nominations were called for the position of WNE SRRG Proxy Representative to the WSFN TC. The term is for two years.

Nomination of [Rod Munns](#) was received by [Cr T Gibson](#). [Rod Munns](#) accepted the nomination of WNE SRRG Proxy Representative to the WSFN TC. There were no further nominations.

<b>RESOLUTION 23 - 016</b>	
<i>That Cr E O'Connell be elected as the WNE SRRG Voting Delegate to the Wheatbelt Secondary Freight Network Steering Committee.</i>	
<i>That Cr W Della Bosca be elected as the WNE SRRG Proxy to the Wheatbelt Secondary Freight Network Steering Committee</i>	
<i>That Glen Brigg be elected as the WNE SRRG Voting Representative to the Wheatbelt Secondary Freight Network Technical Committee.</i>	
<i>That Rod Munns be elected as the WNE SRRG Proxy Representative to the Wheatbelt Secondary Freight Network Technical Committee</i>	
<b>Moved</b> Cr T Gibson	<b>Seconded</b> Cr D Geier
<b>Carried:</b> Yes (8/0)	

**5. CONFIRMATION OF MINUTES OF MEETING 22<sup>nd</sup> AUGUST 2023**

**RESOLUTION 23 - 017**

*That the minutes of the WNE SRRG Meeting, held on the 22<sup>nd</sup> August 2023, be confirmed as a true and correct record of proceedings.*

**Moved** Cr W Della Bosca

**Seconded** Cr N Chandler

**Carried:** Yes (8/0)

**5. BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil.

**6. CORRESPONDENCE**

**6.1 Correspondence In**

- a) Advice of Meeting, and Agenda for Meeting held 4<sup>th</sup> September 2023 (Att 2a) – received via email from Allison Hunt on 31<sup>st</sup> August 2023.
- b) Request for Case Studies for Difficulties in Obtaining Clearing Permits (Att 2b) – received via email from Allison Hunt on 7<sup>th</sup> September 2023.
- c) Advice of, and List of received 24/25 Yr Commodity Route Funding Applications (Atts 2c i and ii) – received via email from Allison Hunt on 28<sup>th</sup> September 2023.
- d) Advice of, and Circulation of New SRFLGA Road Funding Agreement and Procedures (Atts 2d i, ii and iii) – received via email from Allison Hunt on 29<sup>th</sup> September 2023.
- e) Advice of MRWA / IPWEA – WA Online Road Safety Engineering Courses (Att 2e) – received via email from Allison Hunt on 18<sup>th</sup> October 2023.
- f) Advice of LG Road Safety Vanguard Program Workshop to be held 14-16 Nov 2023 (Att 2f) – received via email from Allison Hunt on 20<sup>th</sup> October 2023.
- g) Advice of, and Circulation of WN RRG and WSNF Recoup Registers current at 26<sup>th</sup> October 2023 (Att 2g) – received via email from Allison Hunt on 26<sup>th</sup> October 2023.
- h) Nomination of R Munns for WNE SRRG Secretary, and WN RRG & WSNF TC Representative (Att 2h) – received via email from Cr E O’Connell on 6<sup>th</sup> November 2023.
- i) Advice of, and Circulation of November 2023 RRG Report (Atts 2i i and ii) – received via email from Allison Hunt on 8<sup>th</sup> November 2023.
- j) Nomination of Cr W Della Bosca and N Chandler for various WNE SRRG Delegate positions (Att 2j) – received via email from Cr E O’Connell on 8<sup>th</sup> November 2023.
- k) Nomination of Cr E O’Connell for various WNE SRRG Delegate positions (Att 2k) – received via email from Cr W Della Bosca on 9<sup>th</sup> November 2023.

**6.2 Correspondence Out**

Nil

**RESOLUTION 23 - 018**

*That the Incoming and Outgoing Correspondence be accepted.*

**Moved** Cr W Della Bosca

**Seconded** Cr D Geier

**Carried:** Yes (8/0)

**7. BUSINESS ARISING FROM CORRESPONDENCE**

Nil.

**8. GENERAL BUSINESS**

Nil.

**9. OTHER BUSINESS**

**9.1 Update on WSNF Project**

WSNF Program Director, Mr John Nuttall gave an update on the WSNF Project and advised:

- The Program Proposal Report (PPR) for the current 23/24 Yr Program has not yet been signed off by the Federal Government, and this is currently delaying affected LGs from commencing Upgrade works. He visited Canberra in September (2023) and was told then that the PPR should be signed off at the end of September. The reason given by the Federal Government for the delay, is that this signing off wont be completed until the ninety (90) day Infrastructure Australia Review is complete. The committed WSNF Funding is not under threat, but cannot be used until this PPR is signed off. Affected LGs can claim the first 20% of funding, which is matching State Funding.
- The WSNF has produced an ongoing rolling Program and is hopeful of leveraging funding in the future to keep this Program running.
- All Wheatbelt LGs have been given access to the WSNF Website to access all Documents and Programs.
- The WSNF Office located in Keane St in Midland, just near Midland Gate Shopping Centre, is available for Member LG's use.
- The WSNF is currently re-assessing the Freight Routes and MCA System. This will not affect existing approved Programs.
- MRWA have agreed to permit Linemarking on all WSNF Routes. However, since linemarking is a Regulatory requirement, all Linemarking still needs to be approved via the MRWA Regulatory Approvals process (MRWA to agree to Linemarking details and approve Drawings, and check setting out onsite prior to Linemarking).

Ms Alli Hunt also advised that Ms Jacqui Early from the MRWA Narrogin Office will be administering WSNF Funding Claims from this point on.

The Chairperson closed the meeting and re-opened it at 9.40 am to discuss the next meeting dates item.

**10. NEXT MEETING DATES**

**10.1 Next WN RRG Meeting**

The next WN RRG meeting is scheduled to be held 11<sup>th</sup> March 2024, at the Shire of Northam's Recreation Centre, at 44 Peel Tce commencing at 10.00am.

**10.2 Next WN RRG Technical Committee Meeting**

The next WN RRG Technical Committee meeting is TBA.

**10.3 Next WNE SRRG Meeting**

The next WNE SRRG meeting was tentatively scheduled for 6<sup>th</sup> February 2024, and is to be conducted as a Face to Face Meeting.

**11. CLOSURE OF MEETING**

The Chairperson thanked everyone for their attendance.

There being no further business, the meeting was closed at 9.43 am.



# WEROC Inc. Annual General Meeting

## MINUTES

Wednesday 29 November 2023

Bruce Rock Shire Council Chambers  
Johnson Street, Bruce Rock

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

A PO Box 5, MECKERING WA 6405 E [rebekah@150square.com.au](mailto:rebekah@150square.com.au)

M 0428 871 202

## CONTENTS

<b>1. OPENING AND ANNOUNCEMENTS.....</b>	<b>3</b>
1.1 Nominations to the WEROC Inc. Board.....	3
<b>2. RECORD OF ATTENDANCE AND APOLOGIES.....</b>	<b>4</b>
2.1 Attendance.....	4
2.2 Apologies.....	4
2.3 Guests.....	4
<b>3. DECLARATIONS OF INTEREST.....</b>	<b>4</b>
<b>4. MINUTES OF MEETINGS.....</b>	<b>4</b>
4.1 Minutes of the WEROC Inc. Annual General Meeting held 21 November 2022.....	4
<b>5. CHAIRS REPORT.....</b>	<b>5</b>
<b>6. TREASURERS REPORT.....</b>	<b>6</b>
<b>7. ACCEPTANCE OF THE AUDITED FINANCIAL REPORT FOR THE PERIOD 1 JULY 2022 TO 30 JUNE 2023.....</b>	<b>6</b>
<b>8. ACCEPTANCE OF THE WEROC INC. ANNUAL REPORT 2022-2023.....</b>	<b>7</b>
<b>9. APPOINTMENT OF AN AUDITOR FOR THE 2023-24 FINANCIAL YEAR.....</b>	<b>7</b>
<b>10. ELECTION OF OFFICE BEARERS.....</b>	<b>8</b>
10.1 Election of Chair.....	9
10.2 Election of Deputy Chair.....	9
10.3 Election of Secretary/Treasurer.....	9
10.4 Election of Board Members.....	9
<b>11. SPECIAL BUSINESS.....</b>	<b>10</b>
<b>12. GENERAL BUSINESS.....</b>	<b>10</b>
<b>13. CLOSURE.....</b>	<b>10</b>

# WEROC Inc.

## Wheatbelt East Regional Organisation of Councils Inc.

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

Minutes of the Annual General Meeting held on Wednesday 29 November 2023.

# MINUTES

## 1. OPENING AND ANNOUNCEMENTS

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

### 1.1 Nominations to the WEROC Inc. Board

Rule 6.1 of the WEROC Inc. Constitution states that membership of the WEROC Board shall consist of two representatives from each of the Member Councils and that “representatives are to be nominated every two years by each Local Government Member and notified to the Executive Officer in writing”.

The following nominations have been received:

Local Government	Nominated Representatives	Term Commencing	Term Expiring
Shire of Bruce Rock	Mr. Darren Mollenoyux (CEO)	31 October 2023	30 October 2025
	Cr. Ramesh Rajagopalan (President)	31 October 2023	30 October 2025
	<b>Proxies</b>		
	Cr. Tony Crooks (Deputy President) Ms. Nerea Ugarte (Manager of Governance and Community Services)		
Shire of Kellerberrin	Mr. Raymond Griffiths (CEO)	31 October 2023	30 October 2025
	Cr. Emily Ryan (Deputy President)	31 October 2023	30 October 2025
	<b>Proxy</b> Cr. Matt Steber (President)		
Shire of Merredin	Ms. Lisa Clack (CEO)	31 October 2023	30 October 2025
	Cr. Renee Manning (Deputy President)	31 October 2023	30 October 2025
Shire of Tammin	Ms. Joanne Soderlund (CEO)	31 October 2023	30 October 2025
	Cr. Charmaine Thomson (President)	31 October 2023	30 October 2025
Shire of Westonia	Mr. Bill Price (CEO)	31 October 2023	30 October 2025
	Cr. Mark Crees (President)	31 October 2023	30 October 2025
	<b>Proxy</b> Cr. Ross Della Bosca (Deputy President)		
Shire of Yilgarn	Cr. Wayne Della Bosca (Shire President)	31 October 2023	30 October 2025
	Mr. Nic Warren (CEO)	31 October 2023	30 October 2025

**Recommendation:** That the WEROC Inc. Board acknowledge the appointment of the representatives as nominated by the Member Local Governments.

**RESOLUTION:**

**Moved:** Mr. Ramesh Rajagopalan

**Seconded:** Mr. Wayne Della Bosca

That the WEROC Inc. Board acknowledge the appointment of the representatives as nominated by the Member Local Governments.

**CARRIED**

## 2. RECORD OF ATTENDANCE AND APOLOGIES

### 2.1 Attendance

Cr. Emily Ryan  
Cr. Mark Crees  
Cr. Wayne Della Bosca  
Mr. Raymond Griffiths  
Cr. Renee Manning  
Mr. Darren Mollenoyux  
Mr. Bill Price  
Cr. Ramesh Rajagopalan  
Ms. Joanne Soderlund  
Cr. Charmaine Thomson  
Mr. Nic Warren  
Ms. Codi Mullen, proxy and voting delegate for Ms. Lisa Clack

Ms. Rebekah Burges, Executive Officer

### 2.2 Apologies

Ms. Lisa Clack

### 2.3 Guests

Nil

## 3. DECLARATIONS OF INTEREST

NIL

## 4. MINUTES OF MEETINGS

### 4.1 Minutes of the WEROC Inc. Annual General Meeting held 21 November 2022

*Attachment 1: Minutes of the WEROC Inc. Annual General Meeting held 21 November 2022*

The Minutes of the WEROC Inc. Annual General Meeting held on Monday 21 November 2022 have been previously circulated and are provided again as an attachment to the meeting agenda.

#### **Recommendation:**

That the Minutes of the WEROC Inc. Annual General Meeting held on Monday 21 November 2022 be confirmed as a true and correct record.

#### **RESOLUTION:**

**Moved:** Mr. Wayne Della Bosca      **Seconded:** Mr. Darren Mollenoyux

That the Minutes of the WEROC Inc. Annual General Meeting held on Monday 21 November 2022 be confirmed as a true and correct record.

**CARRIED**

## 5. CHAIRS REPORT

<b>Author:</b>	Ms. Emily Ryan, Chair
<b>Disclosure of Interest:</b>	No interest to disclose
<b>Date:</b>	13 November 2023
<b>Attachments:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority

### **Executive Officer Comment:**

The Chair's report for the 2022-23 financial year is presented.

I am delighted to present the Chairperson's Report for the Wheatbelt East Regional Organisation of Councils Inc. for 2023. It has been a year of strategic planning, collaborative initiatives, and meaningful progress toward our vision of a socially, economically and environmentally sustainable region.

Like previous years, we have continued to revise our Strategic Plan to ensure we are being responsive and adaptable to the current climate we find ourselves in. We have strengthened our commitment to creating a sustainable region, focusing on social, economic, and environmental aspects. New actions include the development of a housing solution for the Eastern Wheatbelt, exploration of inter-council training opportunities, and efforts toward establishing a regional waste coordinator.

Our continued emphasis on promoting the Wheatbelt region to visitors has seen significant strides. We supported the Wheatbelt local tourism group co-funding campaign, renewed the Memorandum of Understanding with the central Wheatbelt Visitors Centre, and are in the process of developing a WEROC drive trail planner. Additionally, we are an active member of the Wheatbelt Tourism Destination Working Group.

Following the completion of our Strategic Waste Management Plan in 2022, councils are diligently working through the agreed implementation plan. While the ultimate goal is to consolidate landfill sites into two regional landfills in the future, we recognise the substantial work required in the interim.

In March, WEROC Councils hosted Notre Dame students for the annual Wheatbelt Medical Student Immersion Program, fostering collaboration between local communities and future medical professionals.

In collaboration with NEWROC, RDA Wheatbelt, and the Wheatbelt Business Network, we commissioned a survey of businesses to understand workforce challenges. A key finding highlighted housing as a significant barrier. To address this, we produced a Worker and Housing discussion Paper in November 2022 and have initiated further investigations into potential housing solutions.

WEROC has formed a partnership with the Town Teams Movement. Starting January 2024, we will have a Town Team Builder on board to assist in growing this program in our Shires, enhancing community engagement and local development.

In collaboration with Wheatbelt NRM, AROC, and CBH, WEROC co-funded a Corella Management Program. The program, which began in July 2023 with the employment of a Corella Management Coordinator, is crucial for biodiversity and environmental sustainability in our region.

As we reflect on the achievements of 2022-2023, we look forward to continued collaboration and progress in the years to come. Thank you to the members of our group, representing Tammin, Kellerberrin, Bruce Rock, Merredin, Westonia and Yilgarn, for your dedication and support. Thank you also to our Executive Officer - Rebekah Burges, who pulls all of this together and actions our resolutions in such a timely and professional manner. I look forward to seeing WEROC's journey continue into 2024.

**Recommendation:**

That the Chair's Report for the 2022-23 financial year be received.

**RESOLUTION:**

**Moved:** Ms. Joanne Soderlund

**Seconded:** Mr. Bill Price

That the Chair's Report for the 2022-23 financial year be received.

**CARRIED**

**6. TREASURERS REPORT**

**Author:** Rebekah Burges, Executive Officer and Secretary/Treasurer

**Disclosure of Interest:** No interest to disclose

**Date:** 1 November 2023

**Attachments:** Nil

**Voting Requirement:** Simple Majority

**Executive Officer Comment:**

The Treasurers report for the 2022-23 financial year is presented.

As per the audited financial report for WEROC Inc. for the period 1 July 2022 to 30 June 2023, I can report the following:

The **opening balance** of the WEROC account held with Westpac Bank on 1 July 2022 was \$164,322.88.

**Total revenue** for the year was \$72,000.

The only **source of income** for WEROC Inc. for the 2022-23 financial year was the annual financial contributions paid by Member Councils.

**Total expenses** for the year were \$57,358.93.

**Major expense items** included:

- Executive Officer - Professional Services \$29,575.89
- Consultants Fees \$16,056.10
- WEROC insurance \$5,983.52

The **closing cash balance** of the WEROC Inc. account on 30 June 2023 was \$181,083.80.

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

**Recommendation:**

That the Treasurer's Report for the 2022-23 financial year be received.

**RESOLUTION:**

**Moved:** Mr. Darren Mollenoyux

**Seconded:** Mr. Ramesh Rajagopalan

That the Treasurer's Report for the 2022-23 financial year be received.

**CARRIED**

**7. ACCEPTANCE OF THE AUDITED FINANCIAL REPORT FOR THE PERIOD 1 JULY 2022 TO 30 JUNE 2023**

**Author:** Rebekah Burges, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 1 November 2023  
**Attachments:** Attachment 2: 2023 Audited Financial Statements  
Attachment 3: 2023 Management Letter  
**Voting Requirement:** Simple Majority  
**Executive Officer Comment:**

The audited financial report and management letter for the period 1 July 2022 to 30 June 2023 are presented.

**Recommendation:**

That:

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

**RESOLUTION:** **Moved:** Mr. Bill Price **Seconded:** Mr. Wayne Della Bosca

That:

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

**CARRIED**

**8. ACCEPTANCE OF THE WEROC INC. ANNUAL REPORT 2022-2023**

**Author:** Rebekah Burges, Executive Officer  
**Disclosure of Interest:** No interest to disclose  
**Date:** 13 November 2023  
**Attachments:** Attachment 4: Draft WEROC Inc. Annual Report 2022-23  
**Voting Requirement:** Simple Majority  
**Executive Officer Comment:**

The Draft WEROC Inc. Annual Report for the 2022-23 financial year is provided as an attachment. The Annual Report highlights the key activities and achievements of WEROC Inc. over the 2022-23 financial year.

**Recommendation:**

That the Draft Annual Report of WEROC Inc. for the 2022-23 financial year be accepted.

**RESOLUTION:** **Moved:** Mr. Nic Warren **Seconded:** Mr. Ramesh Rajagopalan

That the Draft Annual Report of WEROC Inc. for the 2022-23 financial year be accepted.

**CARRIED**

**9. APPOINTMENT OF AN AUDITOR FOR THE 2023-24 FINANCIAL YEAR**

**Author:** Rebekah Burges, Executive Officer  
**Disclosure of Interest:** No interest to disclose  
**Date:** 1 November 2023  
**Attachments:** Attachment 5: Reliance Auditing Services Schedule of Fees  
Attachment 6: 2024 Audit Quote - AMD

**Financial Implications:** As per quotes supplied.

**Consultation:** Audit Partners Australia, Reliance Auditing Services and AMD Chartered Accountants

**Voting Requirement:** Simple Majority

**Background:**

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

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

**Executive Officer Comment:**

Audit Partners Australia (APA) completed the financial audits for WEROC Inc. for the 2019-2020, 2020-21, 2021-22 and 2022-23 financial years. The cost for the 2022-23 financial audit was \$950 +GST and disbursements.

At the 2022 WEROC Inc. Annual General Meeting it was requested that the Executive Officer seek multiple quotes for the 2023-24 financial audit given that the same auditors have been used for several consecutive years. Quotes were sought from APA, AMD Chartered Accountants and Reliance Auditing Services.

APA advised via email on 31 October 2023 that if they are reappointed as auditor for the 2023-24 financial year the cost will remain at \$950 +GST and disbursements. Quotes from Reliance Auditing Services and AMD are provided as attachments.

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

**Recommendation:**

That Audit Partners Australia be reappointed to undertake the financial audit for WEROC Inc. for the period 1 July 2023 to 30 June 2024.

**RESOLUTION:**

**Moved:** Ms. Joanne Soderlund

**Seconded:** Mr. Nic Warren

That Audit Partners Australia be reappointed to undertake the financial audit for WEROC Inc. for the period 1 July 2023 to 30 June 2024.

**CARRIED**

**10. ELECTION OF OFFICE BEARERS**

**Author:** Rebekah Burges, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 1 November 2023

**Attachments:** Nil

**Voting Requirement:** Simple Majority

**Background:**

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

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



**Comments from the meeting:**

- The Shire of Tammin requested that Cr. Tanya Nicholls be added as a Proxy.

**RESOLUTION:**

**Moved:** Mr. Ramesh Rajagopalan

**Seconded:** Mr. Nic Warren

---

That:

- 1) Cr. Tanya Nicholls be added as proxy for the Shire of Tammin
- 2) All other Members as nominated by their respective Local Government will be appointed to the WEROC Inc. Board until the next Annual General Meeting.

**CARRIED**

**11. SPECIAL BUSINESS**

Nil

**12. GENERAL BUSINESS**

Nil

**13. CLOSURE**

Mr. Raymond Griffiths concluded the meeting by congratulating Ms. Emily Ryan on her time as Chair of WEROC Inc. and expressed the Board's thanks for the time and effort dedicated to the group over the past two years.

There being no further business the meeting was closed at 9.48am.



# WEROC Inc. Board Meeting MINUTES

Wednesday 29 November 2023

Shire of Bruce Rock Council Chambers  
Johnson Street

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

**A** PO Box 5, MECKERING WA 6405

**E** [rebekah@150square.com.au](mailto:rebekah@150square.com.au)

**M** 0428 871 202

**W** [www.weroc.com.au](http://www.weroc.com.au)

## CONTENTS

<b>1.</b>	<b>OPENING AND ANNOUNCEMENTS.....</b>	<b>3</b>
<b>2.</b>	<b>RECORD OF ATTENDANCE AND APOLOGIES.....</b>	<b>3</b>
2.1	Attendance.....	3
2.2	Apologies.....	3
2.3	Guests.....	3
<b>3.</b>	<b>DECLARATIONS OF INTEREST.....</b>	<b>3</b>
<b>4.</b>	<b>PRESENTATIONS.....</b>	<b>4</b>
<b>5.</b>	<b>MINUTES OF MEETINGS.....</b>	<b>4</b>
5.1	Minutes of the WEROC Inc. Board Meeting held on Monday 4 September 2023.....	4
5.2	Business Arising – Status Report.....	4
<b>6.</b>	<b>WEROC INC. FINANCE.....</b>	<b>5</b>
6.1	WEROC Inc. Financial Report as of 31 October 2023.....	5
6.2	Income, Expenditure & Balance Sheet.....	7
<b>7.</b>	<b>MATTERS FOR DECISION.....</b>	<b>8</b>
7.1	Contract Review – Executive Officer Services.....	8
7.2	Appointment of Signatories to the WEROC Inc. Bank Account.....	9
7.3	WEROC Futures Discussion.....	10
7.4	WEROC Drive Trail.....	12
7.5	Wheatbelt Medical Student Immersion Program 2024.....	13
<b>8.</b>	<b>PROJECT UPDATES.....</b>	<b>14</b>
8.1	Corella Management Coordinator.....	14
8.2	Town Team Movement.....	15
8.3	Co-Operative Marketing Activity.....	16
8.4	WEROC Housing Analysis.....	17
8.5	Wheatbelt Tourism Destination Development Working Group.....	17
<b>9.</b>	<b>EMERGING ISSUES.....</b>	<b>17</b>
9.1	Lotterywest Funding.....	17
9.2	Local Government Reform.....	18
9.3	Utility Providers & Local Government Rights.....	18
<b>10.</b>	<b>OTHER MATTERS (FOR NOTING).....</b>	<b>18</b>
10.1	Regional Precincts & Partnerships Program (rPPP).....	18
10.2	Housing Supply Unit.....	18
10.3	Better Delivery of Telecommunications Universal Voice Services.....	18
<b>11.</b>	<b>FUTURE MEETINGS.....</b>	<b>19</b>
<b>12.</b>	<b>CLOSURE.....</b>	<b>20</b>

# WEROC Inc.

## Wheatbelt East Regional Organisation of Councils Inc.

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

# MINUTES

Minutes of the General Meeting held in Bruce Rock on Wednesday 29 November 2023.

## 1. OPENING AND ANNOUNCEMENTS

Ms. Renee Manning as the newly appointed Chair of WEROC Inc., welcomed Members of the Board and opened the meeting at 9.50am. Ms. Manning provided a brief introduction and asked other new Members to do the same.

## 2. RECORD OF ATTENDANCE AND APOLOGIES

### 2.1 Attendance

Ms. Emily Ryan

Mr. Mark Crees

Mr. Wayne Della Bosca

Mr. Raymond Griffiths

Ms. Renee Manning (Chair)

Mr. Darren Mollenoyux

Mr. Bill Price

Mr. Ramesh Rajagopalan

Ms. Joanne Soderlund

Ms. Charmaine Thomson (Deputy Chair)

Mr. Nic Warren

Ms. Codi Mullen, proxy and voting delegate for Ms. Lisa Clack

Ms. Rebekah Burges, Executive Officer

### 2.2 Apologies

Ms. Lisa Clack

### 2.3 Guests

Nil

## 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
------	--------------------------	------------

Rebekah Burges	7.1 Executive Officer Services Contract Review	Ms. Rebekah Burges declares an interest in this matter as an employee of 150 Square, who currently hold the contract for WEROC Executive Services and are applying for an extension of this contract.
----------------	--	---

**4. PRESENTATIONS**

Nil

**5. MINUTES OF MEETINGS**

**5.1 Minutes of the WEROC Inc. Board Meeting held on Monday 4 September 2023**

Minutes of the WEROC Inc. Board Meeting held in Merredin on Monday 4 September 2023 have previously been circulated.

**Recommendation:**

That the Minutes of the WEROC Inc. Meeting held in Merredin on Monday 4 September 2023 be confirmed as a true and correct record.

**RESOLUTION:**

**Moved:** Mr. Darren Mollenoyux

**Seconded:** Ms. Emily Ryan

That the Minutes of the WEROC Inc. Meeting held in Merredin on Monday 4 September 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 4 September 2023.

Agenda Item	Action(s)	Status
7.1 WEROC Housing Analysis	<ol style="list-style-type: none"> <li>1) Shires to review the base level data provided by WDC and provide feedback to the Executive Officer by the end of September.</li> <li>2) Executive Officer to collate the data into one document and then arrange a meeting with Mr. Alex MacKenzie to discuss the findings and next steps.</li> <li>3) Executive Officer to source quotes from the consultants who assisted the 4WDL group and who are now working with AROC.</li> </ol>	<p>The Executive Officer has received feedback on the base level housing data from the Shire’s of Bruce Rock, Kellerberrin, Tammin, Yilgarn and Westonia. This data along with some additional online housing market data was collated into a single document which was forwarded to Mr. Alex MacKenzie.</p> <p>The Executive Officer met with Mr. MacKenzie via videoconference on 23 October to discuss next steps. Please refer to Agenda item 8.4 for further information.</p>
7.2 WEROC Economic Futures	Advise the Wheatbelt Development Commission that we would like their assistance	The Executive Officer met with Ms. Renee Manning, Mr. Grant Arthur and Ms. Milla Harris on 9 November 2023 to discuss the best approach to the economic futures discussion

	in progressing the WEROC Economic Futures discussion.	for WEROC. Please refer to Agenda item 7.3 for further information.
7.3 WEROC Drive Trail	<p>1) Shires to review the draft itinerary and provide feedback to the Executive Officer by the end of September.</p> <p>2) The Executive Officer to finalise the design for the drive trail sign, with the assistance of a graphic designer.</p>	The final draft of the WEROC drive trail planner has been completed and is presented for endorsement. Graphic design quotes have been sourced for the signage and are presented for discussion. Please refer to Agenda item 7.4 for further information.
7.4 WEROC Bank Account Review	Establish a Term Deposit with \$100,000 locked in for a 12-month term.	A Term Deposit was established. The renewal date is 8 September 2024.

**Recommendation:**

That the status report be received.

**RESOLUTION:**

**Moved:** Ms. Joanne Soderlund

**Seconded:** Ms. Emily Ryan

That the status report be received.

**CARRIED**

**6. WEROC INC. FINANCE**

**6.1 WEROC Inc. Financial Report as of 31 October 2023**

**Author:** Rebekah Burges, Executive Officer

**Disclosure of Interest:** No interest to disclose.

**Date:** 1 November 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.

<b>Note 1</b>	Annual Financial contributions paid by Member Local Governments.
<b>Note 2</b>	GST received
<b>Note 3</b>	GST refund for Q4 BAS 2022-23
<b>Note 4</b>	Executive Officer services
<b>Note 5</b>	Executive Officer travel to Board and other meetings
<b>Note 6</b>	Monthly subscription fee for Xero accounting software
<b>Note 7</b>	Payment to Audit Partners Australia for completing the audit of WEROC finances for the 2022-23 financial year

<b>Note 8</b>	Payment to the Shire of Merredin for the Central Wheatbelt Visitor Centre mail out service and a part-payment to Flat Earth Mapping for the design of the WEROC Drive Trail map.
<b>Note 9</b>	Payment to PWD for the 12-month website hosting fee
<b>Note 10</b>	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.
<b>Note 11</b>	Transfer to Term Deposit.
<b>Note 12</b>	GST paid
<b>Note 13</b>	Actual expenditure exceeds total budgeted expenditure for the financial year because of the unbudgeted transfer of funds to a Term Deposit.

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

		Budget 2023/2024	Actual to 31/10/2023	Notes
<b>INCOME</b>				
<b>0501</b>	<b>General Subscriptions</b>	\$72,000.00	\$72,000.00	<b>1</b>
<b>504.01</b>	<b>Consultancy &amp; Project Reserve</b>	\$0.00	\$0.00	
<b>0575</b>	<b>Interest received</b>	\$0.00	\$0.00	
<b>584</b>	<b>Other Income</b>	\$0.00	\$0.00	
	<b>GST Output Tax</b>	\$7,200.00	\$7,200.00	<b>2</b>
	<b>GST Refunds</b>	\$5,083.15	\$917.00	<b>3</b>
<b>Total Receipts</b>		<b>\$84,283.15</b>	<b>\$80,117.00</b>	
<b>EXPENSES</b>				
<b>1545</b>	<b>Bank Fees &amp; Charges</b>	\$0.00	\$0.00	
<b>1661.01</b>	<b>WEROC Inc. Executive Services</b>	\$34,500.00	\$9,973.63	<b>4</b>
<b>1661.02</b>	<b>Executive Officer Travel and Accommodation</b>	\$1,000.00	\$77.00	<b>5</b>
<b>1661.03</b>	<b>WEROC Executive Officer Recruitment</b>	\$1,000.00	\$420.00	
<b>1687</b>	<b>WEROC Financial Services Accounting</b>	\$1,000.00	\$272.72	<b>6</b>
<b>1687.03</b>	<b>WEROC Financial Services Audit</b>	\$1,050.00	\$982.00	<b>7</b>
<b>1585</b>	<b>WEROC Consultant Expenses</b>	\$60,000.00	\$1,977.23	<b>8</b>
<b>1850</b>	<b>WEROC Management of WEROC App &amp; Website</b>	\$420.00	\$420.00	<b>9</b>
<b>1801</b>	<b>WEROC Meeting Expenses</b>	\$500.00	\$0.00	
<b>1851</b>	<b>WEROC Insurance</b>	\$6,300.00	\$5,953.61	<b>10</b>
<b>1852</b>	<b>WEROC Legal Expenses</b>	\$2,000.00	\$0.00	
<b>1853</b>	<b>WEROC Incorporation Expenses</b>	\$0.00	\$0.00	
<b>1854</b>	<b>Transfer to Term Deposit</b>	\$0.00	\$100,000.00	<b>11</b>
<b>1930</b>	<b>WEROC Sundry</b>	\$300.00	\$0.00	
<b>3384</b>	<b>GST Input Tax</b>	\$10,807.00	\$1,637.02	<b>12</b>
	<b>ATO Payments</b>	\$2,393.33	\$0.00	

<b>Total Payments</b>	\$121,270.33	\$121,713.21	<b>13</b>
<b>Net Position</b>	-\$36,987.18	-\$41,596.21	
<b>OPENING CASH 1 July</b>	\$181,216.58	\$181,083.80	
<b>CASH BALANCE</b>	\$144,229.39	\$139,487.59	

**Recommendation:**

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

**RESOLUTION:**

**Moved:** Mr. Wayne Della Bosca

**Seconded:** Ms. Emily Ryan

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

**CARRIED**

**6.2 Income, Expenditure & Balance Sheet**

**Author:** Rebekah Burges, Executive Officer

**Disclosure of Interest:** No interest to disclose.

**Date:** 1 November 2023

**Attachments:** Nil

**Voting Requirement:** Simple Majority

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

Date	Description	Credit	Debit	Running Balance
<b>Opening Balance</b>		<b>183,746.30</b>		
01 Aug 2023	Audit Partners Australia	0.00	1,080.20	243,905.10
07 Aug 2023	150 Square Pty Ltd	0.00	2,662.50	241,242.60
16 Aug 2023	Shire of Kellerberrin	13,200.00	0.00	254,442.60
23 Aug 2023	Local Community Insurance Services	0.00	2,168.49	252,274.11
23 Aug 2023	Local Community Insurance Services	0.00	895.57	251,378.54
23 Aug 2023	Local Community Insurance Services	0.00	3,164.00	248,214.54
11 Sep 2023	WEROC Inc. Term Deposit	0.00	100,000.00	148,214.54
11 Sep 2023	150 Square Pty Ltd	0.00	2,662.50	145,552.04
13 Sep 2023	Flat Earth Mapping Pty Ltd	0.00	1,856.25	143,695.79
09 Oct 2023	150 Square Pty Ltd	0.00	3,427.50	140,268.29
09 Oct 2023	Shire of Merredin	0.00	318.70	139,949.59
31 Oct 2023	PWD Australia	0.00	462.00	139,487.59
<b>TOTAL</b>		<b>13,200.00</b>	<b>118,697.71</b>	<b>139,487.59</b>
<b>Closing Balance</b>		<b>139,487.59</b>		

# Balance Sheet

## Wheatbelt East Regional Organisation of Councils Inc As at 31 October 2023

31 OCT 2023

### Assets

#### Bank

Term Deposit	100,000.00
Westpac Community Solution One	139,487.59
<b>Total Bank</b>	<b>239,487.59</b>

**Total Assets** 239,487.59

### Liabilities

#### Current Liabilities

Accounts Payable	5,908.00
GST	3,823.97
<b>Total Current Liabilities</b>	<b>9,731.97</b>

#### Non-current Liabilities

GST Clearing	(4,178.00)
<b>Total Non-current Liabilities</b>	<b>(4,178.00)</b>

**Total Liabilities** 5,553.97

**Net Assets** 233,933.62

### Equity

Current Year Earnings	51,923.81
Retained Earnings	182,009.81
<b>Total Equity</b>	<b>233,933.62</b>

### Recommendation:

That the WEROC Inc. summary of income and expenditure for the period 1 August 2023 to 31 October 2023 be received.

That the Accounts Paid by WEROC Inc. for the period 1 August 2023 to 31 October 2023 totalling \$118,697.71 be approved.

That the Balance Sheet as of 31 October 2023 be noted.

### RESOLUTION:

**Moved:** Mr. Bill Price

**Seconded:** Mr. Ramesh Rajagopalan

That the WEROC Inc. summary of income and expenditure for the period 1 August 2023 to 31 October 2023 be received.

That the Accounts Paid by WEROC Inc. for the period 1 August 2023 to 31 October 2023 totalling \$118,697.71 be approved.

That the Balance Sheet as of 31 October 2023 be noted.

**CARRIED**

## 7. MATTERS FOR DECISION

### 7.1 Contract Review – Executive Officer Services

**Author:** Rebekah Burges, Executive Officer

**Disclosure of Interest:** As noted in Agenda item 3.

**Date:** 15 November 2023  
**Attachments:** Attachment 1: WEROC EO Quote 2024-26  
**Consultation:** 150 Square Strategic Solutions  
**Financial Implications:** As per attached quote  
**Voting Requirement:** Simple Majority

**Background:**

The provision of Executive Services to the WEROC Inc. Board is outsourced to a consultant on a fixed term basis. The current contract for delivery of Executive Services is held by 150 Square Strategic Solutions with a term expiring on 28 February 2024.

**Executive Officer Comment:**

On Tuesday 14 November 2023, the Executive Officer met with the current Chair and CEO of WEROC Inc., Ms. Emily Ryan and Mr. Raymond Griffiths as well as the incoming Chair and CEO, Ms. Renee Manning, and Ms. Lisa Clack, to participate in a review of the delivery of the contract for WEROC Executive Services since February 2022 and to consider a proposal for the extension of this contract for a further two years.

It may be appropriate for the Executive Officer to leave the room and for those Board Members who participated in the meeting to provide an overview of the discussion.

**Recommendation:**

That the Board accept the proposal from 150 Square Strategic Solutions for the delivery of Executive Services for the period 28 February 2024 to 28 February 2026.

**RESOLUTION:** **Moved:** Mr. Ramesh Rajagopalan **Seconded:** Ms. Charmaine Thomson

That the Board accept the proposal from 150 Square Strategic Solutions for the delivery of Executive Services for the period 28 February 2024 to 28 February 2026.

**CARRIED**

**7.2 Appointment of Signatories to the WEROC Inc. Bank Account**

**Author:** Rebekah Burges, Executive Officer  
**Disclosure of Interest:** No interest to disclose.  
**Date:** 1 November 2023  
**Attachments:** Nil  
**Consultation:** Nil  
**Financial Implications:** Nil  
**Voting Requirement:** Simple Majority

**Background:**

WEROC Inc. holds a Community Solutions One account with Westpac Bank, into which all funds are deposited and from which all accounts are paid. Two signatories are required for any outgoing payment to be processed.

WEROC Inc. also hold a Term Deposit account with Westpac Bank. The current interest rate is 4.85% and the renewal date is 8 September 2024.

The current signatories to the Westpac accounts are Rebekah Burges (administrator, approver), Mr. Raymond Griffiths (approver) and Ms. Emily Ryan (approver).

**Executive Officer Comment:**

The Executive Officer in their capacity as Secretary/Treasurer remains a consistent signatory to the WEROC Inc. bank accounts. The other signatories have mirrored the incumbent Chair and CEO and as such change every two years as these responsibilities rotate between the Member Councils. Given the appointment of a new Chair at the Annual General Meeting held on 29 November 2023, it is recommended that:

- 1) In their capacity as Secretary/Treasurer of WEROC Inc., the Executive Officer continue to be an administrator and approver for the Westpac account.
- 2) The newly appointed Chair of WEROC Inc. be added as approver of the account and the outgoing Chair be removed.
- 3) One other Member of the WEROC Inc. Board be appointed as approver of the account to ensure that there are always two signatories available to process payments.

**Recommendation:**

That the bank signatories be Ms. Rebekah Burges (Secretary/Treasurer), the incoming Chair and one other Board Member.

**RESOLUTION:**

**Moved:** Ms. Joanne Soderlund

**Seconded:** Ms. Emily Ryan

That the bank signatories be Ms. Rebekah Burges (Secretary/Treasurer), Ms. Renee Manning (Chair) and Mr. Raymond Griffiths (Board Member).

**CARRIED**

### 7.3 WEROC Futures Discussion

**Author:** Rebekah Burges, Executive Officer

**Disclosure of Interest:** No interest to disclose.

**Date:** 14 November 2023

**Attachments:** Nil

**Consultation:** Ms. Renee Manning, Mr. Grant Arthur, and Ms. Milla Harris from the Wheatbelt Development Commission

**Financial Implications:** NA

**Voting Requirement:** Simple Majority

**Background:**

At the WEROC Inc. Board meeting held on 4 September 2023, the Board considered a WEROC Economic Futures Discussion Paper prepared by Ms. Renee Manning, Principal Regional Development Officer, Wheatbelt Development Commission and were joined via videoconference by Mr. Grant Arthur, Director Regional Development, Wheatbelt Development Commission to discuss the same. As a result of this discussion, the Board resolved to request that the Wheatbelt Development Commission assist in progressing a WEROC Economic Futures Discussion.

**Executive Officer Comment:**

The Executive Officer met with Ms. Renee Manning, Mr. Grant Arthur, and Ms. Milla Harris from the Wheatbelt Development Commission on 9 November to discuss the best approach to an economic futures discussion for WEROC. Given that there has been some turnover in WEROC Board Membership, a gradual approach to the discussion was recommended. It was also suggested that WEROC consider forming a sub-committee to focus on economic development.

Subsequent to the meeting with the Wheatbelt Development Commission the Executive Officer met with Ms. Emily Ryan, Ms. Renee Manning, Mr. Raymond Griffiths, and Ms. Lisa Clack for the purposes of reviewing the

contract to deliver Executive Services and discussed in the same meeting, a process for the WEROC futures discussion. A proposed sequential approach to the discussion is outlined below and presented for discussion:

When	Activity	Details
November Meeting	Starting the conversation	<p>Group discussion to identify:</p> <p><b>New Members:</b></p> <p>1) What are your expectations for WEROC?</p> <p><b>Returning Members:</b></p> <p>1) What has been working well for the group?</p> <p>2) What could be improved?</p> <p><b>All Members:</b></p> <p>1) What do you want to get out of your involvement in the group?</p> <p>2) What opportunities do you think WEROC should be pursuing?</p> <p>3) Is there anything you are currently working on individually that might be an opportunity for the group collectively?</p>
January - February 2024	Information Gathering Survey	<p>LGs to identify:</p> <p>1) What are you aware of that is happening in your LGA?</p> <ul style="list-style-type: none"> <li>- Are there existing businesses looking to expand?</li> <li>- Are new businesses interested in establishing in your area?</li> <li>- Are any businesses/industries at risk or under stress?</li> </ul> <p>2) Is there anything your community is particularly concerned about or hopeful for?</p> <p>3) What are your top social, economic, environmental, and operational priorities for the next five years?</p>
February 2024	CEO Meeting to discuss operational challenges	<p>WEROC CEOs to meet to discuss operational challenges that might present opportunities for collective action or collective bargaining.</p> <p>Discuss long term strategies to address common “pain points”.</p>
WEROC Board Meeting March 2024	Strategic Plan Review/WEROC Futures Discussion	<p>Consolidate and present the information from the initial conversation, information gathering exercise and CEO meeting.</p> <p>Review, in the context of this information, the objects of the Association, the vision, mission,</p>

		purpose and priorities for WEROC going forward.
--	--	---

**Recommendation:**

That the Board agree to the proposed timeline of delivery for the WEROC Futures Discussion and proceed as outlined.

**RESOLUTION:**

**Moved:** Ms. Emily Ryan

**Seconded:** Mr. Darren Mollenoyux

That the Board agree to the proposed timeline of delivery for the WEROC Futures Discussion and will proceed as outlined.

**CARRIED**

**7.4 WEROC Drive Trail**

**Author:** Rebekah Burges, Executive Officer

**Disclosure of Interest:** No interest to disclose.

**Date:** 15 November 2023

**Attachments:** *Attachment 2: Final Draft WEROC Drive Trail Itinerary*  
*Attachment 3: Quote for Graphic Design of WEROC Signage - Seed Studio*  
*Attachment 4: Strike Point Examples*

**Consultation:** WEROC CEO's

**Financial Implications:** As per quotes provided.

**Voting Requirement:** Simple Majority

**Background:**

At the WEROC Inc. Board meeting held on 4 September 2024 it was resolved that Flat Earth Mapping would be engaged to design the WEROC Drive Trail map and brochure and that the Executive Officer was to seek the services of a graphic designer to assist in designing drive trail signage.

**Executive Officer Comment:**

Flat Earth Mapping completed a draft trail map and brochure, which was distributed to WEROC CEOs for comment on 25 October. Feedback was collated and a revised version was distributed for final edits on 9 November. Attached to the meeting agenda is the final draft, which is being presented for endorsement.

Flat Earth Mapping have sourced printing quotes for an A2 folded map/brochure. The most competitive pricing is as follows:

500 copies - \$1,250

1,000 copies - \$1,600

2,000 copies - \$1,870

All prices are GST exclusive but do include delivery.

Three options for the drive trail signage have been quoted:

- Option 1 is for two or three basic sign designs to be prepared, one of which can then be selected to go across all sites. The cost for this as per the quote from Seed Studio will be \$280.

- Option 2 is for a single sign design that is replicated at each site. The sign will feature a drawn map showing the location of each point of interest with a number in the pointer. The map will take up two thirds of the space with the other third being text that details the names of the points of interest with an accompanying photo and a short sentence on each one. The cost to design and layout this sign would be \$750 + GST. This work would be completed by Strike Point who have provided examples of some of their previous work (see Attachment 4).
- Option 3 is for 18 individually designed signs. Each sign will have the same base design and use the same map showing all 18 points of interest but will highlight in the information and images, the location where each individual sign is placed. This option is more like an interpretive sign rather than a trail marker. The cost for this option will be \$5,750 + GST and would be completed by Strike Point.

**Recommendation:**

That:

- The final draft WEROC self-drive trail planner be adopted,
- The printing options be discussed, and a preferred option agreed; and
- The options for trail signage be discussed and a preferred option agreed.

**Comments from the meeting:**

- Mr. Nic Warren suggested that having a small way finding sign to mark each site and a larger more detailed informational sign located within each Shire might be the best approach. This would mean progressing both design Option 1 and Option 2 as outlined in the agenda.
- All Members agreed that Shire's would be responsible for the cost of producing and installing the signs for their area.
- Discussion was held over the required number of printed copies of the drive trail map/brochure, and it was agreed that 2,000 copies represented the best value.

**RESOLUTION:**

**Moved:** Mr. Nic Warren

**Seconded:** Ms. Joanne Soderlund

That:

- 1) The final draft of the WEROC self-drive trail planner be adopted,
- 2) 2,000 printed copies of the drive trail map/brochure be ordered; and
- 3) Options 1 and 2 for the design of drive trail signage be progressed.

**CARRIED**

**7.5 Wheatbelt Medical Student Immersion Program 2024**

<b>Author:</b>	Rebekah Burges, Executive Officer
<b>Disclosure of Interest:</b>	No interest to disclose.
<b>Date:</b>	1 November 2023
<b>Attachments:</b>	<i>Attachment 5: WMSIP Letter of Agreement</i>
<b>Consultation:</b>	Nil
<b>Financial Implications:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority

**Background:**

The Wheatbelt Medical Student Immersion Program for 2024 will take place during the week of 12 to 15 March. Notre Dame Students will once again be visiting WEROC communities, Narrogin, and Cunderdin. It is anticipated that there will be approximately 115 students placed across seven communities.

The Executive Officer has been participating in fortnightly planning meetings with Rural Health West and the University of Notre Dame.

**Executive Officer Comment:**

On 9 October 2023, the Executive Officer received an email from Ms. Betony Dawson, Project Coordinator, Rural Health West, asking for confirmation that WEROC Shires were happy to participate in the 2024 program. The email was forwarded to WEROC CEOs on the same day and responses in support of continuing involvement in the program were received from the majority.

On 27 October 2023, the Executive Officer received a request from Rural Health West for WEROC to consider and sign a Letter of Agreement for the 2024 WMSIP program. This agreement commits the WEROC Councils to providing in-kind contributions in the form of in-region transport, arranging accommodation, social activities for staff, students and others involved in the program, and venue hire where required. Given that a majority of Shires had indicated their support of the 2024 program, the letter was forwarded to the WEROC Inc. Chair for signing, which was completed and returned to Rural Health West on 30 October 2023.

For recording purposes, the signing of the letter of agreement is now presented for endorsement.

**Recommendation:**

That the Board ratify the signing of the Wheatbelt Medical Student Immersion Program 2024, Letter of Agreement by the WEROC Inc. Chair.

**Comments from the meeting:**

- Members commented that there are concerns over the billeting process and the itineraries, which still seem to limit the students experience of living in a regional community. Communication between the program organisers and the Shires is also lacking.
- It was requested that the Executive Officer organise a meeting between the WEROC Board and Rural Health West to talk through some of the concerns.

**RESOLUTION:**

**Moved:** Mr. Ramesh Rajagopalan

**Seconded:** Mr. Mark Crees

That the Board ratify the signing of the Wheatbelt Medical Student Immersion Program 2024, Letter of Agreement by the WEROC Inc. Chair.

**CARRIED**

**8. PROJECT UPDATES**

**8.1 Corella Management Coordinator**

On 10 October 2023, the Executive Officer received the following email from Ms. Valetta Roberts on behalf of Dr. Karl O’Callaghan.

*Dear Rebekah,*

*Thank you for your continued support for our Managing Corellas in the Wheatbelt Project.*

*I am pleased to advise that I have officially appointed Jacquie Lucas as our Project Coordinator.*

*Jacquie possesses extensive knowledge of the Wheatbelt region and has worked for Wheatbelt Natural Resource Management since November 2010.*

*Jacquie is very well organised, friendly, and approachable, she is looking forward to meeting you. She is currently developing a coordinated approach to commence the project on-ground and is working towards completion of a Regional Stakeholder Engagement and Communications plan.*

*In addition to her work in the Sustainable Industries unit, Jacquie has collaborated on the following projects:*

*Restore – Recovering Wheatbelt Landscapes after Fire*

*Collaborative catchment approach to Wheatbelt Regenerative Agricultural practices.*

*Mortlock Connections*

*Biodiversity Conservation Bushcare Grants*

*Community Capacity Grants*

*Wheatbelt NRM Small Community Grants*

*Dung Beetle Highway*

*Jacquie's strength is community engagement, she has developed and coordinated the Red Card for Rabbits and Foxes Project since 2013 and is the Sustainable Agriculture Facilitator (SAF) for or organisation.*

*Jacquie's qualifications include:*

*Bachelor of Science (Hons) , Botany and Zoology*

*Dip Ed Secondary Education, Maths and Science*

*Jacquie will be in contact with you in the near future to discuss your requirements and concerns.*

Further to this correspondence, Ms. Jaquie Lucas the newly appointed Project Coordinator for this program, advised that a survey would be released in the November Wheatbelt NRM E-news requesting that landholders, residents, Councils and businesses report corella sightings and damage/impacts. The aim of the survey is to map where the corellas are in the region and gauge the extent of the issue. It is requested that Shire's promote the survey in their communities.

In addition to the survey, Ms. Lucas is in the process of writing a management plan for corellas in the region and will be updating the engagement plan to identify how and when they will engage stakeholders.

The survey link and QR code are provided below:

<https://arcg.is/1emGjP>



**Comments from the meeting:**

- Members commented that from this initiative they want to see eradication on the ground not just a strategy and they want reassurance that this will happen.
- It was requested that the Executive Officer contact Ms. Lucas and ask for an update on how they are progressing with the eradication strategy and for a timeline for implementation. An invitation to attend the March meeting of the WEROC Board will also be extended to Ms. Lucas.

**8.2 Town Team Movement**

***Attachment 6: Town Team Builder Contract***

As agreed at the WEROC Inc. Board meeting held on 28 June 2023, the Town Team Partnership has been deferred until January 2024. As previously advised, Ms. Vanessa King will be the Town Team Builder for WEROC

and will work the equivalent of 1 day (8 hours) per week under the terms outlined in the attached contract. Ms. King will commence on Monday 29 January 2024.

The key deliverables for the Town Team Builder are outlined at Item 7 of the Schedule. The principal activities will include:

- Supporting established town teams and local governments to identify placemaking opportunities.
- Establishing new town teams in communities where they don't already exist.
- Providing guidance and support to new and established town teams.
- Planning and delivery of town team events.
- Facilitation of one "do-over" event per annum including seeking funding and applying for grants for the event.
- Work with WEROC Shires to educate their communities about community-led placemaking.

The Executive Officer suggests that once Ms. King commences in her role at the end of January, she be asked to prepare a proposed schedule of works to deliver against these key performance areas and that this be presented to the Board at the first meeting for 2024. To assist Ms. King in her planning, the Board may like to discuss and agree on where the first "do-over" event should take place.

**Comments from the meeting:**

- The Executive Officer asked if there was a preference for where the first "do-over" event will take place. Members suggested that this be left to Ms. King to recommend once she has commenced in the role.

### **8.3 Co-Operative Marketing Activity**

*Attachment 7: Wheatbelt Co-Op Spring Campaign*

*Attachment 8: WEROC Website Google Analytics Report*

WEROC Inc. as a partner organisation to the Wheatbelt Co-operative Marketing Group, committed \$3,000 + GST in 2023-24 to cooperative marketing initiatives in conjunction with Roe Tourism, NEW Travel, Pioneers Pathway and Australia's Golden Outback.

A Spring Campaign was launched in late July. Details of the activity undertaken, and the audience engagement is provided as Attachment 7.

The attached Google Analytics report for the WEROC website for the period 1 July to 15 November 2023, suggests that this cooperative campaign did not generate any increased engagement with the WEROC website. This is not unexpected given that the paid advertisements and Wheatbelt Weekends landing page direct visitors to view either the Golden Pipeline Heritage Trail website or the Central Wheatbelt Visitors Centre website.

The Board might like to discuss whether future advertising campaigns funded by WEROC continue to promote the Golden Pipeline Heritage Trail or shift to the newly developed Eastern Wheatbelt Drive Trail Planner.

**Comments from the meeting:**

- A discussion was held over future advertising of the Golden Pipeline Heritage Trail (GPHT). Ms. Renee Manning questioned who would promote the GPHT if WEROC ceased to do so. The Executive Officer advised that it is likely that no other organisation would take on promotion of this trail given that the National Trust no longer actively promotes it.
- Members agreed that given the money invested by WEROC in the development of a new drive trail for the Eastern Wheatbelt, this should be the focus of future advertising spend.

**RESOLUTION:**

**Moved:** Mr. Ramesh Rajagopalan

**Seconded:** Mr. Nic Warren

That once the current commitments to co-operative marketing have concluded, WEROC will no longer fund promotion of the Golden Pipeline Heritage Trail and will instead focus on advertising the Eastern Wheatbelt drive trail.

CARRIED

#### **8.4 WEROC Housing Analysis**

At the WEROC Inc. Board Meeting held on 4 September 2023, the Board discussed base level housing data that had been supplied by the Wheatbelt Development Commission and resolved that individually Member Shire's would review the data and provide feedback, this information would then be collated into a single document to be sent back to the Commission for review before discussing the next steps. Most Shire's have now provided feedback on this data, and it has been shared with Mr. Alex MacKenzie from the Commission.

Mr. MacKenzie has indicated that he will assist in preparing an indicative scope of works/consultant brief to enable WEROC to source a quote for a Housing Analysis but recommended that this be held over until all Shire's have completed their review of the initial housing data. Mr. MacKenzie also noted that waiting until early next year before engaging with the consultants will allow us to better leverage off the work, they are currently doing for the Avon Regional Organisation of Councils and 4WDL grouping of Shires.

The Executive Officer suggests following Mr. MacKenzie's recommendation to finalize the review of the base level data and then look to developing a scope of works and seeking quotes in early 2024.

##### **Comments from the meeting:**

- The Shire of Tammin advised that their expression of interest application to the Growing Regions program was successful. This joint housing project includes the WEROC Shires of Tammin, Kellerberrin and Bruce Rock. They will now be working on a business case which needs to be completed by 15 January 2024.
- It was agreed that there is still value in proceeding with a housing analysis across all WEROC Shires as the scale of the housing problem will not be addressed by this project.

#### **8.5 Wheatbelt Tourism Destination Development Working Group**

*Attachment 9. Wheatbelt Visitor Servicing Survey Snapshot*

*Attachment 10. Wheatbelt Visitor Information Support Proposal*

The Wheatbelt Tourism Destination Development Working Group met on 16 November 2023. The focus for this meeting was on discussing the results of the Wheatbelt Visitor Servicing Survey (Attachment 9). This survey sought feedback from Community Resource Centres (CRCs), who provide unofficial visitor information services for a lot of Wheatbelt towns, on how often they engage with visitors, what challenges they face in providing visitor information services and what support they need to improve in this area. The survey highlighted for the group that visitor servicing is not the core business of CRC's and unless they are funded to provide visitor servicing and it forms one of their key performance indicators, there may be limited interest in the proposed visitor information support initiatives (refer to the proposal provided as Attachment 10). The proposal has been updated to include an action to advocate for future funding agreements between DPIRD and CRCs to include visitor servicing activities. The next meeting of this group is scheduled for Monday 18 December 2023.

## **9. EMERGING ISSUES**

### **9.1 Lotterywest Funding**

The new process for Lotterywest grants involves a multi-step application process and the requirement to complete a training course to be eligible to access funding. There is also a requirement to have a reconciliation action plan and to have consulted with the local Indigenous community on the project. The latter requirement is very difficult to achieve when there is not an active Indigenous group in the community.

## **9.2 Local Government Reform**

Various concerns over the new Local Government Regulations were raised including the requirement to publish various matters online such as CEO performance appraisals, contracts/procurement over the value of \$100,000 and Shire contributions toward community projects/initiatives. Local Government Reform and the implications for WEROC Shire's will be a focus for discussion at the CEO Committee meeting in February 2024.

## **9.3 Utility Providers & Local Government Rights**

Utility companies are not required to obtain consent to undertake works on their infrastructure even when it impacts on Shire roads and results in a cost to Council. Telecommunication providers are similar. The lack of transparency creates issues and Councils have limited avenues to voice their concerns.

Mr. Raymond Griffiths requested that Shire's start recording any issues that they have with telcos and utility companies, with the view that they can then collectively approach the Minister with their documented concerns. Shires are asked to notify the Executive Officer as issues arise so that this information can be collated.

# **10. OTHER MATTERS (FOR NOTING)**

## **10.1 Regional Precincts & Partnerships Program (rPPP)**

The rPPP offers grants up to \$5 million to develop a precinct idea through to investment-ready stage in partnership with local stakeholders to benefit regional communities. The program will run over 3 years from 2023-24 to 2025-26. It will focus on a partnership approach, bringing together governments and communities to plan and deliver regional precincts that are tailored to local needs and have a shared vision in how the precinct connects to the region. Partners can be from government, First Nations groups, community organisations, regional universities, or private enterprise.

Regional precincts or 'places with a purpose' are user-defined geographic areas with a specific shared need or theme. Regional precincts may include business districts, neighbourhoods, activity centres, commercial hubs or community and recreational areas. They will be located in renewal areas and growth areas in regional centres, regional corridors, regional cities, as well as smaller town centres that serve as service hubs in more remote communities.

This program was briefly discussed at the previous WEROC meeting. Ms. Lisa Clack advised that the Shire of Merredin would be meeting with RDA Wheatbelt to discuss the program and suggested that there might be an opportunity to put forward a multi-Shire proposal. Further discussion on a partnership opportunity for WEROC Shires may be warranted at this time.

## **10.2 Housing Supply Unit**

A dedicated Housing Supply Unit will be established within the Department of Treasury, as the State Government continues to drive new measures to boost housing supply and affordability in Western Australia. The new Unit will report to the Residential Lands and Housing Delivery Ministerial Oversight Committee and be responsible for producing economic forecasts for WA and the development of market-driven housing policies including measures to boost supply and improve choice and affordability. The new Housing Supply Unit is anticipated to be operational from January 2024.

Early engagement with this new Housing Supply Unit may be prudent in light of WEROC's planned housing initiative.

[New unit established to drive housing supply in Western Australia | Western Australian Government \(www.wa.gov.au\)](https://www.wa.gov.au)

## **10.3 Better Delivery of Telecommunications Universal Voice Services**

*Attachment 11: Better delivery of universal services Discussion Paper October 2023*

As telecommunications is one of the WEROC priority areas, the Executive Officer brings to your attention to opportunity to provide feedback on the inquiry into the delivery of universal voice services in Australia.

On 27 October 2023, the Minister for Communications, the Hon Michelle Rowland MP, announced a consultation process to consider options for better delivery of baseline universal telecommunications services.

The Australian Government has an existing framework in place to provide people across Australia with access to baseline fixed voice and broadband services. In light of changes in technology and consumer preferences over recent years, the Government is now re-examining the universal service arrangements.

The attached discussion paper provides background information and key questions to prompt feedback on the sorts of outcomes stakeholders would like from a modern universal service framework. Input on the issues raised in the paper is sought by 5pm on Friday 1 March 2024.

[Better delivery of universal services | Department of Infrastructure, Transport, Regional Development, Communications and the Arts](#)

**11. FUTURE MEETINGS**

The proposed schedule of meeting dates and locations for 2024 is presented for consideration:

**CEO Committee Meeting**

Date	Time	Host Council
Wednesday 7 February 2024	9.30am	Merredin

**WEROC Inc. Board Meetings**

Date	Time	Host Council
Wednesday 6 March 2024	9.30am	Westonia
Wednesday 8 May 2024	9.30am	Kellerberrin
Wednesday 17 July 2024 Or Wednesday 31 July 2024	9.30am	Yilgarn
Wednesday 11 September 2024	9.30am	Bruce Rock
Wednesday 28 November 2024 Or Wednesday 4 December 2024	9.30am	Tammin

In developing the proposed schedule of meetings, the Executive Officer has taken into consideration the following events, meetings, and holidays in 2024:

- School holidays
  - Term 1: 29 March – 14 April
  - Term 2: 29 June – 14 July
  - Term 3: 21 September – 6 October
  - Term 4: 13 December 2024 – 5 February 2025
- Public Holidays (1 & 26 January, 4 & 29 March, 1 & 25 April, 3 June, 23 September)
- WMSIP (12 - 15 March)
- The Ordinary Council Meeting dates for WEROC Member Councils:
  - Shire’s of Bruce Rock, Yilgarn and Westonia, the third Thursday of each month

- Shire of Tammin the fourth Wednesday of each month
- Shire's of Kellerberrin and Merredin, the third Tuesday of each month
- The Dowerin Field Days (28 & 29 August)

**Recommendation:**

That the proposed schedule of meetings for 2024 be discussed.

**Comments from the meeting:**

- The first Zone meeting for 2024 is scheduled for Thursday 22 February. The CEO Committee Meeting will be held in the afternoon on this day.
- The preference for the July meeting is 31 July.
- The preference for the final meeting of 2024 is 28 November.
- Mr. Mark Crees requested that the first meeting of 2024 be held on the afternoon of 6 March and that the meeting be followed by bowls and a BBQ.

**RESOLUTION:**

**Moved:** Ms. Renee Manning

**Seconded:** Mr. Mark Crees

That the schedule of meetings for 2024 be as follows:

Date	Time	Host Council
Thursday 22 February 2024 – CEO's only	1.30pm	Merredin
Wednesday 6 March 2024	1.30pm	Westonia
Wednesday 8 May 2024	9.30am	Kellerberrin
Wednesday 31 July 2024	9.30am	Yilgarn
Wednesday 11 September 2024	9.30am	Bruce Rock
Wednesday 28 November 2024	9.30am	Tammin

**CARRIED**

**12. CLOSURE**

There being no further business the Chair closed the meeting at 11.25am.



# **Great Eastern Country Zone Minutes**

**Monday, 20 November 2023**  
**Commencing at 9:36am**

**Shire of Kellerberrin**

## TABLE OF CONTENTS

1.	Opening and Welcome .....	4
1.1	Acknowledgement of Country.....	4
	The first item of the meeting was the conduct of elections. ....	4
2.	ELECTIONS .....	4
2.1	Elections of Chair and Deputy Chair of the Great Eastern Country Zone.....	4
2.2	Elections of State Council Representatives and Deputy State Council Representatives to the Great Eastern Country Zone.....	5
2.3	Election of up to three (3) Zone Executive Committee Members of the Great Eastern Country Zone .....	6
2.4	Wheatbelt District Emergency Management Committee/ Wheatbelt Operational Area Support Group Committee of the Great Eastern Country Zone – 1 Delegate and 1 Deputy Delegate.....	6
2.5	Election of the Regional Health Advocacy Representative of the Great Eastern Country Zone – 1 Delegate and 1 Deputy Delegate.....	7
3.	Attendance and Apologies .....	7
4.	Declarations of Interest.....	10
5.	Announcements.....	10
6.	Guest Speakers / Deputations .....	10
6.1	Speakers for the November Zone Meeting .....	10
2.1	Elections of the Deputy Chair of the Great Eastern Country Zone .....	11
2.3	Election of up to three (3) Zone Executive Committee Members of the Great Eastern Country Zone .....	11
7.	Members of Parliament.....	11
8.	Agency Reports .....	12
8.1	Department of Local Government, Sport, and Cultural Industries .....	12
8.2	Wheatbelt Development Commission.....	12
8.3	Regional Development Australia Wheatbelt.....	13
8.4	Main Roads Western Australia .....	13
8.5	Water Corporation .....	13
9.	Minutes.....	13
9.1	Confirmation of Minutes from the Great Eastern Country Zone meeting held on Monday 21 August 2023 .....	13
9.2	Business Arising from the Minutes from the Great Eastern Country Zone Meeting held on Monday 21 August 2023.....	13
10.	Zone Business.....	14
10.1	Wheatbelt Human Services Management Forum.....	14
10.2	Wheatbelt Human Services Management Forum Representative of the Great Eastern Country Zone – 1 Delegate and 1 Deputy Delegate .....	14
10.3	Proposed 2024 meeting dates.....	15
10.7	Audited Financial Statements to 30 June 2023.....	17
11.	Zone Reports.....	18

11.1	Zone President Report .....	18
11.2	Wheatbelt District Emergency Management Committee (DEMC) .....	18
11.3	Regional Health Advocacy Group.....	18
11.4	WALGA RoadWise.....	18
12.	Western Australian Local Government Association (WALGA) Business .....	18
12.1	State Councillor Report .....	18
12.2	WALGA Status Report .....	20
12.3	State Council Agenda Items – 6 December 2023 .....	21
12.4	WALGA President’s Report – December 2023 .....	25
13.	Emerging Issues.....	25
14.	Date, Time, and Place of Next Meetings.....	26
15.	Closure.....	26

## 1. Opening and Welcome

The Chair declared the meeting open at 9.36am.

### 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.

The first item of the meeting was the conduct of elections.

## 2. ELECTIONS

Pursuant to the WALGA Constitution, the Secretariat assumed the Chair for conducting the election of office bearers.

Guidelines for elections were distributed to Member Councils via email dated 19 October 2023.

Nominations were asked to be submitted preferably by Wednesday, 8 November. However, nominations can still be submitted prior to the commencement of the Zone meeting and from the floor.

### 2.1 Elections of Chair and Deputy Chair of the Great Eastern Country Zone

The election for the Chairperson and Deputy Chairperson was conducted and the term set at two years expiring in November 2025, in line with the terms of State Council representatives and in sync with Local Government Elections.

#### Zone Chairperson:

The following nomination were received for the positions of Chair for 2 years, November 2023 to November 2025.

- Cr Tony Sachse Shire of Mt Marshall

No further nominations were received.

## DECLARATION

**That Cr Tony Sachse is declared elected as Chairperson of the of the Great Eastern Country Zone for the term of 2 years, November 2023 to November 2025.**

#### Deputy Zone Chairperson:

No written nominations were received for the position of Deputy Chairperson. Nominations were called from the floor.

The initial nominations were received from the floor:

- Cr Mark McKenzie Shire of Merredin

Cr McKenzie was not in attendance at the meeting. On contacting Cr McKenzie, he declined the nomination.

**The position was not filled.**

## **2.2 Elections of State Council Representatives and Deputy State Council Representatives to the Great Eastern Country Zone**

WALGA incorporates a 24 members State Council with its members derived from Metropolitan and Country Zones. The State Council is chaired by the Association President.

In accordance with sub-clause 9(3) of the WALGA Constitution representatives and deputy representatives to the State Council shall be elected by Zones of the Metropolitan and Country constituencies for two (2) year terms, commencing from the Ordinary Meeting of State Council in December 2021 and concluding at the Ordinary Meeting of State Council two years later.

For the Great Eastern Country Zone, there is one (1) representative position on State Council and one (1) deputy representative position. The term is from the Ordinary Meeting of State Council in December 2023 and concluding at the Ordinary Meeting of State Council in December 2025.

### State Councillor:

The following written nominations were received for the position of State Council Representative:

- Cr Stephen Strange                      Shire of Bruce Rock

No further nominations were received.

### **DECLARATION**

**That**

**Cr Stephen Strange is declared elected as State Council Representative of the Great Eastern Country Zone to the State Council for the term of 2 years, December 2023 to December 2025.**

### Deputy State Councillor:

The following written nominations were received for the position of Deputy State Council Representative.

- Cr Stephen Strange                      Shire of Bruce Rock
- Cr Tony Sachse                              Shire of Mt Marshall

As Cr Stephen Strange was elected State Councillor, his nomination for Deputy State Councillor lapsed .

No further nominations were received.

### **DECLARATION**

**That**

**Cr Tony Sachse is declared elected as Deputy State Council Representative of the Great Eastern Country Zone to the State Council for the term of 2 years, December 2023 to December 2025.**

### We asked the elected delegates to note the following details:

WALGA will host a 'State Councillor Induction Session' on 30 November, 2023.

Further information will be e-mailed shortly.



Deputy Delegate

Nominations were taken from the floor.

- Cr Melanie Brown                      Shire of Trayning

**DECLARATION**

**That Cr Melanie Brown is declared elected as Wheatbelt District Emergency Management Committee/ Wheatbelt Operational Area Support Group Committee Deputy Delegate of the Great Eastern Country Zone**

<b>2.5 Election of the Regional Health Advocacy Representative of the Great Eastern Country Zone – 1 Delegate and 1 Deputy Delegate</b>
---

The election for the Regional Health Advocacy Representative of the Great Eastern Country Zone shall be conducted.

Delegate

Nominations were taken from the floor.

- Cr Alison Harris                      Shire of Cunderdin

**DECLARATION**

**That Cr Alison Harris is declared elected as the Regional Health Advocacy Representative Delegate of the Great Eastern Country Zone.**

Deputy Delegate

Nominations for the Regional Health Advocacy Representative Deputy Delegate were taken from the floor.

- Cr Ramesh (Ram) Rajagopalan   Shire of Bruce Rock

**DECLARATION**

**That Cr Ramesh (Ram) Rajagopalan is declared elected as the Regional Health Advocacy Representative Deputy Delegate of the Great Eastern Country Zone.**

*At the conclusion of the election process, Cr Tony Sachse assumed the Chair. Cr Sachse congratulated all those recently elected and thanked delegates for their contribution to the Zone.*

**3. Attendance and Apologies**

**Shire of Bruce Rock**

President Cr Ram Rajagopalan  
Cr Stephen Strange  
Mr Darren Mollenoyux, Chief Executive Officer, non-voting

<b>Shire of Cunderdin</b>	President Cr Alison Harris Mr Stuart Hobley, Chief Executive Officer, non-voting
<b>Shire of Dowerin</b>	President Cr Robert Trepp Deputy President Cr Nadine McMorran
<b>Shire of Kellerberrin</b>	Deputy President Cr Emily Ryan Mr Raymond Griffiths, Chief Executive Officer, non-voting
<b>Shire of Kondinin</b>	Mr David Burton, Chief Executive Officer, non-voting
<b>Shire of Koorda</b>	President Cr Jannah Stratford Ms Lana Foote, A/Chief Executive Officer, non-voting
<b>Shire of Merredin</b>	Deputy President Cr Renee Manning Ms Leah Boehme, Executive Manager Corporate Services, non-voting
<b>Shire of Mount Marshall</b>	Cr Tony Sachse Mr Ben Mckay, Chief Executive Officer, non-voting
<b>Shire of Mukinbudin</b>	Mr Dirk Sellenger, Chief Executive Officer, non-voting
<b>Shire of Narembeen</b>	President Cr Scott Stirrat Rebecca McCall, Chief Executive Officer, non-voting
<b>Shire of Nungarin</b>	President Cr Pippa de Lacy Mr John Merrick, A/Chief Executive Officer, non-voting
<b>Shire of Tammin</b>	Deputy President Cr Tanya Nicholls Ms Joanne Soderlund, Chief Executive Officer, non-voting
<b>Shire of Trayning</b>	President Cr Melanie Brown
<b>Shire of Westonia</b>	President Cr Mark Crees Deputy President Ross Della Bosca
<b>*Shire of Wyalkatchem</b>	President Cr Owen Garner Mr Peter Klein, Chief Executive Officer, non-voting
<b>Shire of Yilgarn</b>	Mr Nic Warren, Chief Executive Officer, non-voting
<b>Guests</b>	
Department of Fire and Emergency Services	Murray Carter, Executive Director – Rural Fire Division
Wheatbelt Development Commission	Susan Hall, A/Chief Executive Officer
Water Corporation	Rebecca Bowler, Manager Customer & Stakeholder – Goldfields & Agricultural Region

Regional Development Australia WA	Mandy Walker, Director Regional Development
<b>Members of Parliament</b>	Hon Mia Davies MLA, Member for Central Wheatbelt
<b>WALGA</b>	Daniel Thompson, Economist Naoimh Donaghy, Governance & Organisational Services Officer
<b>Apologies</b>	
Shire of Dowerin	Mr David Singe, Chief Executive Officer, non-voting
Shire of Kellerberrin	President Cr Matt Steber
Shire of Kondinin	President Cr Kent Mouritz Deputy President Cr Bev Gangell
Shire of Koorda	Deputy President Cr Gary Greaves
Shire of Merredin	President Cr Mark McKenzie Ms Lisa Clack, Chief Executive Officer, non-voting
Shire of Mount Marshall	Deputy President Cr Nick Gillett
Shire of Mukinbudin	President Cr Gary Shadbolt
Shire of Narembeen	Deputy President Cr Holly Cusack
Shire of Nungarin	Deputy President Cr Gary Coumbe
Shire of Tammin	Cr Nick Caffell
Shire of Trayning	Cr Michelle McHugh Ms Leanne Parola, Chief Executive Officer, non-voting
Shire of Westonia	Mr Bill Price, Chief Executive Officer, non-voting
Shire of Yilgarn	President Cr Wayne Della Bosca Deputy President Cr Bryan Close
Members of Parliament	Hon Martin Aldridge MLC, Member for Agricultural Region Hon Colin de Grussa MLC, Member for Agricultural Region Hon Steve Martin, Member for the Agricultural Region Rick Wilson MP, Federal Member for O'Connor Hon Peter Rundle MLA, Member for Roe Hon Shelley Payne MLC, Member for Agricultural Region Hon Darren West MLC, Member for Agricultural Region Hon Sandra Carr MLC, Member for Agricultural Region
Wheatbelt Development Commission	Pip Gooding, Regional Development Officer Wheatbelt South
Main Roads WA	Mohammad Siddiqui, Regional Manager Wheatbelt
Department of Local Government, Sport, & Cultural Industries	Samantha Cornwathie, Regional Manager Wheatbelt
WALGA	James McGovern, Manager Governance & Procurement Cliff Simpson, Regional Road Safety Advisor

## Attachments

The following are provided as attachments to the Minutes:

1. Item 8.5 Water Corporation

### [State Council Agenda 6 December](#)

#### 4. Declarations of Interest

NIL

#### 5. Announcements

#### 6. Guest Speakers / Deputations

##### 6.1 Speakers for the November Zone Meeting

###### Department of Fire and Emergency Services

###### Murray Carter, Executive Director, Rural Fire Division

Murray Carter attended to provide a Department of Fire and emergency Services update, relevant to the Zone.

Attachment 1 to the agenda was received by WALGA from the Department of Fire and Emergency services on Friday 27 October. This presentation, 'Road works during Total Fire Bans, Proposed regulatory changes' takes into consideration concerns raised by the Zone and brought to DFES's attention. Slides 13 through 15 outlined the conditions and benefits of these proposed changes.

###### Murrays presentation included the below:

- Year to date 2,030 bush fires compared to 1,400 at this time last year.
- 30% were suspicious or deliberate.
- 5% of fires have been caused by lightening.
- 10% are escaped burns.
- Staffing – 29 permanent staff plus 32 temporary staff are currently employed.
- 600 bushfire courses have been facilitated in the last 12 months with a total of 8,000 participants.
- *The Bushfire Controls Officer Forum* was in July. There were 60 attendees, 8 of which were from the Great Eastern Country Zone.
- 60 Local Governments have participated in the '*Road works during Total Fire Bans*' workshops.
- 90 Local Governments are involved in creating bushfire risk management plans with DFES. Roughly a third of Great Eastern Country Zone members are involved, three are going through the process of grant approval.

If something is inflated or ratings don't look right on the ground, please notify DFES.

Murray also took questions from the floor.

**NOTED**

## 2.1 Elections of the Deputy Chair of the Great Eastern Country Zone

### Deputy Zone Chairperson:

WALGA assumed the Chair and revisited the position of Deputy Chair of the Great Eastern Country Zone

Nominations were called from the floor:

Cr Melanie Brown                      Shire of Trayning

### **DECLARATION**

**That Cr Melanie Brown is declared elected as Deputy Chairperson of the Great Eastern Country Zone for the term of 2 year, November 2023 to November 2025.**

## 2.3 Election of up to three (3) Zone Executive Committee Members of the Great Eastern Country Zone

As Cr Brown was elected to the position of Deputy Chair (which automatically assumes a position on the Executive Committee) this created a vacancy on the Executive Committee.

Nominations were called from the floor:

- Cr Alison Harris                      Shire of Cunderdin
- Cr Renee Manning                      Shire of Merredin

Each voting delegate was entitled to cast one (1) vote in the ballot process.  
The candidate with the greater number of votes was elected.

### **DECLARATION**

**That Cr Alison Harris is declared elected as Zone Executive Committee representative for the term of 2 years, November 2023 to November 2025.**

*Cr Tony Sachse assumed the role as Chair.*

## **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

**Presentation included:**

- Firearms Act Reform public consultation – more time than is being allowed to consider the Reform proposals.
- Aboriginal Cultural Heritage Act has been replaced with the original Act with some amendments – advised Councillors to be aware of these changes.
- Live Exports
- Electoral amendment bill in terms of political donations, gifts etc

Hon Mia Davies MLA took questions from the floor.

- The Shire of Wyalkatchem enquired about nurse practitioners and aged care staffing/facilities. The Hon Mia Davies shared that Martin Aldridge MLA is currently enquiring about funds announced in 2019 for health upgrades in the region. These appear to have been redirected.
- The Shire of Bruce Rock raised concerns about the qualifications of truck drivers. The Hon Mia Davies MLA shared this is a topic of discussion within her party.

*Mia congratulations new and re-elected members.*

**RESOLUTION:**

**That the Executive Committee note the 2019 health upgrade monies as a priority.**

**CARRIED**

**8. Agency Reports**

**8.1 Department of Local Government, Sport, and Cultural Industries**

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

*The Shire of Kellerberrin voiced ongoing frustrations that aspects of the Audit process. Auditors are insisting on reporting that is no longer legislatively required. That the regulations are not in line with the accounting standards.*

**RESOLUTION:**

**Moved: Cr Jannah Stratford**

**Seconded: Cr Mark Crees**

**That the Executive extend an invite to Grant Robertson, Assistant Auditor General to the February meeting of the Zone.**

**CARRIED**

**8.2 Wheatbelt Development Commission**

Renee Manning, Principal Regional Development Officer provided a report.

**NOTED**

### 8.3 Regional Development Australia Wheatbelt

Mandy Walker, Director Regional Development, provided a report.

*Mandy announced that this will be her last Zone meeting as she will be stepping back from her role at RDAW. State Councillor Stephen Strange thanked Mandy for her wonderful contribution and passion for what she does, and all she has done for the Great Eastern Country Zone.*

**NOTED**

### 8.4 Main Roads Western Australia

Mohammad Siddiqui, Regional Manager Wheatbelt, was an apology for this meeting.

**RESOLUTION:**

**That on behalf of the Zone, WALGA enquire about the requirements for overseas heavy vehicle drivers to drive in WA, and voice the Zone's concerns about dangerous driving causing accidents in the region.**

**CARRIED**

### 8.5 Water Corporation

Rebecca Bowler, Manager Customer & Stakeholder, provided a report which is now attached to the Minutes (**Attachment 1**)

**NOTED**

## 9. Minutes

### 9.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held on Monday 21 August 2023

The Minutes of the Great Eastern Country Zone meeting held on Monday 21 August 2023 have previously been circulated to Member Councils.

**RESOLUTION:**

**Moved: Cr Owen Garner**

**Seconded: Cr Mark Crees**

**That the minutes of the Great Eastern Country Zone meeting held on Monday 21 August 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 Monday 21 August 2023

**NIL**

## 10. Zone Business

### 10.1 Wheatbelt Human Services Management Forum

Through his association with the Wheatbelt District Emergency Management Committee and the Wheatbelt Operational Area Support Group Committee, Cr Tony Sachse has sat on the committee of the Wheatbelt Human Services Management Forum as a Local Government representative.

This Forum covers areas such as Education (e.g truancy), housing, health and other areas that Local Government can have input into

The Zone is asked to consider if a Great Eastern Country Zone representative should sit on this committee.

Cr Tony Sasche gave an overview of the forum.

#### **RESOLUTION:**

**Moved: Cr Melanie Brown**

**Seconded: Cr Owen Garner**

**That the Great Eastern Country Zone appoint a representative for the Wheatbelt Human Services Management Forum.**

**CARRIED**

### 10.2 Wheatbelt Human Services Management Forum Representative of the Great Eastern Country Zone – 1 Delegate and 1 Deputy Delegate

The election for the Wheatbelt Human Services Management Forum delegates of the Great Eastern Country Zone shall be conducted.

Nominations were taken from the floor.

- Cr Alison Harris                      Shire of Cunderdin

#### **DECLARATION**

**That Cr Alison Harris is declared elected as Wheatbelt Human Services Management Forum Representative Delegate of the Great Eastern Country Zone**

#### Deputy Delegate

Nominations were taken from the floor.

- Cr Melanie Brown                      Shire of Trayning

#### **DECLARATION**

**That Cr Melanie Brown is declared elected as Wheatbelt Human Services Management Forum Representative Deputy Delegate of the Great Eastern Country Zone**

### 10.3 Proposed 2024 meeting dates

#### Background:

Meeting dates for the Great Eastern Country Zone's Executive Committee and Zone meetings are presented for the Zone's review and acceptance.

The Executive Committee dates are 1.5 weeks prior to the Zone meeting. Zone meetings are scheduled to align with State Council meetings.

NOTICE OF MEETINGS  
GREAT EASTERN COUNTRYZONE EXECUTIVE COMMITTEE 2024

Exec Comm Meeting Dates Tuesday	Time	HOST COUNCIL
6 February	Tuesday 8am	MsTeams
2 April	Tuesday 8am	MsTeams
4 June	Tuesday 8am	MsTeams
6 August	Tuesday 8am	MsTeams
5 November	Tuesday 8am	MsTeams

NOTICE OF MEETINGS  
GREAT EASTERN COUNTRY ZONE 2024

Zone Meeting Dates Monday	Time	Host Council	Window for Zone meetings to occur	State Council meeting Dates 2024
19 February	Monday 9.30 am	Merredin	Thursday 15 – Monday 26 February	Wednesday 6 March
15 April	Tuesday 9.30 am	Kellerberrin	Thursday 11 – Monday 22 April	Wednesday 1 May
17 June	Monday 9.30 am	Merredin	Thursday 13 – Monday 24 June	Wednesday 3 July
19 August	Monday 9.30 am	Kellerberrin	Thursday 15 – Monday 26 August	Regional Meeting 5-6 September
18 November	Monday 9.30 am	Merredin	Thursday 14 – Monday 25 November	Wednesday 4 December

**RESOLUTION:**

**That the Executive assess the possibility of holding the Great Eastern Country Zone meetings on a day other than a Monday that will facilitate most Ordinary Council meetings of the Members.**

**CARRIED**

**10.4 Financial Report for the Period Ended 30 September 2023**

**Background:**

Presenting the Financial Report for the three months ended 30 September 2023.

Consistent with accrual accounting, this includes the Profit and Loss Statement reporting income and expenses for the year to date against budget. Also provided is the Zone's Balance Sheet as at 30 September 2023.

**Comments:**

Balance Sheet

Attachment 6 was the Balance Sheet as at 30 September 2023, this shows cash and investments at the bank with a total of \$215,690. This includes \$180,000 invested in a Term Deposit, the remainder of the funds are available for use at short notice if required.

The accrual of \$2,100 relates to the audit fee accrual for the 30 June 2023 audit. This will be paid in October.

Net assets are \$213,590, representing the Zone's equity.

Profit and Loss Statement

Attachment 7 was the Profit and Loss Statement for the 3 months to 30 September 2023. The result is a surplus of \$23,505, which compares favourably to the budgeted full-year deficit of \$13,140.

Membership subscriptions for the 2023-24 financial year were invoiced in September. As of 25<sup>th</sup> October, all 16 members have paid their invoices and therefore, no invoices remain outstanding.

Interest is accruing at a rate of 5.1% on the term deposit.

**Moved: Cr Alison Harris**

**Seconded: Cr Scott Stiratt**

**RESOLUTION**

**That the Profit and Loss Statement and Balance Sheet at 30 September 2023 be received.**

**CARRIED**

### 10.5 List of Accounts Paid

Date	Payee	Purpose	Amount (Incl GST)
24/07/2023	Up2Date Accounting	bookkeeping service for June	\$231.00
14/08/2023	Committee members	Direct Credit 301500 - CommBiz GECZHonorarium2223	\$1,100.00
22/08/2023	Up2Date Accounting	fees for July23	\$594.00
23/08/2023	Merredin Regional Community and Leisure Centre	21/8 GECZ meeting - catering	\$1,679.76
		<b>Total</b>	<b>\$3,604.76</b>

**Moved: Cr Melanie Brown**  
**Seconded: Cr Jannah Stratford**

#### RESOLUTION

That the Accounts Paid for the period 1 July 2023 to 30 September 2023 totalling \$3,604.76 be approved.

**CARRIED**

### 10.6 Closure of Westpac Bank accounts

The zone's two bank accounts with Westpac closed down as the balance was \$0. All funds have been transferred to WALGA bank accounts including preserving the term deposit as a separate deposit with CBA.

In order to close down the Westpac bank accounts, a letter requesting closure was provided to the bank. This letter needed to be signed by 2 existing authorised signatories – Tim Lane & Cr Stephen Strange.

This process was completed in October 2023.

#### NOTED

### 10.7 Audited Financial Statements to 30 June 2023

The audit of the financials for 2022-23 is complete & the audit report was signed off on the 19<sup>th</sup> of October 2023. A copy of the audited financial statements was attached as Attachment 8.

#### RESOLUTION

**Moved: Cr Robert Trepp**  
**Seconded: Cr Alison Harris**

**That the Zone endorse the audited annual financial statements for the year ended 30 June 2023**

**CARRIED**

## **11. Zone Reports**

### **11.1 Zone President Report**

There was no report.

**NOTED**

### **11.2 Wheatbelt District Emergency Management Committee (DEMC)**

President Cr Tony Sachse shared the last meeting was on 19<sup>th</sup> October. A report will be prepared for the next meeting of the Zone.

**NOTED**

### **11.3 Regional Health Advocacy Group**

Cr Alison Harris provided a report.

**RESOLUTION**

**Moved: Cr Pippa De Lacy  
Seconded: Cr Emily Ryan**

**That the Regional Health Advocacy Report be received.**

**CARRIED**

### **11.4 WALGA RoadWise**

Cliff Simpson, Road Safety Advisor, was an apology for this meeting, however provided a written report with the Agenda.

**NOTED**

## **12. Western Australian Local Government Association (WALGA) Business**

### **12.1 State Councillor Report**

*State Councillor Stephen Strange*

- Cr Strange gave a brief overview of the regional State Council meeting held in September. This meeting including presentations from other Zones. Cr Strange stated he is very proud of the progress of the Great Eastern Country Zone.
- Cr Strange spoke to the recent Local Government elections and how WALGA are on the front foot for initiating change that will streamline the process for the next election.
- The WALGA Convention had a great number of registrations, however the number of people in the room for guest speakers was embarrassing. Respect should be shown to those people giving their time to us. He also congratulated all those who received accolades at the Convention and suggested these presentations should happen at a different time of the next Convention. Cr Strange suggested the Zones have input into the programming of the Convention.



*Zone discussion in relation to the venue led to the following resolution:*

**RESOLUTION**

**Moved: Cr Mark Crees**

**Seconded: Cr Stephen Strange**

**That the 2024 WALGA Convention be hosted by the Perth Convention Exhibition Centre.**

**CARRIED**

**RESOLUTION**

**Moved: Cr Jannah Stratford**

**Seconded: Cr Mark Crees**

**That the State Councillor Report be received.**

**CARRIED**

## 12.2 WALGA Status Report

## COMPLETE ZONE STATUS REPORT November 2023

Zone	Agenda Item	Zone Resolution	WALGA Response	Update	WALGA Contact
<del>Grt Eastern C</del>	<del>20 June 2023 Zone Agenda Item 10.2 – Aboriginal Cultural Heritage Act 2021 – Aboriginal Cultural Heritage Act Update</del>	<p>That the Great Eastern Country Zone:</p> <ol style="list-style-type: none"> <li><del>1. request the Department of Planning Lands and Heritage (DPLH) to provide information on the cost to Local Governments and to fund implementation of the regulations.</del></li> <li><del>2. request WALGA to collate the information on the impacts/anticipated costs to Local Governments of the Aboriginal Cultural Heritage Act 2021 and the implementation of the Regulations.</del></li> <li><del>3. writes urgently to DPLH to raise concerns the community feedback from the Wheatbelt Community Forum on the Aboriginal Cultural Heritage Act 2021, held in Morredin on 19 June 2023 needs to be addressed urgently. Key concerns include:               <ol style="list-style-type: none"> <li><del>a. Further details and guidance is needed to understand how decision-making criteria should be applied, and the consultation process with the LACHs (Local Aboriginal Cultural Heritage Services).</del></li> <li><del>b. Traditional Owners raised concerns about who can talk for County in the Eastern Wheatbelt, calling on communities and Shires for their support for an additional LACH to be endorsed for our area. As the Act will be in effect within weeks, this is something that urgently need consideration by the Government and Minister.</del></li> <li><del>c. Based on the above, WALGA State Council advocate for a delay in the implementation of the Aboriginal Cultural Heritage Act 2021 until such time as all affected stakeholders are satisfied.</del></li> </ol> </del></li> </ol>	<p>The Aboriginal Cultural Heritage Act (2021) is to be repealed and the amended Aboriginal Heritage Act (1972) is to be reintroduced.</p> <p>WALGA continues to advocate for Local Government exemption for costs associated with compliance with the Aboriginal Heritage legislation, in particular the fees payable for section 18 applications.</p>	<del>August 2023</del>	<del>Nicole Matthews Executive Manager Policy nmatthews@walga.asn.au 9243 2039</del>

## RESOLUTION:

That the November Status Report be deleted – no longer relevant.

CARRIED

### 12.3 State Council Agenda Items – 6 December 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 6 December](#)

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 2023 Annual General Meeting Resolutions

That:

1. the following resolutions from the 2023 WALGA Annual General Meeting be referred to the People and Place Policy Team for further work to be undertaken:

- 5.1 Local Governments' representation at the State Administrative Tribunal relating to planning matters within its district

That WALGA lobby the State Government for legislative reform to enable Local Governments the automatic right to be a represented party at all State Administrative Tribunal hearings related to planning matters within its district.

- 5.2 Land Use Policy

*That WALGA establish and promote policies to protect and prioritise the preservation of agricultural land against its displacement by non-agricultural activities that lead to a net reduction of the State's productive agricultural land.*

- 5.4 Regional and Remote Housing

*That WALGA advocates to the WA State and Commonwealth Governments to address the dire shortage of affordable key worker family housing options in regional and remote towns to encourage families to live and work in regional and remote towns. Social housing is addressed at both the State and Federal levels.*

State Council notes that the following resolution is being considered in Agenda item 7.2 of this meeting Agenda:

- 5.3 Transparency – Management Order Determinations

That WALGA:

1. Advocates for Department of Planning, Lands and Heritage to consult and collaborate with Local Governments in reviewing and publishing its policies, decision making criteria, guidelines and procedures associated with the administration of management orders;

2. Ensure the review recognises the cost burden on local governments in managing reserves and options for supporting local governments in meeting that responsibility; and
3. Calls for proactive consultation and advice to Local Government management bodies.

## **7.2 Advocacy Position – Crown Land and Management Order Administration – Land Administration Act 1997**

That WALGA endorse the below Advocacy Position:

Crown Land and Management Order Administration - Land Administration Act 1997

WALGA advocates to the Department of Planning, Lands and Heritage (DPLH) to:

1. Apply the following principles when dealing with matters affecting Local Government's role in managing Crown land:
  - a. Local Government is an equal partner with State Government in managing, developing and administration of Crown land for community benefit.
  - b. Local Government should be provided timely advice and consulted where State Government proposals impact management of or investment in Crown land.
  - c. Ensure timely communication with Local Government where DPLH intends to challenge an intention to levy leasing or land use revenues under a power to lease arrangement.
  - d. Decision-making criteria, policy and procedure transparency contributes to whole of government efficiency, effectiveness and accountability.
2. Publish the policies and procedures that underpin decision making regarding:
  - a. Establishing, varying or revoking management orders.
  - b. Leasing Crown land or facilities, subject to a management order.
  - c. Decision review where a management body or proponent lessee is dissatisfied with a decision or process.

## **7.3 Review of Public Open Space Advocacy Positions**

That WALGA endorse:

1. the deletion of Advocacy Position 4.3 Water Management;
2. the deletion of Advocacy Position 4.4 Public Open Space; and
3. new Advocacy Position 6.11 Public Open Space as follows:

### **6.11 Public Open Space**

New subdivisions and developments should provide appropriate Public Open Space (POS) or POS contributions to provide environmental benefits and meet the needs of the community.

The State Government should take a leadership role in the strategic planning of POS, in consultation with Local Government, including:

1. Reviewing the requirement for a minimum 10 per cent of all new residential land to be provided as POS to determine if this metric is still appropriate.
2. Developing a 10+ year regional level sporting facilities plan to identify and prioritise gaps in regional sporting facilities and acquire and fund regional open spaces, specifically sporting facilities, in a timely manner to align with population growth.
3. Developing contemporary legislative and policy mechanisms to ensure that:
  - a. POS design and delivery:

- i. appropriately allocates different POS uses and purposes, balancing environmental, recreational, sporting and community needs.
    - ii. does not have its use impeded by drainage and utilities facilities.
    - iii. is accessible and appropriately distributed.
    - iv. is cost effective to enable sustainable maintenance and replacement by Local Government.
    - v. is responsive to urban ecology, regional climatic conditions, and climate change.
    - vi. considers water requirements and availability as a priority, includes water sensitive urban design principles, and prioritises water allocations for the irrigation and maintenance of functional active recreational and sport facilities.
  - b. POS cash in lieu contributions are equitable, transparent, and simplified by:
    - i. streamlining the process to collect and expend cash in lieu contributions by delegating functions to Local Government.
    - ii. broadening how cash in lieu funds can be spent to include works beyond the current scope.
    - iii. allowing for the collection of cash in lieu contributions at development application stage and for all forms of subdivision, including two lot subdivisions or developments.
    - iv. investigating the option of a standard fixed rate contribution fee per lot or dwelling when contributions are intended for public open space upgrades.
4. Providing guidance documents and support to assist Local Governments with their strategic POS planning.

#### **7.4 2024 Salaries and Allowances Tribunal Remuneration Inquiry for Local Government Chief Executive Officers and Elected Members**

That WALGA endorse the submission to the 2024 Salaries and Allowances Tribunal Remuneration Inquiry for Local Government Chief Executive Officers and Elected Members.

#### **7.5 Household Hazardous Waste Policy Statement and Advocacy Position**

That WALGA:

1. Rescind the 2003 WALGA Household Hazardous Waste Policy Statement and Advocacy Position 7.10 Household Hazardous Waste; and
2. Endorse a new Household Hazardous Waste Policy Statement and Advocacy Position as follows:

##### **7.10 Household Hazardous Waste**

1. Household Hazardous Waste (HHW) is a small but significant component of the waste stream which requires specialised management strategies to protect human health, property and the environment.
2. This requires:
  - a. Effective Product Stewardship for all HHW; and
  - b. The maintenance and expansion of the HHW Program, funded by the State Government and Product Stewardship Schemes, to provide for the management of HHW collected from the community by Local Government.

#### **7.6 Waste Education Policy Statement and Advocacy Position**

That WALGA:

1. Rescind the existing WALGA Waste Management Education Policy Statement 2008 and Advocacy Position 7.8 Waste Management Education; and
2. Endorse a revised WALGA Waste Education Policy Statement 2023 and Advocacy Position as follows:

1. Waste education is essential part of waste management that empowers the community to engage in waste avoidance, reuse and recovery, and to use services correctly.
2. Effective waste education requires:
  - a. Consistent communications by all stakeholders to ensure messages are clear and the community has confidence in the information provided.
  - b. A strategic and long-term investment from the State Government, with funding mechanisms in place to support and enable collaboration between Local Governments and Regional Councils.
  - c. Recognition of waste education in the definition of 'waste service' in the Waste Avoidance and Resource Recovery Act 2007, in order to allow a charge for waste education as part of the waste service charge.
  - d. Identification of priority problematic materials within the waste stream and ongoing advocacy for evidence based alternative approaches.

### **7.7 Submission E-Waste Landfill Ban Regulations**

That WALGA endorse the Submission on the Waste Avoidance and Resource Recovery (e-waste) Regulations 2023.

### **7.8 Submission on Philanthropic Engagement Framework for Emergency Management**

That WALGA endorse the submission to the State Emergency Management Committee on the Draft Philanthropic Engagement Framework for Emergency Management.

### **7.9 Submission to the WA Action Plan for Young People Consultation Paper**

That WALGA endorse the submission to the WA Action Plan for Young People Consultation Paper.

## **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

## **MATTERS FOR NOTING / INFORMATION**

- 9.1 Planning and Development Amendment Bill 2023 and Associated Regulations and Guidelines
- 9.2 WALGA Emergency Management Survey 2023
- 9.3 WALGA Submission on Aboriginal Cultural Heritage Legislation dated 26 September 2023 and Update
- 9.4 Legal Response to the Local Government Approaches to Tree Retention Issues Paper
- 9.5 Flying Minute: Submission to the Review of the Main Roads Pedestrian Crossing Facilities Guidelines
- 9.6 Flying Minute – Draft Operational Policy 2.3: Planning for Public Open Space
- 9.7 Flying Minute – Submission on Independent Review of Commonwealth Disaster Funding Arrangements
- 9.8 Flying Minute – Objection to the 2023 WA Electoral Distribution Commission Proposed Boundaries
- 9.9 Flying Minute: Submission on the Exposure Draft of the Recycling and Waste Reduction (Export – Paper and Cardboard) Rules 202396
- 9.10 Flying Minute: Submission on National Asbestos Strategic Plan

- 9.11 Flying Minute: Draft Code of Practice for On-Site Wastewater Disposal
- 9.12 Flying Minute – 2024-25 WALGA State Budget Submission

## RESOLUTION

Moved: Cr Alison Harris  
Seconded: Cr Owen Garner

That the Great Eastern Country Zone:

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

CARRIED

## 12.4 WALGA President's Report – December 2023

The WALGA President's Report WAS attached to the agenda.

## RESOLUTION

Moved: Cr Ram Rajagopalan  
Seconded: Cr Tanya Nicholls

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

CARRIED

## 13. Emerging Issues

- 13.1 Cr Alison Harris raising concerns in relation to lights on train carriages. It was agreed that this be a topic of interest for the Executive Committee, to advocate for the lighting of carriages on the rail network.

NOTED

- 13.2 The Shire of Mukinbudin referred to communications from Telstra stating that 3G coverage will be turned off on 30 June 2024 without reference to filling the gaps in coverage when that happens. Update to be provided to future Zone meeting.

NOTED

- 13.3 Cr Alison Harris brought a Medicare item forward, that Medicare are proposing that the rebate will not be offered for first consultations with speciality doctors. This item will be brought to the Executive Committee.

NOTED

- 13.4 WALGA were asked to remind Local Governments of the Zone Training Rebate allocated in the 2023/2024 Zone Budget. This matter was discussed at the June 2023 Executive Committee meeting and will be actioned by the Zone Executive.

**NOTED**

**14. Date, Time, and Place of Next Meetings**

As resolved in item 10.3;

*That the Executive assess the possibility of holding the Great Eastern Country Zone meetings on a day other than a Monday that will facilitate most Ordinary Council meetings of the Members.*

Once agreed, notification will be sent to all Zone Members.

**15. Closure**

There being no further business the Chair declared the meeting closed at 1.pm.

# Attachment 9.1.4

## CENTRAL EAST ACCOMMODATION & CARE ALLIANCE INC

## CONSTITUTION



Level 8, AMP Building  
140 St Georges Terrace  
Perth WA 6000

GPO Box L890  
Perth WA 6842  
DX 110 Perth

T 08 9321 3755  
F 08 9321 3465  
E [info@kottgunn.com.au](mailto:info@kottgunn.com.au)

[kottgunn.com.au](http://kottgunn.com.au)  
*advoc*

**> WHEN THERE'S  
BUSINESS AT STAKE**  
WE'RE YOUR LEGAL PARTNERS

Liability limited by a scheme approved under the Professional Standards Legislation.

Ref: 201728: CEACA Constitution (as amended December 2020): 3334152\_1

## TABLE OF CONTENTS

No	DESCRIPTION	PAGE
1.	PRELIMINARY.....	1
	1.1 Name of Association.....	1
	1.2 Vision of the Association.....	1
	1.3 Objects and Purposes of Association.....	1
	1.4 Quorum for Management Committee Meeting.....	1
	1.5 Quorum for General Meetings.....	2
2.	INTERPRETATION.....	2
	2.1 Definitions.....	2
	2.2 Interpretation.....	5
	2.3 Notices.....	6
3.	POWERS OF THE ASSOCIATION.....	6
	3.1 Powers of the Association.....	6
	3.2 Paid Officers.....	7
	3.3 Office of the Association.....	7
4.	NOT FOR PROFIT.....	7
5.	BECOMING A MEMBER.....	7
	5.1 Minimum Number of Members.....	7
	5.2 General Members.....	7
	5.3 Associate Members.....	8
	5.4 Applying for Membership.....	9
	5.5 Deciding Membership Applications.....	9
	5.6 Becoming a Member and Term of Membership.....	10
	5.7 Recording Membership in the Register.....	10
6.	LIABILITY AND ENTITLEMENTS OF MEMBERS.....	10
	6.1 Classes of Members.....	10
	6.2 Membership Voting Rights of Members.....	11
	6.3 Voting by a local government, body corporate, or incorporated association.....	11
	6.4 Liability of Members.....	11
	6.5 Payment to Members.....	12
	6.6 Membership Entitlements not Transferable.....	12
7.	CEASING TO BE A MEMBER.....	12
	7.1 Ending Membership.....	12
	7.2 Resigning as a Member.....	12
	7.3 Suspending or Expelling Members.....	13
	7.4 Right of Appeal against Suspension or Expulsion.....	14
	7.5 Reinstatement of a Member.....	15
	7.6 When a Member is Suspended.....	15
8.	MEMBERSHIP REGISTER.....	15
	8.1 Register of Members.....	15
	8.2 Inspecting the Register.....	16
	8.3 Copy of the Register.....	16
	8.4 When Using the Information in the Register is Prohibited.....	16
9.	MEMBERSHIP LEVY.....	16

9.1	Members Discretionary Levy .....	16
9.2	Annual Membership Levy .....	17
10.	POWERS AND COMPOSITION OF THE MANAGEMENT COMMITTEE .....	17
10.1	Powers of the Management Committee .....	17
10.2	Management Committee Members.....	18
11.	ROLE AND RESPONSIBILITIES OF MANAGEMENT COMMITTEE MEMBERS AND OFFICE HOLDERS.....	19
11.1	Obligations of the Management Committee .....	19
11.2	Responsibilities of Management Committee Members .....	19
11.3	Chairperson.....	20
11.4	The Deputy Chairperson.....	20
11.5	Secretary.....	21
11.6	The Treasurer .....	21
11.7	Record of Office Holders.....	22
11.8	Inspecting the Record of Office Holders.....	22
12.	APPOINTING MANAGEMENT COMMITTEE MEMBERS .....	22
12.1	Appointment to the Management Committee .....	22
12.2	Nominating for Membership of the Management Committee .....	22
12.3	Electing Management Committee Members.....	23
12.4	Voting in Elections for Membership of the Management Committee.....	23
12.5	Term of Office of Management Committee Members.....	24
13.	CEASING TO BE A MEMBER OF THE MANAGEMENT COMMITTEE .....	24
13.1	Vacant Positions on the Management Committee .....	24
13.2	Resigning from the Management Committee .....	26
13.3	Removal from the Management Committee .....	26
14.	MANAGEMENT COMMITTEE MEETINGS .....	26
14.1	Meetings of the Management Committee.....	26
14.2	Notice of Management Committee Meetings .....	26
14.3	Chairing at Management Committee Meetings .....	27
14.4	Procedure of the Management Committee Meeting.....	27
14.5	Voting at Management Committee Meetings .....	28
14.6	Acts not Affected by Defects or Disqualifications .....	28
14.7	Unanimous Resolutions Without Meeting.....	28
15.	REMUNERATION OF MANAGEMENT COMMITTEE MEMBERS .....	28
16.	SUB-COMMITTEES AND DELEGATION .....	29
16.1	Appointment of Sub-Committee.....	29
16.2	Delegation by Management Committee to Sub-Committee.....	29
16.3	Delegation to Subsidiary Offices.....	29
17.	GENERAL MEETINGS .....	29
17.1	Procedure for General Meetings.....	29
17.2	Quorum for General Meetings .....	30
17.3	Notice of General Meetings and Motions.....	30
17.4	Presiding Member.....	31
17.5	Adjournment of General Meetings .....	31
18.	SPECIAL GENERAL MEETINGS .....	31
18.1	Special General Meeting.....	31
18.2	Request for Special General Meeting.....	31

18.3	Failure to Convene Special General Meeting.....	32
19.	MAKING DECISIONS AT GENERAL MEETINGS.....	32
19.1	Special Resolutions .....	32
19.2	Ordinary Resolutions .....	33
19.3	Voting at meetings .....	33
19.4	Manner of Determining Whether Resolution Carried .....	33
19.5	Poll at General Meetings.....	33
20.	MINUTES OF MEETINGS.....	34
21.	FUNDS AND ACCOUNTS.....	34
21.1	Control of Funds .....	34
21.2	Source of Association Funds .....	35
21.3	Financial Records .....	35
21.4	Financial Reports .....	35
21.5	Audit of the Financial Report.....	36
22.	FINANCIAL YEAR OF THE ASSOCIATION .....	36
23.	ANNUAL GENERAL MEETINGS .....	36
23.1	Annual General Meeting .....	36
23.2	Notice of Annual General Meeting .....	36
23.3	Business to be Conducted at Annual General Meeting .....	36
24.	RULES OF THE ASSOCIATION .....	37
24.1	Rules of the Association .....	37
24.2	Amendment of Rules, Name and Objects .....	37
25.	BY-LAWS OF THE ASSOCIATION.....	37
26.	AUTHORITY REQUIRED TO BIND ASSOCIATION .....	38
26.1	Executing Documents .....	38
26.2	Use of the Common Seal .....	38
27.	THE ASSOCIATION'S BOOKS AND RECORDS .....	38
27.1	Custody of the Books of the Association .....	38
27.2	Inspecting the Books of the Association .....	39
27.3	Prohibition on Use of Information in the Books of the Association.....	39
27.4	Returning the Books of the Association.....	39
28.	RESOLVING DISPUTES.....	39
28.1	Disputes Arising under the Rules .....	39
28.2	Determination by Management Committee .....	40
28.3	Mediation.....	40
28.4	Inability to Resolve Disputes.....	41
29.	CANCELLATION AND DISTRIBUTION OF SURPLUS PROPERTY.....	41
30.	RESERVE POWERS OF THE FOUNDATION GENERAL MEMBERS.....	42
30.1	Reserve Powers .....	42
30.2	Expiry of Reserve Powers .....	42
30.3	Review of Reserve Powers .....	42

**1. PRELIMINARY**

---

**1.1 Name of Association**

The name of the Association shall be “Central East Accommodation & Care Alliance Inc”.

**1.2 Vision of the Association**

The Association and its constituent members recognise the need for affordable, suitable and sustainable housing that meets the needs of the current and future population in the Region. The Association will implement agreed strategies and secure funding from sources including State and Commonwealth governments, the private sector and not for profit organisations to facilitate the achievement of the Associations objects and purposes including providing for construction, management and maintenance of housing in the Region.

Deleted: an ageing

**1.3 Objects and Purposes of Association**

The objects and purposes of the Association are:

- (a) advancing the social or public welfare of people in need including disadvantaged, aged and individuals with disabilities in the Region;
- (b) relieving the poverty, distress or disadvantage of people in need including disadvantaged, aged and individuals with disabilities in the Region;
- (c) caring for and supporting people in need including disadvantaged, aged and individuals with disabilities in the Region;
- (d) providing and managing affordable housing, accommodation and services for people in need including disadvantaged, aged and individuals with disabilities in the Region;
- (e) seeking funds and assistance from various sources to achieve the provision and management of affordable housing, accommodation and services for people in need including disadvantaged, aged and individuals with disabilities in the Region;
- (f) developing new and innovative ways of delivering affordable housing, accommodation and services for people in need including disadvantaged, aged and individuals with disabilities in the Region;
- (g) raising and promoting government and community awareness of the needs of people in need including disadvantaged, aged and individuals with disabilities in the Region for affordable housing, accommodation and services;
- (h) working with government and the community to develop policies and programmes to increase the availability of affordable housing, accommodation and services for people in need including disadvantaged, aged and individuals with disabilities in the Region;
- (i) acting in a manner consistent with that of a Registered Charity; and
- (j) purposes that are incidental or ancillary to, and in furtherance or in aid of, the foregoing objects and purposes.

Deleted: the

Deleted: or

**1.4 Quorum for Management Committee Meeting**

Fifty (50%) percent of the Management Committee Members plus one constitute a quorum for the conduct of the business at a Management Committee Meeting.

## 1.5 Quorum for General Meetings

Fifty (50%) percent of the total number of Members plus one (being a natural person or a person appointed under Rule 6.3(a)) present in person, or present through the use of technology under Rule 17.1(a)(ii), and eligible to cast a vote under these Rules at a General Meeting will constitute a quorum for the conduct of business at a General Meeting.

## 2. INTERPRETATION

---

### 2.1 Definitions

In these Rules, unless the contrary intention appears:

**ACNC Act** means the [Australian Charities and Not-for-profits Commission Act 2012 \(Cth\)](#);

**ACNC Commissioner** means the [Commissioner of the Australian Charities and Not-for-profits Commission for the purposes of the ACNC Act](#);

**Act** means the Associations Incorporation Act 2015 (WA);

**Annual General Meeting** means the annual general meeting convened under Rule 23.1;

**Associate Member** means a person, local government, body corporate, or incorporated association that:

- (a) satisfies the requirements of Rule 5.3(a); and
- (b) whose application for membership is accepted by the Management Committee under Rule 5.5; and
- (c) have complied with Rule 5.6;

**Association** means Central East Aged Care Alliance Inc;

**Books of the Association** has the meaning given to it in section 3 of the Act, and includes the following —

- (a) a Register;
- (b) Financial Records, Financial Statements and Financial Reports, however compiled, recorded or stored;
- (c) a document;
- (d) any other record of information;

**By-laws** means by-laws made by the Association under Rule 25;

**Code of Conduct** means the Code of Conduct of the Association (if any) which may be amended or added to from time to time by the Management Committee as it deems appropriate;

**Commissioner** means the person designated as the Commissioner from time to time under the Act;

**Commissioner of Taxation** means the [Commissioner of Taxation, a Second Commissioner of Taxation or a Deputy Commissioner of Taxation for the purposes of the ITAA97](#);

**Community Housing Assets** means as defined within the Community Housing Regulatory Framework ("Framework") as:

- (a) land and/or premises transferred to the CHP by the Housing Authority, but does not include land or land and premises that the Housing Authority sells at market value to the CHP;
- (b) land and/or premises acquired by the CHP wholly or partly with funding provided by the Housing Authority, including but not limited to where such funding is comprised of:
  - (i) funding provided directly by the Housing Authority;
  - (ii) GST input tax credits claimed by the CHP in connection with any supplies which are funded wholly or partly by the Housing Authority;
- (c) a legal interest in land and/or premises acquired by the CHP wholly or partly with funding provided or where the acquisition is facilitated by the Housing Authority;
- (d) land and/or premises acquired by the CHP wholly or in part with borrowings leveraged off or cash flow generated from any assets in the CHP's portfolio in which the Housing Authority has or had an interest;
- (e) land and/or premises where the Housing Authority is identified as having an interest in any legal agreement;
- (f) land and/or premises procured with the proceeds of sale of land and /or premises in which the Housing Authority has previously had an interest; and
- (g) housing constructed by the Housing Authority or improvements made on land and/or premises by the Housing Authority;

**Community Housing Provider (CHP)** is defined within the Framework as an organisation that provides community housing:

**Contribution** means:

- (a) a contribution of money or property as described in item 7 of the table contained in section 30-15 of the ITAA97 in relation to a fundraising event; or
- (b) a contribution of money as described in item 8 of the table contained in section 30-15 of the ITAA97 in relation to a successful bidder at an auction that was a fundraising event.

held for the Objects;

**Deductible Gift Recipient** means an institution, fund, authority or any other entity that is endorsed as a deductible gift recipient by the Commissioner of Taxation under Division 30 of the ITAA97 or is a specific listed deductible gift recipient under Division 30 of the ITAA97;

**Financial Records** has the meaning given to it in section 62 of the Act and includes:

- (c) invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers;
- (d) documents of prime entry; and
- (e) working papers and other documents needed to explain:

- (i) the methods by which financial statements are prepared; and
- (ii) adjustments to be made in preparing financial statements;

**Financial Report** has the meaning given to it in sections 62 and 63 of the Act;

**Financial Statements** has the meaning given to it in section 62 of the Act;

**Financial Year** has the meaning given to it in Rule 22;

**Foundation General Members** of the Association are the Members listed in Rule 5.2(a);

**General Meeting** means an Annual General Meeting or a Special General Meeting of the Association;

**General Member** means a person, local government, body corporate or incorporated association that:

- (a) satisfies the requirements of Rule 5.2(b); and
- (b) whose application for membership is accepted by the Management Committee under Rule 5.5; and
- (c) have complied with Rule 5.6;

**ITAA97** means the [Income Tax Assessment Act 1997 \(Cth\)](#);

**Management Committee** means the committee of management required by the Act which is the body responsible for the management of the affairs of the Association;

**Management Committee Meeting** means a meeting referred to in Rule 14.1;

**Management Committee Member** means a member of the Management Committee elected or appointed under Rule 12;

**Member** means a person, local government, body corporate or incorporated association that becomes a member of the Association under these Rules;

**Objects** means the objects referred to in Rule 1.3;

**Office Holder** has the meaning given to it at Rule 10.2(c);

**Ordinary Resolution** means a resolution to decide a question, matter or resolution at a General Meeting that is not a Special Resolution;

**Poll** means voting conducted in written form which may include, but is not limited to a secret ballot (as opposed to general agreement or a show of hands);

**Region** means the aggregate of the districts of the local governments that are General Members of the Association;

**Register** means the register of Members referred to in Rule 8.1(a);

**Registered** is defined within the Framework as a [Community Housing Provider that has successfully achieved registration under the Framework as a tier 1, 2 or 3 provider](#).

**Registered Charity** means an [entity](#) registered [by the ACNC Commissioner as a charity in accordance with the ACNC Act](#);

**Rules** means this constitution of the Association as amended from time to time under Rule 24.2;

**Deleted:** as defined in the Income Tax Assessment Act 1997 (Cth)...

**Special General Meeting** means the meeting convened under Rule 18;

**Special Resolution** is a resolution of the Association passed in accordance with Rule 19.1;

**Surplus Property** has the meaning given to it in the Act and means the property remaining when the Association is wound up or cancelled after satisfying:

- (a) the debts and liabilities of the Association; and
- (b) the costs, charges and expenses of winding up the Association,

but does not include the Books of the Association or Community Housing Assets; and

Deleted: ;

**Tier 3 Association** has the meaning given to it in section 62 of the Act.

## 2.2 Interpretation

In these Rules, unless the contrary intention appears:

- (a) **(headings)** underlining, numberings, typesetting styles and layouts are for convenience only and do not affect the interpretation of these Rules;
- (b) **(gender)** a reference to any gender includes every gender;
- (c) **(person)** the word person includes a firm, a partnership, a joint venture, an organisation or an authority;
- (d) **(may)** the word may is permissive and not mandatory;
- (e) **(singular includes plural)** the singular includes the plural and vice versa;
- (f) **(grammatical form)** where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase have corresponding meanings;
- (g) **(including)** the word including and similar expressions are not words of limitation and a **general** description of any matter or thing whatever shall not be read down if followed by any specific examples of that matter or thing;
- (h) **(regulations)** a reference to a law includes regulations and instruments made under the law;
- (i) **(amendments to statutes)** a reference to a law or a provision of a law includes amendments, re-enactments or replacements of that law or the provision;
- (j) **(from time to time)** a power, an authority or a discretion reposed in the members', a member, the Management Committee or an Office Holder may be exercised at any time and from time to time;
- (k) **(function)** a reference to a function includes a reference to a power, authority and duty; and
- (l) **(exercise of a function)** a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority of the performance of the duty.

### 2.3 Notices

- (a) A notice or other communication connected with these Rules has no legal effect unless it is in writing and given as follows:
  - (i) delivered by hand to the nominated address of the addressee;
  - (ii) sent by post to the nominated postal address of the addressee; or
  - (iii) sent by e-mail or any other method of electronic communication (including facsimile) to the nominated electronic address of the addressee.
- (b) Any notice given to a Member under these Rules, must be sent to Member's address as set out in the Register.
- (c) When a notice is:
  - (i) delivered by hand under Rule 2.3(a)(i) it is properly served when delivered to, and received by, the recipient;
  - (ii) sent by ordinary pre-paid post under Rule 2.3(a)(ii), it is taken to have been received five (5) working days after posting;
  - (iii) sent by email under Rule 2.3(a)(iii), it is taken to have been received at the time when the sender receives confirmation on its server that the message has been transmitted;
  - (iv) sent by facsimile under Rule 2.3(a)(iii), it is taken to have been received at the time shown on the transmission report as the time the whole facsimile was sent.

## 3. POWERS OF THE ASSOCIATION

---

### 3.1 Powers of the Association

The powers conferred on the Association are the same as those conferred by section 14 of the Act, so that subject to the Act, the Association may do all things necessary or convenient for carrying out its objects or purposes in a lawful manner, and in particular may:

- (a) acquire, hold, deal with, and dispose of any real or personal property;
- (b) open and operate bank accounts;
- (c) invest its money:
  - (i) as trust funds may be invested under the *Trustees Act 1962* Part III; or
  - (ii) in any other manner authorised by the Rules;
- (d) borrow money upon such terms and conditions as the Association thinks fit;
- (e) give such security for the discharge of liabilities incurred by the Association as the Association thinks fit;
- (f) appoint agents to transact any business of the Association on its behalf;
- (g) enter into any other contract it considers necessary or desirable;

- (h) employ such persons as the Association deems appropriate to pursue the objects of the Association or to administer the affairs of the Association; and
- (i) act as trustee and accept and hold real and personal property upon trust, but does not have power to do any act or thing as a trustee that, if done otherwise, would contravene the Act or the Rules.

### **3.2 Paid Officers**

- (a) The Management Committee may appoint from time to time an independent Chairperson and an Executive Officer for the Association and any other paid officers as may be required to conduct the affairs of the Association and may also terminate such appointments.
- (b) The term of appointment, remuneration and other employment terms and conditions of a Chairperson or Executive Officer or other paid officer shall be on terms agreed by the Management Committee.

### **3.3 Office of the Association**

The office of the Association shall be at such place as the Management Committee may from time to time determine.

## **4. NOT FOR PROFIT**

---

- (a) The property and income of the Association shall be applied solely towards promoting the objects or purposes of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any Member, except in good faith in the promotion of those objects or purposes.
- (b) A payment may be made to a Member out of the funds of the Association only if it is authorised under Rule 4(c).
- (c) A payment to a Member out of the funds of the Association is authorised if it is:
  - (i) the payment in good faith to the Member as reasonable remuneration for any services provided to the Association, or for goods supplied to the Association, in the ordinary course of business; or
  - (ii) the payment of interest on money borrowed by the Association from the Member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia; or
  - (iii) the payment of reasonable rent to a Member for premises leased by the Member to the Association; or
  - (iv) the reimbursement of reasonable expenses properly incurred by the Member on behalf of the Association.

## **5. BECOMING A MEMBER**

---

### **5.1 Minimum Number of Members**

The Association must have at least six Members with full voting rights.

### **5.2 General Members**

- (a) Foundation General Members are General Members of the Association.

The Foundation General Members of the Association are:

- (i) Shire of Bruce Rock;
  - (ii) Shire of Kellerberrin;
  - (iii) Shire of Koorda;
  - (iv) Shire of Merredin;
  - (v) Shire of Mt Marshall;
  - (vi) Shire of Mukinbudin;
  - (vii) Shire of Nungarin;
  - (viii) Shire of Trayning;
  - (ix) Shire of Westonia;
  - (x) Shire of Wyalkatchem; and
  - (xi) Shire of Yilgarn.
- (b) Any:
- (i) local government; and
  - (ii) any person, body corporate or incorporated association with interests or objectives which include objectives consistent with the objects of the Association;
- may apply to be a General Member of the Association.
- (c) A General Member has all the rights provided to Members under the Rules, including full voting rights, and is eligible for nomination, election and appointment to the Management Committee as an Office Holder or ordinary Management Committee Member.

Commented [ET1]: Note to client: New suggested clause 5.3(c) is not required, as a local government (or an Associate Member) can apply to be a General Member under this rule at any time.

Commented [RM2R1]: OK thanks, noted

### 5.3 Associate Members

- (a) Any person, local government, body corporate or incorporated association that is not eligible, or does not wish, to be a General Member of the Association may apply to be an Associate Member of the Association.
- (b) An Associate Member shall enjoy the same privileges and be subject to the same obligations as a General Member, except an Associate Member is not entitled or eligible to:
  - (i) vote at any General Meeting;
  - (ii) propose a resolution at a General Meeting;
  - (iii) call a General Meeting;
  - (iv) be nominated, elected, or appointed as a Management Committee Member or Office Holder;
  - (v) nominate a Management Committee Member or Office Holder; or

- (vi) nominate a person, local government, body corporate, or incorporated association to be a Member of the Association.

#### 5.4 Applying for Membership

- (a) A person, local government, body corporate, or incorporated association who wish to become a Member must:
  - (i) be nominated for membership by two General Members; Deleted: and
  - (ii) apply in writing to the Association, using the form prescribed by the Association (if any) together with any levy due under Rules 9.1 and 9.2; and
  - (iii) consent to become a Member for a 3 year term.
- (b) A local government, body corporate, or incorporated association who wish to become a Member must comply with Rule 6.3 and appoint in writing a natural person to represent it at General Meetings and on the Management Committee.
- (c) All application forms must:
  - (i) state the full name of the applicant;
  - (ii) state a contact postal, business or residential address, and an email address, for the applicant;
  - (iii) confirm the applicant's consent to become a Member for a 3 year term; and
  - (iv) if applicable, appoint in writing a natural person to represent it at General Meetings and on the Management Committee, and state
    - (A) the name of the appointed person; and
    - (B) a contact postal, business or residential address, and an email address, for the appointed person.
- (d) All application forms must be signed by the applicant and the two nominating General Members (or persons appointed under Rule 6.3(a) with authority to represent the General Members).
- (e) If the Association has more than one class of membership, the application form must specify the applicable class of membership.

#### 5.5 Deciding Membership Applications

- (a) The Management Committee will consider and decide whether to approve or reject any membership application.
- (b) Subject to Rule 5.5(c) applications will be considered and decided in the order they are received by the Association.
- (c) When considering a membership application, the Management Committee may seek clarification of any matter or further information in support of the application, and may delay its decision to allow for that material to be provided and proceed to consider and decide other applications.

- (d) The Management Committee may approve a membership application if, in the view of the Committee, the applicant:
- (i) meets the eligibility requirements for the relevant membership class under Rule 5.2(b) or 5.3(a); and
  - (ii) applies under Rule 5.4.
- (e) The Management Committee may refuse to accept a membership application even if the applicant has applied in writing and complies with all the eligibility requirements under Rule 5.2(b) or 5.3(a).
- (f) As soon as is practicable after the Management Committee has made a decision under Rule 5.5, the Management Committee must notify the applicant in writing of the outcome of their membership application but is not obliged to provide reasons for the decision, and the decision of the Management Committee shall be final.

#### 5.6 **Becoming a Member and Term of Membership**

- (a) An applicant becomes a Member if:
- (i) the applicant is eligible for membership under Rule 5.2(b) or 5.3(a);
  - (ii) the applicant applies in writing using the prescribed form (if any) to the Association under Rule 5.4;
  - (iii) the Management Committee approves the applicant's application for membership submitted under Rule 5.5; and
  - (iv) the applicant has paid the levy due under Rules 9.1 and 9.2 (if any).
- (b) The applicant immediately becomes a Member of the applicable class of membership, and is entitled to exercise all the rights and privileges of that class of membership, and must comply with all of the obligations of membership under these Rules, when Rule 5.6(a) has been fulfilled.

#### (c) Subject to Rule 7:

- (i) a Member holds membership with the Association for a term of 3 years commencing on the date their membership takes effect under this Rule 5.6; and
- (ii) all existing General Members as at 30 June 2023 consent and agree to remain a Member for a 3 year term on and from 1 July 2023.

#### 5.7 **Recording Membership in the Register**

The Secretary must enter the name of a Member in the Register within 28 days after the Member becomes a Member under these Rules.

### 6. **LIABILITY AND ENTITLEMENTS OF MEMBERS**

---

#### 6.1 **Classes of Members**

- (a) The membership of the Association consists of:
- (i) General Members; and

Commented [jjb3]: Note to client: This rule notes the requirement for Members to pay the Annual Membership Levy which will also include the requirement for Associate Members to pay an Annual Membership Levy.

Commented [RM4R3]: OK, that seems appropriate

- (ii) Associate Members;
- (b) The Association may have any class of membership determined by resolution of Members at a General Meeting.
- (c) If the Association has two or more classes of members, no Member can belong to more than one class of membership.
- (d) Subject to any limitation specified in these Rules, each class of membership shall have rights and benefits as determined by the Management Committee or by resolution of Members at a General Meeting.
- (e) The maximum number of General Members is unlimited unless the Association in General Meeting decides otherwise.

## **6.2 Membership Voting Rights of Members**

Each Member that is entitled to vote has one (1) vote at a General Meeting of the Association.

## **6.3 Voting by a local government, body corporate, or incorporated association**

- (a) A Member which is a local government, body corporate, or incorporated association:
  - (i) by written notice to the Association must appoint a natural person to be the Member's representative at a particular General Meeting, or at all General Meetings and on the Management Committee; and
  - (ii) may at any time by written notice to the Association revoke an appointment of their representative provided that in the same notice a replacement representative is appointed.
- (b) A copy of a written notice pursuant to Rule 6.3(a) must be lodged with the Secretary.
- (c) A person appointed under Rule 6.3(a) has authority to represent the local government, body corporate, or incorporated association as a Member:
  - (i) in the case of an appointment in respect of a particular General Meeting, until the conclusion of that General Meeting; or
  - (ii) otherwise, until the appointment is revoked in writing by the local government, body corporate, or incorporated association, and notice of the revocation is given to the Secretary.
- (d) The selection of the person pursuant to Rule 6.3(a) shall be at the discretion of the applicant. Without limiting that discretion, it is the intention of the Association that persons appointed by local government Members should be a person who normally resides within the district of that local government.

## **6.4 Liability of Members**

- (a) A Member is only liable for their outstanding levy payable under Rules 9.1 and 9.2, if any.
- (b) Subject to Rule 6.4(a), a Member is not liable, by reason of the person's membership, for the liabilities of the Association or the cost of winding up the Association.

- (c) Rule 6.4(b) does not apply to liabilities incurred by or on behalf of the Association by the Member before incorporation.

#### **6.5 Payment to Members**

- (a) Subject to Rule 6.5(b), no portion of the income or property of the Association may be paid directly or indirectly, by way of dividend, bonus or otherwise to the Members.
- (b) Rule 6.5(a) does not prevent payments authorised by Rule 4(c).

#### **6.6 Membership Entitlements not Transferable**

Subject to Rule 6.3(a), a right, privilege or obligation that a person, local government, body corporate or incorporated association has because it, he or she is a Member of the Association:

- (a) is not capable of being transferred to any other person, local government, body corporate, or incorporated association; and
- (b) ends when the membership ceases for that person, local government, body corporate, or incorporated association.

### **7. CEASING TO BE A MEMBER**

---

#### **7.1 Ending Membership**

- (a) The membership of a Member ends, if the Member:
  - (i) dies;
  - (ii) ceases to be a Member under Rule 9.1(d);
  - (iii) ceases to be a Member under Rule 9.2(d);
  - (iv) resigns as a Member under Rule 7.2; or
  - (v) is expelled from the Association under Rule 7.3.
- (b) For a period of one year after a Member's membership ends, the Secretary must keep a record of:
  - (i) the date on which a person, local government, body corporate, or incorporated association ceases to be a Member under Rule 7.1(a); and
  - (ii) the reason why the person, local government, body corporate, or incorporated association ceases to be a Member.
- (c) If a local government, body corporate, or incorporated association ceases to be a Member, then any appointment to a natural person made by it under Rule 6.3 immediately ceases to have any effect.

#### **7.2 Resigning as a Member**

- (a) A Member who has paid all amounts payable by the Member to the Association in respect of their membership, may resign from membership by giving written notice of their resignation to the Secretary.

- (b) The Member resigns:
  - (i) at the time the Secretary receives the notice; or
  - (ii) if a later time is stated in the notice, at that later time.
- (c) Any Member who resigns from the Association remains liable to pay to the Association any outstanding fees or levy [for the remainder of their membership term under Rule 5.6 \(if any\)](#) which may be recovered as a debt due to the Association by the Member.

### 7.3 Suspending or Expelling Members

- (a) The Management Committee may, by resolution, discipline a Member by any means considered appropriate, or suspend or expel a Member from membership if, in the opinion of the Management Committee:
  - (i) the Member or any person authorised to represent the Member under Rule 6.3 refuses or neglects to comply with these Rules or the Code of Conduct; or
  - (ii) the conduct or behaviour of the Member or any person authorised to represent the Member under Rule 6.3:
    - (A) is detrimental to the interests of the Association; or
    - (B) has brought the Association into disrepute; or
    - (C) has brought discredit on the Association; or
  - (iii) the Member is not solvent (as defined in the Bankruptcy Act 1966 (Cwth)); or
  - (iv) the Member applied for and obtained membership under a false pretence or by providing false information.
- (b) The Management Committee must hold a Management Committee Meeting to decide whether to suspend or expel a Member.
- (c) The Secretary must, not less than 28 days before the Management Committee Meeting referred to in Rule 7.3(b), give written notice to the Member:
  - (i) of the proposed suspension or expulsion and the grounds on which it is based;
  - (ii) of the date, place and time of the Management Committee Meeting;
  - (iii) that the Member, or the Member's representative, may attend the Management Committee Meeting; and
  - (iv) that the Member, or the Member's representative, may address the Management Committee at the meeting and will be given a full and fair opportunity to state the Member's case orally, or in writing, or both.
- (d) At the Management Committee Meeting referred to in Rule 7.3(b) the Management Committee must:
  - (i) give the Member, or the Member's representative, a full and fair opportunity to state the Member's case orally;

- (ii) give due consideration to any written statement submitted by the Member; and
- (iii) determine whether or not the Member should be:
  - (A) expelled from the Association; or
  - (B) suspended from membership, and if so, the period that the Member should be suspended from membership; or
  - (C) disciplined by any means considered appropriate, which may include reprimanding the Member; or
  - (D) exonerate the Member
- (e) The Secretary must inform the Member in writing of the decision of the Management Committee and the reasons for the decision, within 7 days of the Management Committee Meeting referred to in Rule 7.3(d).
- (f) If the Management Committee has decided to suspend or expel a Member under Rule 7.3(d), the Member is immediately suspended or expelled from membership from the date of that decision irrespective of whether the Member appeals the decision.

#### **7.4 Right of Appeal against Suspension or Expulsion**

- (a) If a Member is suspended or expelled or disciplined under Rule 7.3, the Member may appeal the Management Committee's decision by giving written notice of appeal to the Secretary within 14 days of receiving notice of the Management Committee's decision.
- (b) The notice of appeal must:
  - (i) identify the decision appealed against;
  - (ii) provide a summary of the reasons for the appeal;
  - (iii) request the convening of a General Meeting to consider the appeal.
- (c) The Secretary must issue notice to convene a General Meeting to consider the appeal within 14 days after receiving a notice of appeal.
- (d) At the General Meeting referred to in Rule 7.4(c):
  - (i) the Member, or the Member's representative, must be given a full and fair opportunity to state the Member's case orally;
  - (ii) the General Meeting may give consideration to any written statement submitted by the Member; and
  - (iii) the General Meeting must determine by resolution;
    - (A) whether or not the decision of the Management Committee should be upheld or changed; and
    - (B) if changed, then what the decision should be.

### **7.5 Reinstatement of a Member**

If the Management Committee's decision to suspend or expel or discipline a Member is revoked under these Rules, any act performed by the Management Committee or Members in General Meeting during the period that the Member was suspended or expelled from membership under Rule 7.3(e), is deemed to be valid, notwithstanding the Member's inability to exercise their rights or privileges of membership, including voting rights, during that period.

### **7.6 When a Member is Suspended**

- (a) If a Member's membership is suspended under Rule 7.3(e), the Secretary must record in the Register:
  - (i) the name of the Member that has been suspended from membership;
  - (ii) the date on which the suspension takes effect; and
  - (iii) the length of the suspension as determined by the Management Committee under Rule 7.3(d)(iii)(B).
- (b) A Member that has been suspended under Rule 7.3(e) cannot exercise any rights or privileges of membership, including voting rights, during the period they are suspended from membership.
- (c) Upon the expiry of the period of a Member's suspension, the Secretary must record in the Register that the Member is no longer suspended.

## **8. MEMBERSHIP REGISTER**

---

### **8.1 Register of Members**

- (a) The Secretary or a person authorised by the Management Committee from time to time must maintain a register of Members and make sure that the Register is up to date.
- (b) The Register must contain:
  - (i) the full name of each Member;
  - (ii) a contact postal, business or residential address, and an email address of each Member;
  - (iii) the class of membership held by the Member;
  - (iv) the date on which the person became a Member; and
  - (v) the name and contact details of any person appointed by the Member under Rule 6.3(a).
- (c) Any change in membership of the Association must be recorded in the Register within 28 days after the change occurs.
- (d) The Register must be kept and maintained at the Association's listed office or at such other place as the Management Committee decides.

**8.2 Inspecting the Register**

- (a) Any Member, or a person appointed by a Member under Rule 6.3(a), is able to inspect the Register free of charge, at such time and place as is mutually convenient to the Association and the Member.
- (b) A Member must contact the Secretary to request to inspect the Register.
- (c) The Member may make a copy of details from the Register but has no right to remove the Register for that purpose.

**8.3 Copy of the Register**

- (a) A Member, or a person appointed by a Member under Rule 6.3(a), may make a request in writing for a copy of the Register.
- (b) The Management Committee may require a Member who requests a copy of the Register to provide a statutory declaration setting out the purpose of the request and declaring that the purpose is connected with the affairs of the Association.
- (c) The Association may charge a reasonable fee to the Member for providing a copy of the Register, the amount to be determined by the Management Committee from time to time.

**8.4 When Using the Information in the Register is Prohibited**

A Member, or a person appointed by a Member under Rule 6.3(a), must not use or disclose the information on the Register:

- (a) to gain access to information that a Member has deliberately denied them (that is, in the case of social, family or legal differences or disputes);
- (b) to contact, send material to the Association or a Member for the purpose of advertising for political, religious, charitable or commercial purposes unless the use of the information is approved by the Management Committee; or
- (c) for any other purpose unless the purpose:
  - (i) is directly connected with the affairs of the Association; or
  - (ii) relates to the provision of information to the Commissioner in accordance with a requirement of the Act.

**9. MEMBERSHIP LEVY**

---

**9.1 Members Discretionary Levy**

- (a) Subject to Rule 30.1(a), the Management Committee may from time to time determine the amount of a Member's discretionary levy to be paid by each Member or each class of Members from time to time.
- (b) Each Member must pay the Member's discretionary levy determined under Rule 9.1(a) to the Treasurer, or a person authorised by the Management Committee to receive payments, as and when decided by the Management Committee.
- (c) If a Member pays the Member's discretionary levy within 2 calendar months after the due date, the Member retains all the rights and privileges of a Member for the purposes of these Rules during that time, including the right to vote.

- (d) Subject to Rule 9.1(e), if a person fails to pay the Member's discretionary levy within 2 calendar months after the due date, the person ceases to be a Member.
- (e) If a person ceases to be a Member under Rule 9.1(d), and subsequently pays to the Association all the Member's discretionary levy, the Management Committee may, if it thinks fit, reinstate the Member's rights and privileges from the date on which the outstanding levy is paid, including the right to vote.

## 9.2 Annual Membership Levy

- (a) ~~The Management Committee may from time to time determine the amount of the annual membership levy, if any, including a maximum membership levy per annum or over a 3 year term, to be paid by each Member or each class of Members.~~
- (b) Each Member must pay the Member's annual membership levy determined under Rule 9.2(a) to the Treasurer, or a person authorised by the Management Committee to receive payments, annually and within 30 days' of the date of an invoice, which are usually issued annually in July or on any other date that the management Committee determines.
- (c) If a Member pays the annual membership levy within 2 calendar months after the due date, the Member retains all the rights and privileges of a Member for the purposes of these Rules during that time, including the right to vote.
- (d) Subject to Rule 9.2(e), if a Member fails to pay the annual membership levy within 2 calendar months after the due date, the Member ceases to be a Member of the Association.
- (e) If a Member ceases to be a Member under Rule 9.2(d), and subsequently pays to the Association all the Member's outstanding levy, the Management Committee may, if it thinks fit, reinstate the Member's rights and privileges from the date on which the outstanding levy is paid, including the right to vote.
- (f) In the event a Member ceases to be a Member of the Association under Rule 7.2 prior to the expiry of their term under Rule 5.6(c), the Member will be liable to pay to the Association the annual membership levy payable for the remainder of their membership term (if any). A Member's liability will be the Member's total annual membership levy for the full 3 year membership term less any annual membership levy in respect of the 3 year membership term paid to the Association, which may be recovered as a debt due to the Association by the Member.

**Deleted:** Subject to Rule 30.1(a), t

**Deleted:** as and when decided by the Management Committee...

**Deleted:** immediately

## 10. POWERS AND COMPOSITION OF THE MANAGEMENT COMMITTEE

### 10.1 Powers of the Management Committee

- (a) The governing body of the Association is to be called the Management Committee and it has authority to control and manage the affairs of the Association.
- (b) Subject to the Act, these Rules and any by-law or lawful resolution passed by the Association in General Meeting, the Management Committee:
  - (i) may exercise all powers and functions as may be exercised by the Association, other than those powers and functions that are required by these Rules to be exercised by General Meetings of the Members; and

- (ii) has power to perform all acts and do all things as appear to the Management Committee to be necessary or desirable for the proper management of the business and affairs of the Association.

## 10.2 Management Committee Members

- (a) The Management Committee is to consist of:
  - (i) the Office Holders of the Association; and
  - (ii) not less than one other ordinary Management Committee Member.
- (b) The maximum number of other ordinary Management Committee Members is to be determined by the Management Committee.
- (c) The Office Holders of the Association are:
  - (i) the Chairperson;
  - (ii) the Deputy Chairperson;
  - (iii) the Secretary; and
  - (iv) the Treasurer.
- (d) A Management Committee Member must be either:
  - (i) a General Member; or
  - (ii) the Chairperson appointed by the Management Committee from time to time.
- (e) Where a General Member is a local government, body corporate, or incorporated association and is elected as a Management Committee Member that General Member shall be represented on the Management Committee by the person appointed under Rule 6.3(a) as representative for that General Member;
- (f) No person is permitted to hold more than one of the positions set out in Rule 10.2(c) at any time.
- (g) No person shall be entitled to hold a position on the Management Committee if the person has been convicted of, or imprisoned in the previous five years for:
  - (i) an indictable offence in relation to the promotion, formation or management of a body corporate;
  - (ii) an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three months; or
  - (iii) an offence under Part 4 Division 3 or section 127 of the Act,
 unless the person has obtained the consent of the Commissioner.
- (h) No person shall be entitled to hold a position on the Management Committee if the person is:
  - (i) according to the Interpretation Act (WA) section 13D, a bankrupt or a person whose affairs are administered under insolvency laws unless the person has obtained the consent of the Commissioner; or

Deleted: ,

- (ii) [disqualified from being a responsible entity by the ACNC Commissioner under the ACNC Act.](#)
- (i) The Chairperson must not be when appointed, nor have been within the period of 5 years prior to the appointment, either a Member, a person appointed under Rule 6.3(a) to represent a Member, an employee of a Member or a councillor or officer of a Member.

## **11. ROLE AND RESPONSIBILITIES OF MANAGEMENT COMMITTEE MEMBERS AND OFFICE HOLDERS**

---

### **11.1 Obligations of the Management Committee**

The Management Committee must take all reasonable steps to ensure the Association complies with its obligations under the Act and these Rules.

### **11.2 Responsibilities of Management Committee Members**

- (a) A Management Committee Member must exercise his or her powers and discharge his or her duties with a degree of care and diligence that a reasonable person would exercise in the circumstances.
- (b) A Management Committee Member must exercise his or her powers and discharge his or her duties in good faith in the best interests of the Association and for a proper purpose.
- (c) A Management Committee Member or former Management Committee Member must not improperly use information obtained because he or she is a Management Committee Member to:
  - (i) gain an advantage for himself or herself or another person; or
  - (ii) cause detriment to the Association.
- (d) A Management Committee Member or former Management Committee Member must not improperly use his or her position to:
  - (i) gain an advantage for himself or herself or another person; or
  - (ii) cause detriment to the Association.
- (e) A Management Committee Member having any material personal interest in a matter being considered at a Management Committee Meeting must:
  - (i) as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Management Committee;
  - (ii) disclose the nature and extent of the interest at the next General Meeting of the Association; and
  - (iii) not be present while the matter is being considered at the Management Committee Meeting or vote on the matter.
- (f) Rule 11.2(e) does not apply in respect of a material personal interest that:
  - (i) exists only because the Management Committee Member belongs to a class of persons for whose benefit the Association is established; or

- (ii) the Management Committee Member has in common with all, or a substantial proportion of, the members of the Association.
- (g) The Secretary must record every disclosure made by a Management Committee Member under Rule 11.2(e) in the minutes of the Management Committee Meeting at which the disclosure is made.
- (h) No Management Committee Member shall make any public statement or comment or cause to be published any words or article concerning the conduct of the Association unless the person is authorised by the Management Committee to do so and such authority is recorded in the minutes of the Management Committee Meeting.
- (i) The role of the Management Committee is in accordance with Rule 10.1(a) is to control the affairs of the Association. This role includes but is not limited to:
  - (i) ensuring the good governance of the Association;
  - (ii) determining and approving the policies of the Association;
  - (iii) determining the strategic direction of the Association and monitoring progress against the strategic plan;
  - (iv) determining and monitoring the risk management framework of the Association;
  - (v) appointing an Executive Committee (pursuant to Rule 16) and monitoring the performance of the Executive Committee;
  - (vi) appointing an Executive Officer and monitoring the performance of the Executive Officer; and
  - (vii) having oversight of the operations and activities of the Association.

### 11.3 Chairperson

The Chairperson:

- (a) must consult with the Secretary regarding the business to be conducted at each Management Committee Meeting and each General Meeting;
- (b) may convene special meetings of the Management Committee under Rule 14.1(c);
- (c) may preside over Management Committee Meetings under Rule 14.3;
- (d) may preside over General Meetings under Rule 17.4; and
- (e) must ensure that the minutes of a General Meeting or Management Committee Meeting are reviewed and signed as correct under Rule 20(b).

### 11.4 The Deputy Chairperson

The Deputy Chairperson:

- (a) shall assist the Chairperson in carrying out his or her duties and responsibilities as described in Rule 11.3; and

- (b) shall perform those duties and responsibilities in the absence of, and in accordance with the instructions of, the Chairperson.

#### 11.5 Secretary

- (a) The Secretary shall be responsible for fulfilling the directives of the Management Committee and the day-to-day operations of the Association, and must:
- (i) co-ordinate the correspondence of the Association;
  - (ii) consult with the Chairperson about all business to be conducted at meetings and convene General Meetings and Management Committee Meetings, including preparing the notices of meetings and of the business to be conducted at each meeting;
  - (iii) keep and maintain in an up to date condition the Rules as required by Rule 24.1 and any by-laws of the Association made in accordance with Rule 25;
  - (iv) maintain the register of the Members, referred to in Rule 8.1;
  - (v) maintain the record of office holders of the Association, referred to in Rule 11.7;
  - (vi) ensure the safe custody of the Books (with the exception of the Accounting Records) of the Association under Rule 27.1;
  - (vii) keep full and correct minutes of Management Committee Meetings and General Meetings; and
  - (viii) perform any other duties as are imposed by these Rules or the Association on the Secretary.
- (b) With the approval of the Management Committee, the Secretary may delegate the duties listed in Rule 11.5(a) to the Executive Officer for the Association.

#### 11.6 The Treasurer

- (a) The Treasurer must:
- (i) ensure all moneys payable to the Association are collected, and that receipts are issued for those moneys in the name of the Association;
  - (ii) ensure the payment of all moneys referred to in Rule 11.6(a)(i) into the account or accounts of the Association as the Management Committee may from time to time direct;
  - (iii) ensure timely payments from the funds of the Association with the authority of a General Meeting or of the Management Committee;
  - (iv) ensure that the Association complies with the account keeping requirements in Part 5 of the Act;
  - (v) ensure the safe custody of the Financial Records of the Association and any other relevant records of the Association;
  - (vi) coordinate the preparation of the Financial Report of the Association prior to its submission to the Annual General Meeting of the Association, as if the Association was a Tier 3 Association;

- (vii) assist the reviewer or auditor (if any) in performing their functions; and
- (viii) perform any other duties as are imposed by these Rules or the Association on the Treasurer.

- (b) With the approval of the Management Committee, the Treasurer may delegate the duties listed in Rule 11.6(a) to the Executive Officer for the Association.

#### 11.7 Record of Office Holders

- (a) The Secretary or a person authorised by the Management Committee from time to time must maintain a record of office holders.
- (b) The record of office holders must include:
  - (i) the full name of each Office Holder;
  - (ii) the office held and the dates of appointment and (if applicable) cessation of the appointment; and
  - (iii) a current contact postal, residential or email address of each Office Holder.
- (c) The record of office holders must be kept and maintained at the Secretary's place of residence, or at such other place as the Management Committee decides.

#### 11.8 Inspecting the Record of Office Holders

- (a) Any Member, or a person appointed by a Member under Rule 6.3(a), is able to inspect the record of Office Holders free of charge, at such time and place as is mutually convenient to the Association and the Member.
- (b) The Member may make a copy of details from the record of Office Holders but has no right to remove the record for that purpose.

### 12. APPOINTING MANAGEMENT COMMITTEE MEMBERS

---

#### 12.1 Appointment to the Management Committee

- (a) Management Committee Members (except for the Chairperson) are appointed to the Management Committee by:
  - (i) election at an Annual General Meeting; or
  - (ii) appointment to fill a casual vacancy under Rule 13.1(b).
- (b) The Chairperson:
  - (i) is appointed by the Management Committee under Rule 3.2;
  - (ii) must satisfy Rule 10.2(h).

#### 12.2 Nominating for Membership of the Management Committee

- (a) The Secretary must send a notice calling for nominations for election to the Management Committee and specifying the date for the close of nominations, to all General Members at least twenty one (21) days before the date on which the Annual General Meeting is to be held.

- (b) Nominations for election to the Management Committee shall close not less than seven (7) days before the Annual General Meeting.
- (c) The nomination for election must be in the prescribed form:
  - (i) in writing;
  - (ii) signed by the nominator (or the nominator's representative appointed pursuant to Rule 6.3), and the nominee to signify their willingness to stand for election; and
  - (iii) delivered in person, by facsimile transmission, email or post to the Secretary on or before the date for the close of nominations.
- (d) If a nomination for election to the Management Committee is not made in accordance with Rules 12.2(c) the nomination is to be deemed invalid and the Member will not be eligible for election unless Rule 12.3(c) applies.

### **12.3 Electing Management Committee Members**

- (a) If the number of valid nominations received under Rule 12.2 is equal or less than to the number of vacancies to be filled for the relevant position on the Management Committee, the Member nominated shall be deemed to be elected at the Annual General Meeting.
- (b) If the number of valid nominations exceeds the number of vacancies to be filled for the relevant position on the Management Committee, elections for the positions must be conducted at the Annual General Meeting.
- (c) If there are not enough valid nominations to fill the number of vacancies for the relevant positions on the Management Committee, the candidates nominated are (if any) deemed to be elected and further nominations may be received from the floor of the Annual General Meeting.
- (d) A General Member who is eligible for election or re-election may have another General Member nominate him or her from the floor for election or re-election.
- (e) Where the number of nominations from the floor exceeds the remaining number of vacancies on the Management Committee, elections for those positions must be conducted.
- (f) If an insufficient number of nominations are received from the floor for the number of vacancies on the Management Committee that remain, each position on the Management Committee for which there is no nomination is declared vacant by the person presiding at the Annual General Meeting and Rule 13.1(b) applies.
- (g) The elections for Office Holders or ordinary Management Committee Members are to be conducted at the Annual General Meeting in the manner directed by the Management Committee.
- (h) A list of candidates, names in alphabetical order, with the names of the Members who nominated each candidate, must accompany the notice of the Annual General Meeting.

### **12.4 Voting in Elections for Membership of the Management Committee**

- (a) Subject to Rule 19.3(d), each Member (who is a natural person, or a person representing a Member under Rule 6.3(a)) present in person, or present through

the use of technology under Rule 17.1(a)(ii), and eligible to cast a vote at the Annual General Meeting may vote for one candidate for each vacant position on the Management Committee.

- (b) A Member who nominates for election or re-election may vote for himself or herself.
- (c) Elections for a position on the Management Committee at the Annual General Meeting shall be conducted by secret ballot. If any candidates receive an equal number of votes, the successful candidate shall be determined by a second or further ballots between the candidates with the equal number of votes until a clear winner is determined.

#### 12.5 Term of Office of Management Committee Members

- (a) At each Annual General Meeting of the Association, the appointment of:
  - (i) the Deputy Chairperson, Secretary, and Treasurer shall be elected for a term of one (1) year; and
  - (ii) the remaining Management Committee Member or Members to be appointed at the Annual General Meeting shall be elected for a term of one (1) year.
- (b) A Management Committee Member's term will commence on the date of:
  - (i) election at an Annual General Meeting; or
  - (ii) appointment to fill a casual vacancy that arises under Rule 13.1(b); or
  - (iii) in the case of an independent Chairperson appointed by the Management Committee under Rule 3.2, the date of such appointment.
- ~~(c) Subject to Rule 12.5(d) all retiring Management Committee Members are eligible, on nomination under Rule 12.2, for re-election.~~
- ~~(d) Effective from the date of the 2023 AGM, subject to Rule 12.5 (e), Management Committee Member terms in aggregate are to be no longer than nine (9) years. The time served on the Management Committee prior to the date of the 2023 AGM does not count towards the nine (9) years.~~
- ~~(e) The Management Committee will ensure that succession planning for Management Committee Member terms is undertaken and reviewed regularly to ensure an orderly transition of Management Committee roles.~~

Deleted: A

### 13. CEASING TO BE A MEMBER OF THE MANAGEMENT COMMITTEE

#### 13.1 Vacant Positions on the Management Committee

- (a) A casual vacancy occurs in the office of a Management Committee Member and that office becomes vacant if the Management Committee Member:
  - (i) dies;
  - (ii) ceases to be a Member;
  - (iii) becomes disqualified from holding a position under Rule 10.2 (f) or (g) as a result of bankruptcy or conviction of a relevant criminal offence;

- (iv) becomes permanently incapacitated by mental or physical ill-health;
  - (v) resigns from office under Rule 13.2;
  - (vi) is removed from office under Rule 13.3;
  - (vii) [becomes prohibited or disqualified from being a responsible entity by the ACNC Commissioner under the ACNC Act](#); or
  - (viii) is absent from more than:
    - (A) three (3) consecutive Management Committee Meetings without leave of absence that has been granted by the Management Committee; or
    - (B) three (3) Management Committee Meetings in the same Financial Year without tendering an apology to the person presiding at each of those Management Committee Meetings, where the Management Committee Member received notice of the meetings, and the Management Committee has resolved to declare the office vacant.
- (b) If a position on the Management Committee is declared vacant under Rule 12.3(f), or there is a casual vacancy within the meaning of Rule 13.1(a), the continuing Management Committee Members may:
- (i) appoint a Member to fill that vacancy until the conclusion of the next Annual General Meeting; and
  - (ii) subject to Rule 13.1(c), act despite the vacant position on the Management Committee.
- (c) If the number of Management Committee Members is less than the number fixed under Rule 1.4 as the quorum for Management Committee Meetings, the continuing Management Committee Members may act only to:
- (i) increase the number of Members on the Management Committee to the number required for a quorum; or
  - (ii) convene a General Meeting of the Association.
- (d) Where a Management Committee Member is a General Member that is a local government, body corporate or incorporated association which has appointed a person under Rule 6.3(a):
- (i) the General Member that is a local government, body corporate or incorporated association that appointed that person may give written notice to the Secretary that such person has ceased to be the General Member's appointed representative, and nominate a replacement person as appointed representative; and
  - (ii) upon service of that notice the person who has ceased to be the representative shall cease to be the Management Committee Member, and the replacement person shall become the Management Committee Member, for that General Member.

**13.2 Resigning from the Management Committee**

- (a) A Management Committee Member may resign from the Management Committee by giving written notice of resignation to the Secretary, or if the Management Committee Member is the Secretary, to the Chairperson.
- (b) The Management Committee Member resigns:
  - (i) at the time the notice is received by the Secretary or Chairperson under Rule 13.2(a); or
  - (ii) if a later time is stated in the notice, at the later time.

**13.3 Removal from the Management Committee**

- (a) A Management Committee Member may only be removed from the Management Committee pursuant to Rule 13.1(a)(vi) by a resolution at a General Meeting of the Association.
- (b) The Management Committee Member who faces removal from the Management Committee must be given a full and fair opportunity at the General Meeting to decide the proposed resolution, to state his or her case as to why the Member should not be removed from his or her position on the Management Committee.
- (c) If all Management Committee Members are removed by resolution at a General Meeting, the Members must, at the same General Meeting, elect an interim Management Committee. The interim Management Committee must, within two months, convene a General Meeting of the Association for the purpose of electing a new Management Committee.

**14. MANAGEMENT COMMITTEE MEETINGS****14.1 Meetings of the Management Committee**

- (a) The Management Committee must meet at least ~~six (6)~~ times in each year..
- (b) The Management Committee is to determine the place and time of all Management Committee Meetings.
- (c) Meetings of the Management Committee may be convened under Rule 14.2 by:
  - (i) the Chairperson; or
  - (ii) any two Management Committee Members.

Deleted: four

Deleted: 4

**14.2 Notice of Management Committee Meetings**

- (a) The Secretary must give each Management Committee Member at least 48 hours' notice of each Management Committee Meeting before the time appointed for holding the meeting.
- (b) Notice of a Management Committee Meeting must specify the general nature of the business to be transacted at the meeting.
- (c) Subject to Rule 14.2(d), only the business specified on the notice of the Management Committee Meeting is to be conducted at that meeting.

- (d) Urgent business may be conducted at Management Committee Meetings if the Management Committee Members present at a Management Committee Meeting unanimously agree to treat the business as urgent.

#### **14.3 Chairing at Management Committee Meetings**

- (a) The Chairperson or, in the Chairperson's absence, the Deputy-Chairperson is to preside as the chair of each Management Committee Meeting.
- (b) If the Chairperson and the Deputy-Chairperson are absent or unwilling to act, the remaining Management Committee Members must choose one of their number to preside as the chair of that Management Committee Meeting.

#### **14.4 Procedure of the Management Committee Meeting**

- (a) The quorum for a Management Committee Meeting is specified at Rule 1.4. The Management Committee cannot conduct business unless a quorum is present.
- (b) If, within half an hour of the time appointed for the meeting, a quorum is not present the meeting is to stand adjourned to the same time, day and place in the following week.
- (c) If at a meeting adjourned under Rule 14.4(b), a quorum is not present within half an hour of the time appointed for the meeting, the Management Committee Members personally present will constitute a quorum.
- (d) Management Committee Meetings may take place:
  - (i) where the Management Committee Members are physically present together; or
  - (ii) where the Management Committee Members are able to communicate by using any technology that reasonably allows, at the discretion of the person who is the chair of that meeting or a majority of those Management Committee Members physically present, the Management Committee Member to participate fully in discussions as they happen in the Management Committee Meeting and in making decisions, provided that the participation of each Management Committee Member in the Management Committee Meeting must be made known to all other Management Committee Members.
- (e) A Management Committee Member who participates in a meeting as set out in Rule 14.4(d)(ii):
  - (i) is deemed to be present at the Management Committee Meeting; and
  - (ii) continues to be present at the meeting for the purposes of establishing a quorum,
 until the Management Committee Member notifies the other Management Committee Members that he or she is no longer taking part in the Management Committee Meeting.
- (f) Subject to these Rules, the Management Committee Members present at the Management Committee Meeting are to determine the procedure and order of business to be followed at a Management Committee Meeting.
- (g) Subject to Rule 14.5, all Management Committee Members have the right to attend and vote at Management Committee Meetings.

- (h) All Members, or other guests, may attend Management Committee Meetings if invited by the Management Committee but the person shall not have any right to comment without invitation, or any right to vote.
- (i) The Secretary or a person authorised by the Management Committee from time to time must keep minutes of the resolutions and proceedings of all Management Committee Meetings together with a record of the names of persons present at each meeting.

#### **14.5 Voting at Management Committee Meetings**

- (a) Each Management Committee Member (except the person appointed to chair the meeting) present at a Management Committee Meeting has a deliberative vote.
- (b) A question arising at a Management Committee Meeting is to be decided by a majority of votes, but if there is an equality of votes, the person appointed to chair the Management Committee Meeting as set out in Rule 14.3 is entitled to exercise a casting vote.
- (c) Decisions may be made by general agreement or a show of hands.
- (d) A poll by secret ballot must be used if requested by any one Management Committee Member who requires a matter to be determined in this way and the person presiding as chair of the Management Committee Meeting will oversee the ballot.

#### **14.6 Acts not Affected by Defects or Disqualifications**

Any act performed by the Management Committee, a sub-committee or a person acting as a Management Committee Member is deemed to be valid even if the act was performed when:

- (a) there was a defect in the appointment of a Management Committee Member, sub-committee or person holding a subsidiary office; or
- (b) a Management Committee Member, a sub-committee member or a person holding a subsidiary office was disqualified from being a Member.

#### **14.7 Unanimous Resolutions Without Meeting**

- (a) A resolution signed by all members of the Management Committee and delivered to the Secretary shall have the same effect as if passed at a Management Committee Meeting.
- (b) A resolution pursuant to Rule 14.7 may be executed in any number of counterparts (whether in original or a copy transmitted by facsimile or pdf document transmitted by email), all of which taken together constitute one and the same document, and the resolution will be deemed to be made at the time the last resolution document signed by a Management Committee Member is received by the Secretary.

### **15. REMUNERATION OF MANAGEMENT COMMITTEE MEMBERS**

---

Subject to Rule 3.2(a) and 4(c), a Management Committee Member must not receive any remuneration for their services as a Management Committee Member.

## **16. SUB-COMMITTEES AND DELEGATION**

---

### **16.1 Appointment of Sub-Committee**

- (a) The Management Committee may appoint (or may cancel) one or more sub-committees as considered appropriate by the Management Committee from time to time to assist with the conduct of the Association's operations, or to examine or report on any matter.
- (b) Sub-committees may comprise (in such numbers as the Management Committee determines) Members and non-members.
- (c) Subject to these Rules, the sub-committee members present at the sub-committee meeting are to determine the procedure and order of business to be followed at the sub-committee meeting.
- (d) The sub-committee shall remain responsible to, and must follow any directions of, the Management Committee at all times.

### **16.2 Delegation by Management Committee to Sub-Committee**

- (a) The Management Committee may delegate, in writing, to any or all of the sub-committees, any authority, power or functions and may cancel any authority, powers or functions, as the Management Committee sees fit from time to time.
- (b) Despite any delegation under this Rule, the Management Committee may continue to exercise all its functions, including any function that has been delegated to a sub-committee and remains responsible for the exercise of those functions at all times.

### **16.3 Delegation to Subsidiary Offices**

- (a) The Management Committee may create and fill such subsidiary office as may be necessary for the proper and efficient management of the Association's affairs.
- (b) The Management Committee may delegate, in writing, to any person holding a subsidiary office any authority, power or functions and may cancel any authority, powers or functions, as the Management Committee sees fit from time to time.
- (c) Despite any delegation under this Rule, the Management Committee may continue to exercise all its functions, including any function that has been delegated to a subsidiary office and remains responsible for the exercise of those functions at all times.

## **17. GENERAL MEETINGS**

---

### **17.1 Procedure for General Meetings**

- (a) General Meetings may take place where the Members (being a natural person or represented by a person appointed under Rule 6.3(a)):
  - (i) are physically present together; or
  - (ii) where the Members are able to communicate by using any technology that reasonably allows the Member to participate fully in discussions as they happen in the General Meeting and in making any decisions, provided that:

- (A) the use of technology is permitted either by the person presiding as chair of the meeting or by a resolution of those Members physically present; and
  - (B) the participation of the Member in the General Meeting must be made known to all other Members.
- (b) A Member who participates in a meeting as set out in Rule 17.1(a)(ii):
- (i) is deemed to be present at the General Meeting; and
  - (ii) continues to be present at the General Meeting for the purposes of establishing a quorum,
- until the Member notifies the other Members that he or she is no longer taking part in the General Meeting.

## 17.2 Quorum for General Meetings

- (a) The Quorum for General Meetings is specified in Rule 1.4.
- (b) Subject to Rules 17.2(c) and (d), no business is to be conducted at a General Meeting unless a quorum of Members entitled to vote under these Rules is present at the time when the meeting is considering that item.
- (c) If, within thirty (30) minutes of the time appointed for the commencement of a General Meeting, a quorum is not present:
  - (i) in the case of a Special General Meeting, the meeting is to stand adjourned to:
    - (A) a place, date, and time as determined by the Management Committee; and
    - (B) the Secretary must give notice of the adjourned Special General Meeting in the same or substantially the same manner as General Meetings are convened;
  - (ii) in the case of an Annual General Meeting, the meeting is to stand adjourned to:
    - (A) the same time and day in the following week; and
    - (B) the same place unless another place is specified by the person acting as the chair of that Annual General Meeting at the time of the adjournment or by written notice to the Members given before the day to which the meeting is adjourned.
- (d) If at the adjourned meeting a quorum is not present within thirty (30) minutes of the time appointed for the commencement of the meeting, the Members present in person, or present through the use of technology under Rule 17.1(a)(ii), and eligible to cast a vote at the meeting are to constitute a quorum.

## 17.3 Notice of General Meetings and Motions

- (a) The Secretary must give at least:
  - (i) 21 days' notice of a General Meeting to each Member, or

- (ii) 21 days' notice of a General Meeting to each Member if a Special Resolution is proposed to be moved at the General Meeting.
- (b) The notice convening a General Meeting must specify:
  - (i) the place, date and time of the meeting; and
  - (ii) the particulars and order of the business to be conducted at the meeting.
- (c) The notice convening a General Meeting or any notice of motion must be issued in the manner prescribed by Rule 2.3.

#### **17.4 Presiding Member**

- (a) The Chairperson, or in the Chairperson's absence the Deputy-Chairperson, is to preside as chair of each General Meeting.
- (b) If the Chairperson and the Deputy-Chairperson are absent or unwilling to act, the remaining Management Committee Members must choose one of their number to preside as chair of the General Meeting.

#### **17.5 Adjournment of General Meetings**

- (a) The person presiding over a General Meeting, at which a quorum is present, may adjourn the meetings from time to time and place to place with the consent of a majority of Members present in person, or present through the use of technology under Rule 17.1(a)(ii), and eligible to cast a vote at the meeting.
- (b) No business is to be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (c) When a General Meeting is adjourned for 14 days or more, the Secretary must give notice of the adjourned meeting in accordance with Rules 23 and 17.3 as if that General Meeting was a new General Meeting.

### **18. SPECIAL GENERAL MEETINGS**

---

#### **18.1 Special General Meeting**

- (a) The Management Committee may at any time convene a Special General Meeting of the Association.
- (b) The Secretary must issue a notice to convene a Special General Meeting of the Association within 28 days after receiving a written request to do so from at least 20 per cent of the total number of General Members.

#### **18.2 Request for Special General Meeting**

A request by the General Members for a Special General Meeting must:

- (a) state the purpose of the meeting;
- (b) be signed by the required number of General Members making the request as specified in Rule 18.1(b); and
- (c) be lodged with the Secretary.

### 18.3 Failure to Convene Special General Meeting

- (a) If the Secretary fails to convene a Special General Meeting within the 28 days referred to in Rule 18.1(b), the General Members who made the request may convene a Special General Meeting within 3 months after the original request was lodged as if the Members were the Management Committee.
- (b) A Special General Meeting must be convened in the same or substantially the same manner as General Meetings are convened by the Management Committee and the Association must pay the reasonable expenses of convening and holding the Special General Meeting.

## 19. MAKING DECISIONS AT GENERAL MEETINGS

---

### 19.1 Special Resolutions

- (a) A Special Resolution must be moved at a General Meeting where notice of the Special Resolution has been given under Rule 19.1(c).
- (b) A Special Resolution of the Association is required to:
  - (i) amend the name of the Association;
  - (ii) amend the Rules, under Rule 24.2;
  - (iii) affiliate the Association with another body;
  - (iv) transfer the incorporation of the Association;
  - (v) amalgamate the Association with one or more other incorporated associations;
  - (vi) voluntarily wind up the Association;
  - (vii) cancel incorporation; Deleted: or
  - Deleted: . (viii) request that a statutory manager be appointed; or
  - (ix) sell, transfer or otherwise dispose of any land owned by the Association.
- (c) Notice of a Special Resolution must:
  - (i) be in writing;
  - (ii) include the place, date and time of the meeting;
  - (iii) include the intention to propose a Special Resolution;
  - (iv) set out the wording of the proposed Special Resolution; and
  - (v) be given in accordance with Rule 2.3.
- (d) If notice is not given in accordance with Rule 19.1(c), the Special Resolution will have no effect.
- (e) A Special Resolution must be passed at a General Meeting at which there is a quorum and be supported by the votes of not less than three-fourths of the Members present in person, or present through the use of technology under Rule 17.1(a)(ii), and eligible to cast a vote at the meeting.

**19.2 Ordinary Resolutions**

Subject to these Rules, a majority of votes will determine an Ordinary Resolution.

**19.3 Voting at meetings**

- (a) Subject to these Rules, each General Member has one vote at a General Meeting of the Association.
- (b) A person casts a vote at a meeting either by:
  - (i) voting at the meeting either in person; or
  - (ii) through the use of technology under Rule 17.1(a)(ii).
- (c) In the case of an equality of votes at a General Meeting, the person acting as chair of the meeting is entitled to exercise a second or casting vote.
- (d) A Member is only entitled to vote at a General Meeting if the Member's name is recorded in the Register (and where required has appointed a person under Rule 6.3(a)), as at the date the notice of the General Meeting was sent out under Rule 17.3.

**19.4 Manner of Determining Whether Resolution Carried**

- (a) Unless a Poll is demanded under Rule 19.5, if a question arising at a General Meeting of the Association is determined by general agreement or a show of hands, a declaration must be made by the person acting as chair of the General Meeting that the resolution has been:
  - (i) carried unanimously;
  - (ii) carried by a particular majority; or
  - (iii) lost.
- (b) If the declaration relates to a Special Resolution, then subject to Rule 19.1(c), the declaration should state that a Special Resolution has been determined.
- (c) The declaration made under Rule 19.4(a) must be entered into the minute book of the Association.
- (d) The entry in the minute book of the Association under Rule 19.4(c) is evidence of the fact that the resolution has been determined, without proof of the number or proportion of the votes recorded in favour of or against that resolution.

**19.5 Poll at General Meetings**

- (a) At a General Meeting, a Poll on any question may be demanded by either:
  - (i) the person acting as chair of the meeting; or
  - (ii) at least three Members of the Members present in person, or present through the use of technology under Rule 17.1(a)(ii), and eligible to cast a vote at the meeting.
- (b) If a Poll is demanded at a General Meeting, the Poll must be taken in a manner as the person acting as chair of the meeting directs and a declaration by the person acting as chair of the result of the Poll is evidence of the matter so declared.

- (c) If a Poll is demanded at a General Meeting, the Poll must be taken:
- (i) immediately in the case of a Poll which relates to electing a person to preside over the meeting;
  - (ii) immediately in the case of a Poll which relates to adjourning the meeting; or
  - (iii) in any other case, in the manner and time before the close of the meeting as the person acting as chair directs.

## **20. MINUTES OF MEETINGS**

---

- (a) The Secretary or a person authorised by the Management Committee from time to time must keep minutes of the resolutions and proceedings of all General Meetings and Management Committee Meetings together with a record of the names of persons present at each meeting. The minutes are to be taken and then to be entered within 30 days after the holding of each meeting, into a minute book kept for that purpose.
- (b) The Chairperson must ensure that the minutes of a General Meeting or Management Committee Meeting under Rule 20(a) are reviewed and signed as correct by:
- (i) the person acting as chair of the General Meeting or Management Committee Meeting to which those minutes relate; or
  - (ii) the person acting as chair of the next succeeding General Meeting or Management Committee Meeting.
- (c) When minutes have been entered and signed as correct under this Rule, they are, until the contrary is proved, evidence that:
- (i) the General Meeting or Management Committee Meeting to which they relate was duly convened and held;
  - (ii) all proceedings recorded as having taken place at the General Meeting or Management Committee Meeting did in fact take place at the meeting; and
  - (iii) all appointments or elections purporting to have been made at the meeting have been validly made.
- (d) The minutes of General Meetings may be inspected by a Member under Rule 27.2.
- (e) The minutes of Management Committee Meetings may be inspected by a Member under Rule 27.2 unless the Management Committee determines that the minutes of Management Committee Meetings generally, or the minutes of a specific Management Committee Meeting are not to be available for inspection.

## **21. FUNDS AND ACCOUNTS**

---

### **21.1 Control of Funds**

- (a) The funds of the Association must be kept in an account in the name of the Association in a financial institution determined by the Management Committee.

- (b) The funds of the Association are to be used in pursuance of the objects of the Association.
- (c) The Treasurer shall open and operate and maintain bank accounts in the name of the Association and shall have all moneys received by the Association deposited into such an account.
- (d) The Treasurer may open accounts with any financial institution in the name of the Association for the investment of Association moneys received into an Association bank account.
- (e) Payments from an Association account with any bank or other financial institution shall only be made if authorised by both:
  - (i) the Treasurer or in the Treasurer's absence by a duly authorised Management Committee Member; and
  - (f) another duly authorised Management Committee Member. All expenditure above the maximum amount set by the Management Committee from time to time must be approved or ratified at a Management Committee Meeting.

#### **21.2 Source of Association Funds**

- (a) The funds of the Association may be derived from a levy of Members, donations, State or Commonwealth grants, interest, and any other sources approved by the Management Committee.
- (b) The Association must, as soon as practicable:
  - (i) deposit all money received by the Association, to the credit of the Association's bank account, without deduction; and
  - (ii) after receiving any money, issue an appropriate receipt.

#### **21.3 Financial Records**

- (a) The Association must keep Financial Records that:
  - (i) correctly record and explain its transactions, financial position and performance; and
  - (ii) enable true and fair financial statements to be prepared in accordance with Part 5 of the Act.
- (b) The Association must retain its Financial Records for at least 7 years after the transactions covered by the records are completed.

#### **21.4 Financial Reports**

- (a) For each financial year, the Association must ensure that the requirements under Part 5 of the Act are met.
- (b) Without limiting Rule 21.4(a), those requirements include—
  - (i) the preparation of a Financial Report;
  - (ii) an audit of the Financial Report; and

- (iii) the presentation of the Financial Report to the Annual General Meeting (and a copy of the auditor's report); and
- (iv) if required by the regulations made under the Act, the lodgement of the annual return with the Commissioner.

#### **21.5 Audit of the Financial Report**

The Association must ensure that an audit is undertaken of the Financial Report of the Association.

### **22. FINANCIAL YEAR OF THE ASSOCIATION**

---

The financial year of the Association is the period of 12 months commencing on 1 July and ending on 30 June.

### **23. ANNUAL GENERAL MEETINGS**

---

#### **23.1 Annual General Meeting**

- (a) Subject to Rule 23.1(b), the Association must convene an Annual General Meeting each calendar year:
  - (i) within 6 months after the end of the Association's Financial Year; or
  - (ii) within a longer period as the Commissioner may allow.
- (b) If the Association requires the approval from the Commissioner to hold its Annual General Meeting within a longer period under Rule 23.1(a)(ii), the Secretary must apply to the Commissioner no later than four months after the end of the Association's Financial Year.

#### **23.2 Notice of Annual General Meeting**

The notice convening an Annual General Meeting must specify that it is the Annual General Meeting of the Association and otherwise must comply with Rules 2.3 and 17.3 (as applicable).

#### **23.3 Business to be Conducted at Annual General Meeting**

- (a) Subject to Rule 23.1, the Annual General Meeting of the Association is to be convened on a date, time and place as the Management Committee decides.
- (b) At each Annual General Meeting of the Association, the business of the Annual General Meeting shall include in this order:
  - (i) confirmation of the minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that meeting if the minutes of that Special General Meeting have not yet been confirmed;
  - (ii) the Chairperson's report;
  - (iii) the Treasurer's report;
  - (iv) the Association, must present the Financial Report of the Association for the preceding Financial Year;
  - (v) if applicable, appoint or remove an auditor in accordance with the Act;

- (vi) present a copy of the auditor's report to the Association;
- (vii) the election of the Office Holders and ordinary Management Committee Members whose terms expire;
- (viii) special business of which notice is given; and
- (ix) general business.

## **24. RULES OF THE ASSOCIATION**

---

### **24.1 Rules of the Association**

- (a) These Rules bind every Member and the Association and each Member agrees to comply with these Rules.
- (b) The Association must provide, free of charge, a copy of the Rules in force, at the time membership commences, to each person who becomes a Member under Rule 5.5.
- (c) The Association must keep a current copy of the Rules.

### **24.2 Amendment of Rules, Name and Objects**

- (a) The Association may only alter, rescind or add to these Rules by Special Resolution at a General Meeting.
- (b) When a Special Resolution amending the Rules is passed, the required documents must be lodged with the Commissioner within:
  - (i) one month after the Special Resolution is passed; or
  - (ii) a longer period as the Commissioner may allow.
- (c) Subject to Rule 24.2(d), an amendment to the Rules does not take effect until the required documents are lodged with the Commissioner under Rule 24.2(b).
- (d) An amendment to the Rules that changes or has the effect of changing:
  - (i) the name of the Association; or
  - (ii) the objects or purposes of the Association,
 does not take effect until the required documents are lodged with the Commissioner under Rule 24.2(b) and the approval of the Commissioner is given in writing.
- (e) The Association must in writing notify the Australian Tax Office of any alterations to the Rules.

## **25. BY-LAWS OF THE ASSOCIATION**

---

- (a) The Members of the Association may make, amend and repeal by-laws for the management of the Association by Ordinary Resolution at a General Meeting provided that the by-laws are not inconsistent with the Rules or the Act.
- (b) The by-laws made under Rule 25(a):

- (i) do not form part of the Rules;
- (ii) may make provision for:
  - (A) rights and obligations that apply to each class of membership;
  - (B) requirements for financial reporting, financial accountability or audit of accounts in addition to those prescribed by the Act and the Rules;
  - (C) restrictions on the powers of the Management Committee including the power to dispose of assets; and
  - (D) any other matter that the Association considers necessary or appropriate; and
- (iii) must be available for inspection by Members.

## **26. AUTHORITY REQUIRED TO BIND ASSOCIATION**

---

### **26.1 Executing Documents**

The Association may execute a document without using a common seal if the document is signed by:

- (a) any two Management Committee Members; or
- (b) one Management Committee Member and a person authorised by the Management Committee.

### **26.2 Use of the Common Seal**

- (a) If the Association has a common seal on which its corporate name appears in legible characters:
  - (i) the Secretary or any other person as the Management Committee from time to time decides must provide for its safe custody; and
  - (ii) it must only be used under resolution of the Management Committee.
- (b) The Association executes a document with its common seal, if the fixing of the seal is done:
  - (i) under resolution of the Management Committee; and
  - (ii) witnessed by any two of the Chairperson, the Deputy Chairperson, or the Secretary.
- (c) Every use of the common seal must be recorded in the Management Committee's minute book.

## **27. THE ASSOCIATION'S BOOKS AND RECORDS**

---

### **27.1 Custody of the Books of the Association**

- (a) Except as otherwise decided by the Management Committee from time to time, the Secretary must keep in his or her custody or under his or her control all of the Books of the Association with the exception of including the Financial Records,

which, except as otherwise directed by the Management Committee from time to time, are to be kept under the custody or control of the Treasurer.

- (b) The Books of the Association must be retained for at least 7 years.

## **27.2 Inspecting the Books of the Association**

- (a) Subject to these Rules, and in particular Rule 20(e), a Member is able to inspect the Books of the Association, with the exception of the Financial Records, free of charge at such time and place as is mutually convenient to the Association and the Member.
- (b) A Member must contact the Secretary to request to inspect the Books of the Association.
- (c) The Member may copy details from the Books of the Association but has no right to remove the Books of the Association for that purpose.

## **27.3 Prohibition on Use of Information in the Books of the Association**

A Member must not use or disclose information in the Books of the Association except for a purpose:

- (a) that is directly connected with the affairs of the Association; or
- (b) related to the provision of the information to the Commissioner in accordance with a requirement of the Act.

## **27.4 Returning the Books of the Association**

Outgoing Management Committee Members are responsible for transferring all relevant assets and Books of the Association to the new Management Committee within 14 days of ceasing to be a Management Committee Member.

## **28. RESOLVING DISPUTES**

---

### **28.1 Disputes Arising under the Rules**

- (a) This Rule applies to:
  - (i) disputes between Members; and
  - (ii) disputes between the Association and one or more Members that arise under the Rules or relate to the Rules of the Association.
- (b) In this Rule "Member" includes any former Member whose membership ceased not more than six months before the dispute occurred.
- (c) The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.
- (d) If the parties are unable to resolve the dispute, any party to the dispute may refer the dispute to the Management Committee under Rule 28.2 or to mediation under Rule 28.3 by giving written notice to the Secretary and to the other parties specifying:
  - (i) the parties to the dispute,

- (ii) details of, the dispute, and
- (iii) whether the dispute is referred to the Management Committee for determination or to mediation.

## 28.2 Determination by Management Committee

If the dispute is referred to the Management Committee:

- (a) The Secretary must convene a Management Committee Meeting within 28 days after the Secretary receives notice of the dispute under Rule 28.1(d) for the Management Committee to determine the dispute.
- (b) At the Management Committee Meeting to determine the dispute, all parties to the dispute must be given a full and fair opportunity to state their respective cases orally, in writing or both.
- (c) The Secretary must inform the parties to the dispute of the Management Committee's decision and the reasons for the decision within 7 days after the Management Committee Meeting at which the dispute is determined.

## 28.3 Mediation

If the dispute is referred to mediation:

- (a) The mediator must be:
  - (i) a person chosen by agreement between the parties; or
  - (ii) in the absence of agreement within 7 days of notice of the dispute under Rule 28.1(d):
    - (A) if the dispute is between a Member and another Member, then a person appointed by the Secretary; or
    - (B) if the Association, the Management Committee or a Management Committee Member are a party to the dispute then a person nominated by the Resolution Institute or its successor organisation, who accepts appointment as mediator.
- (b) A Member can be a mediator, but the mediator cannot be a Member who is a party to the dispute.
- (c) The parties to the dispute must acting reasonably and in good faith attempt to settle the dispute by mediation.
- (d) The parties are to exchange written statements of the issues that are in dispute between them and supply copies to the mediator at least 5 days before the mediation session.
- (e) Subject to any direction from the mediator regarding the procedure for the conduct of the mediation, the mediation will be conducted in accordance with the Mediation Rules of the Resolution Institute.
- (f) The costs of the mediation must be paid for equally by the parties to the dispute.
- (g) The mediator shall be independent of, and act fairly and impartially as between the parties. The Mediator shall assist the parties to negotiate between themselves a mutually acceptable resolution of the dispute.

- (h) Information provided by the parties in the course of the mediation is confidential and cannot be used in any other legal proceedings that may take place in relation to the dispute.

#### 28.4 Inability to Resolve Disputes

If a dispute cannot be resolved under the procedures set out in the Rules, any party to the dispute may apply to the State Administrative Tribunal to determine the dispute in accordance with the Act or otherwise at law.

#### 29. CANCELLATION AND DISTRIBUTION OF SURPLUS PROPERTY

---

- (a) The Association may cease its activities and have its incorporation cancelled in accordance with the Act if the General Members, who are on the Register of Members and who are eligible to vote under the Rules, resolve by Special Resolution that the Association will:
- (i) apply to the Commissioner for cancellation of its incorporation; or
  - (ii) appoint a liquidator to wind up its affairs.
- (b) The Association must be wound up under Rule 29(a)(ii) and Part 9 of the Act before cancellation can take place if it has outstanding debts or any other outstanding legal obligations, or is a party to any current legal proceedings.
- (c) On the cancellation of the incorporation or the winding up of the Association:
- (i) all remaining Community Housing Assets are to be returned to the Housing Authority or transferred to another registered CHP in Western Australia; and
  - (ii) its Surplus Property must be distributed as determined by special resolution by reference to the persons mentioned in section 24(1) of the Act.
- (d) If, upon the cancellation of the incorporation or winding up of the Association, there remains Surplus Property, the same must not be paid to or distributed among the Members or Management Committee Members of the Association but must be transferred to one or more institutions, funds or authorities of the type set out in the Act which:
- (i) have one or more objects similar to the Association Objects;
  - (ii) is a Registered Charity;
  - (iii) is a Deductible Gift Recipient; and
  - (iv) prohibit distribution of its income and property among its members and committee members (or other controlling body) to an extent at least as great as is imposed on the Association by Rule 4.
- (e) If, upon the revocation of the Association's endorsement as a Deductible Gift Recipient, there remains, after satisfaction of all its debts and liabilities, any gifts, Contributions or money received because of such gifts or Contributions, the same must not be paid to, or distributed among, the Members or Management Committee Members of the Association, but must be transferred to one or more institutions, funds or authorities which:
- (i) have one or more objects similar to the Association Objects;

(ii) is a Registered Charity;

(iii) is a Deductible Gift Recipient; and

(iv) prohibit distribution of its income and property among its members and committee members (or other controlling body) to an extent at least as great as is imposed on the Association by Rule 4.

(f) The identity of the institutions, funds or authorities referred to in Rules 29(c) and 29(d) must be decided by Special Resolution of the Members.

(g) Where gifts to an institution, fund or authority are deductible only if, among other things, the conditions set out in the relevant table item in subdivision 30-B of the ITAA97 are satisfied, a transfer under this rule must be made in accordance with those conditions.

### **30. RESERVE POWERS OF THE FOUNDATION GENERAL MEMBERS**

#### **30.1 Reserve Powers**

During the period of three (3) years (**Reserve Power Period**) immediately following the General Meeting at which this Constitution is adopted by the Association:

- (a) The Management Committee can only impose an annual levy or a discretionary levy on Members pursuant to Rule 9 if the amount of the levy is approved by a resolution of not less than seven (7) of the Foundation General Members. The resolution must be either:
- (i) at a meeting of the Foundation General Members convened for that purpose by the Secretary or such other person authorised by the Management Committee from time to time; or
  - (ii) by written resolution of the Foundation General Members prepared and sent to all Foundation General Members for that purpose by the Secretary or such other person authorised by the Management Committee from time to time.
- (b) The Management Committee must include at least one (1) member that is a person nominated by a Foundation General Member pursuant to Rule 6.3.

#### **30.2 Expiry of Reserve Powers**

From the expiry of the Reserve Power Period this Rule 30 shall cease to apply.

#### **30.3 Review of Reserve Powers**

A review of the reserve powers of the Foundation General Members under Rule 30.1 shall be undertaken by the Management Committee within two years of the adoption of this Constitution. Any extension or amendment of the reserve powers of this Rule 30 can only be made pursuant to Rule 24.2.

**Deleted:** <#>Upon cancellation of the Association the Surplus Property must only be distributed to one or more of the entities listed in clause 29(d) which:¶  
 must have objects and purposes which are charitable at law and are similar to the objects and purposes of the Association; and¶  
 must have rules prohibiting the distribution of its assets and income to its members.¶  
 Entities to which the Surplus Assets may be distributed pursuant to 29(c) must be either:¶  
 an incorporated association under the Act;¶  
 a company limited by guarantee that is registered as mentioned in section 150 of the Corporations Act 2001 (Cwth); or¶  
 a co-operative registered under the Co-operatives Act 2009 that, at the time of the distribution, is a non-distributing co-operative as defined in that Act;¶  
 and the entity must comply with both clause 29(c)(i) and clause 29(c)(ii).¶  
 If the Association is wound up or its endorsement as a deductible gift recipient is revoked (whichever occurs first), any surplus of the following assets shall be distributed or transferred to another organisation with similar object, which is charitable at law, to which income tax deductible gifts can be made:¶  
 gifts of money or property for the principal purpose of the Association; ¶  
 contributions made in relation to an eligible fundraising event held for the principal purpose of the Association; and¶  
 money received by the Association because of such gifts and contributions.¶



## **Proposed Amendments to the CEACA Constitution Explanatory Memorandum**

### Changes arising from Management Committee meeting on 6 November 2023:

- Para 9.2(a) – remove reference to Rule 30.1(a) as that rule no longer applies. Rule 30.2 says that Rule 30 no longer applies after expiry of Reserve Power period (3 years from adoption of Constitution). Rule 30 is retained for historical reference purposes. Rule 30.2 makes it clear that Rule 30 no longer applies.
- Rule 9.2(f) – remove the word “immediately” because the future membership fee amounts may be unknown and therefore can’t be determined immediately.
- Management Committee (“MC”) to be able to set a maximum fee per annum for the 3-year period. Incorporated this into Rule 9.2(a).
- Rule 12.5 (e) - Maximum term – refer to succession planning as determined by the MC (to try to ensure don’t lose excessive MC members at the same time).

### Changes arising prior to the MC meeting on 6 November 2023:

The following proposed changes (1 to 11) to the Constitution were approved by the CEACA Management Committee on 29 May 2023.

These changes (1 to 11) were proposed after consultation with Jackson McDonald, Solicitors.

The proposed changes are as follows:

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 requirements of ACNC and ATO requirements.

11. Generally

Proposed wording changes where appropriate to comply with the requirements of ACNC and ATO.

Recent changes identified as a part of the proposed application to become a Community Housing Provider (CHP):

12. Definition of “Community Housing Assets”, “Community Housing Provider” and “Registered” included in the list of definitions.

13. Provision for Community Housing Assets on a wind-up of CEACA to be transferred to the Housing Authority or to another CHP in Western Australia (Definitions in conjunction with Paragraph 29).

14. The Management Committee to meet at least six times per year (currently four times per year) (Paragraph 14.1).

15. A maximum term of nine (9) years for Management Committee Members from the date of the 2023 AGM, to mandate new members to the Management Committee after a reasonable amount of time (Paragraph 12.5).

16. Details of the Management Committee’s role in relation to oversight of the organisation and its operations (Paragraph 11.2(i)).

**Richard Marshall**

Executive Officer

11 December 2023

# Attachment 9.1.5

## Local Roads and Community Infrastructure – Business Case

### Purpose of Report

To comply with Council Policy 3.13 – Discretionary Capital Expenditure – Business Case Requirement, which states:

*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.*

### Background

At the May 2022 Ordinary Council meeting, Councillors are being asked to endorse a project program for submission to the Australian Government's Department of Infrastructure, Transport, Regional Development and Communications for approval under the Local Roads and Community Infrastructure (LRCI) Round 3 Program.

The LRCI program supports local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic.

As part of Phase 3, the Shire of Yilgarn were offered \$1,887,044.

The following seeks to provide Council with relevant information as to enable an informed decision to be made regarding the following proposed projects (the Projects):

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

### Project Selection

The following process was undertaken to select the Projects.

1. Council staff compiled a list of 14 eligible projects, of which were in keeping with the Shire's Community Strategic Plan and met the eligibility criteria for the funding;
2. At the December 2021 Council Discussion Session, the project list was provided to Councillors, and feedback was sought on the projects, including a priority rating for each project;
3. Councillors provided feedback, and based on this feedback, Shire staff shortlisted seven projects for further investigation, including:
  - Southern Cross Sports Complex Upgrade;
  - Satellite Townsite Playground Upgrades;
  - District Entry Statements;

- Main Street Upgrades;
- Emu Park Upgrade;
- Footpath Upgrades; &
- Constellation Park Pump Track.

4. A community consultation process was then undertaken, via electronic and hardcopy survey, which asked the community to provide feedback and prioritise the shortlisted projects, with the following ratings provided from 26 submissions:

<b>Project Number</b>	<b>Project</b>	<b>Ranking *</b>	<b>Appeal to Community **</b>	<b>Importance to Community **</b>	<b>Meets Needs of Community **</b>	<b>Complies with Strategic Community Plan **</b>	<b>Overall Ranking Points</b>
1	Southern Cross Sports Complex Upgrade	2.4	7.8	8.0	8.4	8.1	39.8
5	Main Street Upgrades	4.6	6.3	6.7	6.8	7.4	32.6
6	Satellite Townsite Playground Upgrades	5.3	6.4	6.8	6.8	7.5	32.2
2	District Entry Statements	4.0	6.4	6.3	6.3	6.8	32.0
4	Footpath Upgrades	4.3	5.0	5.9	6.3	6.8	29.8
3	Emu Park Upgrades	4.0	5.5	5.5	5.4	6.6	28.9
7	Constellation Park Pump Track	5.4	5.8	5.5	5.5	5.9	27.3
8	Other	6.1	5.1	4.8	4.9	4.7	23.4

\* Ranked out of 8 projects, weighted average, lower the better.

\*\*Rated based on 10 = Highest Rating, 1 = Lowest Rating, higher the better.

Darker colouring equates to higher ranking per category.

- 
5. Based on community feedback, three projects were shortlisted for further investigation:
    - Southern Cross Sports Complex Upgrade;
    - Southern Cross Main Street Upgrades; &
    - Satellite Townsite Playground/Open Space Upgrades.
  6. Initial investigations into the shortlisted projects were commenced which included:
    - a. Shire staff meeting with a number of representatives from local community groups that utilise the complex to seek ideas and comments on what the upgrade of the building and surrounds might include. A large number of wish list items were identified, indicating significant funding would be required to achieve the needs of the community.
    - b. Shire staff contacting relevant community organisations at the satellite townsites, including Bodallin, Bullfinch, Marvel Loch, Moorine Rock and Mount Hampton. Staff sought feedback from the relevant organisation on what they would like to see implemented as part of the satellite townsite upgrades. Based on this feedback, the Shires Asset Management Officer, has sought cost estimates for the various instalments, of which have been utilised for budgeting purposes.
    - c. The Executive Manager Infrastructure commenced investigations into the main street upgrade. Via discussions with various stakeholders, contractors and suppliers, it became evident that timeframes and budget constraints may be prohibitive, and as such, the project was deemed not suitable for LRCI funding during this phase.

It can be seen that the three shortlisted projects rated highest through the community consultation process. Whilst one project has been removed from current considerations, it is believed that the two proposed projects will achieve an acceptable level of community satisfaction.

## **Project Inclusions**

### **Southern Cross Sports Complex Upgrade:**

It is proposed that this project will be undertaken in two stages. The first, being a tender for the design and contract management. This will allow investigations into the relevant building extension and additions requested. Once feedback from the design consultant is received, then a finalised list of priority and optional items will be drafted and then tendered, with Stage two being the construction phase.

The following items are currently part of the considerations for the project:

Kitchen –

- Increased cupboard space
- Kitchen extension

- 
- Power upgrade
  - Built in Bain-marie in the kitchen

#### Yilgarn Agricultural Society Rooms –

- Windows replaced
- Ceiling upgraded
- Built in, lockable cupboards

#### Toilets –

- Entire overhaul and upgrade
- Change tables in both male & female toilets
- Changeroom with showers for ladies
- Parents room

#### Storage -

- Area to store tables and chairs when not in use
- Extra storage for Basketball assoc with built in shelves
- Storage for goal post covers etc

#### Gymnasium –

- Large fans/air-conditioning
- Viewing area improvements, (Perspex to replace poles)
- Kids play area upstairs (old gym)
- Noise suppression in viewing area

#### Football Rooms –

- Extension of “Umpires” room (trainers rubdown room), office and possibly changerrooms
- Upgrade of toilets and showers
- Carpet replacement

#### Lounge –

- Door to bar near canteen end
- Removal of pillar
- Extra power points (maybe hanging from ceiling)
- Secure money handling area
- Seating along windows for viewing of games
- Internal windows between gymnasium and lounge
- Replacement of internal doors

#### Exterior/outside –

- 
- Playground upgrade
  - More external power points
  - Upgrade to 15-amp power to other end of oval
  - Timing box windows
  - Removal of old skatepark – replace with more child friendly area
  - Replace other 2 basketball courts to the same as the others
  - Air-conditioner or fan in old netball clubrooms
  - Lighting in toilets in old netball clubrooms
  - Portico over canteen
  - Higher fence behind goals
  - Solar on roof
  - Sealing of entire carpark area
  - New Changeroom area to South or Courts (suggested existing changerooms used for indoor sports, with new larger changerooms and ancillary rooms for football).
  - Amend dugouts to remove ability for kids to climb on.

### **Satellite Townsite Playground/Open Space Upgrades**

The following upgrades are currently proposed, pending the final tender process and community group approvals:

Marvel Loch:

- New pit and fencing;
- New playground design;
- Supply and install new picnic table, bench seat and park bin

Bulfinch:

- Install of themed style rocker (mining/ farming)
- Shade design to cover all area
- Limestone and sand to include current installs

Mount Hampton:

- New pit and fencing;
- New playground design;

Moorine Rock:

- New pit and fencing;
- New playground design;

- Supply and install new fixed shade design

Bodallin:

- New pit and fencing;
- New playground design;
- Picnic tables/ bench seats;
- Shade Structure.

### Community Strategic Planning

As indicated above, the community feedback shows that the proposed projects are in keeping with the Shire of Yilgarn Community Strategic Community Plan.

The following details the relevant section of the Strategic Community Plan the proposed projects comply with:

Project	Strategic Compliancy
Southern Cross Sports Complex Upgrade	Community Strategic Plan Strategy 1.1.2 - Provide and maintain high quality community infrastructure (recreation centre, oval, bowls, swimming pool, library, community centre, halls)
Yilgarn Satellite Townsite Playground/Open Space Upgrades	Community Strategic Plan - 1.1.2 Provide and maintain high quality community infrastructure (recreation centre, oval, bowls, swimming pool, library, community centre, halls)

### Financial Implications

Co-contributions are not required under the LRCI Program, however Councils are required to continue their normal ongoing capital expenditure levels.

Due to there being no co-contribution requirements, there is no requirement to draw funds from General Revenue or Reserves.

It is not believed that any own source funding will be required through this project. As such, there will be no rate increase implications or effects on other levels of service.

---

## **Sports Complex Upgrade**

The Shire's Asset Management Officer has undertaken an asset condition report for the Southern Cross Sports Complex. With the maintenance replacement program for the building indicating \$394,832 will be required over the next four years as a minimum. The Southern Cross Sports Complex Upgrade will see a number of required maintenance items addressed, meaning the funds Council would have had to provide to address these items over the next four years can be funded through the LRCI program. This is a benefit to Council and will allow for the funds that would normally have had to be allocated to maintenance, able to be spent in other areas.

The current list of upgrades proposed through this process are deemed to have a low effect on ongoing maintenance costs compared to current costs. Due to the upgrade of fixtures and fittings and the option of solar power, it may also see an operational cost reduction.

## **Satellite Town site Playground/Open Space Upgrades**

Whilst generally playground/open space equipment has a low maintenance cost value, the equipment currently located at the various satellite townsites is at the end of its useful life, and as such, Council would have to consider upgrade regardless of the LRCI project.

As such, use of the LRCI funding allows Council to address an impending capital expenditure, with no direct effect on general revenue or reserve accounts.

Ongoing maintenance and operational costs, in keeping with current costs for playground equipment, is deemed low.

## **Summary**

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

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

This is based on:

1. Community consultation indicating the proposed projects as being the most appealing to the community, most important to the community, will meet the needs of the community and will comply with the Community Strategic Plan.
2. There being no requirement for co-funding, therefore having no capital expenditure effects on short term budgets;
3. The proposed projects reducing current maintenance liabilities; and
4. The proposed projects having no significant ongoing maintenance or operational cost increases compared to current costs.

**SHIRE OF YILGARN**

**MONTHLY FINANCIAL STATEMENTS  
FOR THE MONTH ENDED 30 NOVEMBER 2023**



# SHIRE OF YILGARN

## MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 30 November 2023

*LOCAL GOVERNMENT ACT 1995*

*LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*

### TABLE OF CONTENTS

#### *Statements required by regulation*

Statement of Financial Activity	2
Statement of Financial Position	3
Note 1 Basis of Preparation	4
Note 2 Statement of Financial Activity Information	5
Note 3 Explanation of Material Variances	6

**SHIRE OF YILGARN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2023**

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
General rates	10	4,354,273	4,354,273	<b>4,342,517</b>	(11,756)	(0.27%)	▼
Grants, subsidies and contributions	14	517,278	235,428	<b>462,834</b>	227,406	96.59%	▲
Fees and charges		1,981,998	1,188,331	<b>1,287,057</b>	98,726	8.31%	▲
Service charges		88,010	36,660	<b>18,957</b>	(17,703)	(48.29%)	▼
Interest revenue		614,324	255,965	<b>332,673</b>	76,708	29.97%	▲
Other revenue		628,800	264,110	<b>297,780</b>	33,670	12.75%	▲
Profit on asset disposals	6	16,275	15,966	<b>9,942</b>	(6,024)	(37.73%)	▼
		<b>8,200,958</b>	<b>6,350,733</b>	<b>6,751,760</b>	401,027	6.31%	
<b>Expenditure from operating activities</b>							
Employee costs		(4,214,390)	(1,760,821)	<b>(1,613,002)</b>	147,819	8.39%	▲
Materials and contracts		(2,311,179)	(1,543,368)	<b>(845,523)</b>	697,845	45.22%	▲
Utility charges		(873,180)	(363,730)	<b>(272,104)</b>	91,626	25.19%	▲
Depreciation		(4,830,700)	(2,012,755)	<b>(2,077,577)</b>	(64,822)	(3.22%)	▼
Finance costs		(12,662)	(5,275)	<b>(4,369)</b>	906	17.18%	▲
Insurance		(345,199)	(227,667)	<b>(358,076)</b>	(130,409)	(57.28%)	▼
Other expenditure		(853,840)	(376,815)	<b>(371,521)</b>	5,294	1.40%	▲
Loss on asset disposals	6	(286,154)	(110,485)	<b>(139,739)</b>	(29,254)	(26.48%)	▼
		<b>(13,727,304)</b>	<b>(6,400,916)</b>	<b>(5,681,911)</b>	719,005	11.23%	
Non-cash amounts excluded from operating activities	Note 2(b)	5,100,579	2,107,274	<b>2,207,791</b>	100,517	4.77%	▲
<b>Amount attributable to operating activities</b>		<b>(425,767)</b>	<b>2,057,091</b>	<b>3,277,640</b>	1,220,549	59.33%	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions	15	3,982,064	2,521,501	<b>1,279,894</b>	(1,241,607)	(49.24%)	▼
Proceeds from disposal of assets	6	563,500	238,500	<b>239,409</b>	909	0.38%	▲
		<b>4,545,564</b>	<b>2,760,001</b>	<b>1,519,303</b>	(1,240,698)	(44.95%)	
<b>Outflows from investing activities</b>							
Payments for property, plant and equipment	5	(4,818,574)	(1,002,285)	<b>(1,183,360)</b>	(181,075)	(18.07%)	▼
Payments for construction of infrastructure	5	(4,647,866)	(1,438,369)	<b>(1,412,625)</b>	25,744	1.79%	▲
<b>Amount attributable to investing activities</b>		<b>(4,920,876)</b>	<b>319,347</b>	<b>(1,076,681)</b>	(1,396,028)	(437.15%)	
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
		<b>0</b>	<b>0</b>	<b>0</b>	0	0.00%	
<b>Outflows from financing activities</b>							
Repayment of borrowings	11	(97,695)	(48,708)	<b>(48,708)</b>	0	0.00%	
Payments for principal portion of lease liabilities	12	(556)	(556)	<b>(556)</b>	0	0.00%	
Transfer to reserves	4	(636,490)	0	<b>(201,008)</b>	(201,008)	0.00%	▼
		<b>(734,741)</b>	<b>(49,264)</b>	<b>(250,272)</b>	(201,008)	(408.02%)	
<b>Amount attributable to financing activities</b>		<b>(734,741)</b>	<b>(49,264)</b>	<b>(250,272)</b>	(201,008)	(408.02%)	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
<b>Surplus or deficit at the start of the financial year</b>		6,019,294	6,019,294	<b>7,273,878</b>	1,254,584	20.84%	▲
Amount attributable to operating activities		(425,767)	2,057,091	<b>3,277,640</b>	1,220,549	59.33%	▲
Amount attributable to investing activities		(4,920,876)	319,347	<b>(1,076,681)</b>	(1,396,028)	(437.15%)	▼
Amount attributable to financing activities		(734,741)	(49,264)	<b>(250,272)</b>	(201,008)	(408.02%)	▼
<b>Surplus or deficit after imposition of general rates</b>		<b>(62,090)</b>	<b>8,346,468</b>	<b>9,224,565</b>	878,097	10.52%	▲

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

\* Refer to Note 3 for an explanation of the reasons for the variance.

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

**SHIRE OF YILGARN**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2023**

	Supplementary Information	30 June 2023	30 November 2023
		\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	17,257,361	19,723,751
Trade and other receivables		678,977	1,173,760
Inventories	8	14,114	39,937
Contract assets	8	1,069,179	156,419
<b>TOTAL CURRENT ASSETS</b>		<b>19,019,631</b>	<b>21,093,867</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables		62,288	61,875
Other financial assets		81,490	81,490
Property, plant and equipment		33,132,991	33,571,072
Infrastructure		457,095,927	456,807,601
Right-of-use assets		4,424	3,872
<b>TOTAL NON-CURRENT ASSETS</b>		<b>490,377,120</b>	<b>490,525,910</b>
<b>TOTAL ASSETS</b>		<b>509,396,751</b>	<b>511,619,777</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	9	499,950	432,656
Other liabilities	13	1,057,106	1,045,218
Lease liabilities	12	1,326	770
Borrowings	11	97,695	48,987
Employee related provisions	13	425,957	425,957
<b>TOTAL CURRENT LIABILITIES</b>		<b>2,082,034</b>	<b>1,953,588</b>
<b>NON-CURRENT LIABILITIES</b>			
Lease liabilities	12	2,979	2,979
Borrowings	11	662,883	662,883
Employee related provisions		62,432	62,432
Other provisions		242,523	242,523
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>970,817</b>	<b>970,817</b>
<b>TOTAL LIABILITIES</b>		<b>3,052,851</b>	<b>2,924,405</b>
<b>NET ASSETS</b>		<b>506,343,900</b>	<b>508,695,372</b>
<b>EQUITY</b>			
Retained surplus		66,181,496	68,331,960
Reserve accounts	4	9,762,740	9,963,748
Revaluation surplus		430,399,664	430,399,664
<b>TOTAL EQUITY</b>		<b>506,343,900</b>	<b>508,695,372</b>

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

# NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 NOVEMBER 2023

## 1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

### BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

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

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

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.

*Local Government (Financial Management) Regulations 1996*, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

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 16 to these financial statements.

#### **Judgements and 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 that are 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:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

#### **SIGNIFICANT ACCOUNTING POLICES**

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

#### **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 06 November 2023

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2023**

**2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget Opening 2023/24	Last Year Closing 30 June 2023	Year to Date 30 November 2023
		\$	\$	\$
<b>Current assets</b>				
Cash and cash equivalents	3	12,763,943	17,257,361	19,723,751
Trade and other receivables		599,586	678,977	1,173,760
Inventories	8	39,128	14,114	39,937
Contract assets	8	178,731	1,069,179	156,419
		<u>13,581,388</u>	<u>19,019,631</u>	<u>21,093,867</u>
<b>Less: current liabilities</b>				
Trade and other payables	9	(1,122,184)	(499,950)	(432,656)
Other liabilities	13	(1,010,486)	(1,057,106)	(1,045,218)
Lease liabilities	12	-2749	(1,326)	(770)
Borrowings	11	(96,617)	(97,695)	(48,987)
Employee related provisions	13	(471,302)	(425,957)	(425,957)
		<u>(2,703,338)</u>	<u>(2,082,034)</u>	<u>(1,953,588)</u>
<b>Net current assets</b>		<u>10,878,050</u>	<u>16,937,597</u>	<u>19,140,279</u>
<b>Less: Total adjustments to net current assets</b>	Note 2(c)	(9,762,740)	(9,663,719)	(9,913,991)
<b>Closing funding surplus / (deficit)</b>		<u>1,115,310</u>	<u>7,273,878</u>	<u>9,226,288</u>

**(b) Non-cash amounts 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*.

Non-cash amounts excluded from operating activities		Adopted Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	6	(16,275)	(15,966)	(9,942)
Add: Loss on asset disposals	6	286,154	110,485	139,739
Add: Depreciation		4,830,700	2,012,755	2,077,577
- Pensioner deferred rates				417
<b>Total non-cash amounts excluded from operating activities</b>		<u>5,100,579</u>	<u>2,107,274</u>	<u>2,207,791</u>

**(c) Current assets and liabilities excluded from budgeted deficiency**

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.

Adjustments to net current assets		Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 30 November 2023
		\$	\$	\$
Less: Reserve accounts	4	(9,762,740)	(9,762,740)	(9,963,748)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	11		97,695	48,987
- Current portion of lease liabilities	12		1,326	770
<b>Total adjustments to net current assets</b>	Note 2(a)	<u>(9,762,740)</u>	<u>(9,663,719)</u>	<u>(9,913,991)</u>

**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, being the Council's operational cycle.

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2023**

**3 EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2023-24 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
<b>Revenue from operating activities</b>			
<b>Grants, subsidies and contributions</b>	227,406	96.59%	▲
Some Operating Grants received earlier than budgeted			
<b>Interest revenue</b>	76,708	29.97%	▲
Hike in interest rates resulting in more than budgeted interest received on council investments			
<b>Expenditure from operating activities</b>			
<b>Employee costs</b>	(147,819)	(8.39%)	▼
Variance due to delay in some works and therefore reduction in wages			
<b>Materials and contracts</b>	(697,845)	(45.22%)	▼
Variance due to timing differences in completing capital works			
<b>Inflows from investing activities</b>			
<b>Proceeds from capital grants, subsidies and contributions</b>	(1,241,607)	(49.24%)	▼
Delays in Capital Grant Revenue			
<b>Outflows from investing activities</b>			
<b>Payments for property, plant and equipment</b>	(181,075)	(18.07%)	▼
Variance due to timing in purchasing PPE			

**SHIRE OF YILGARN**  
**SUPPLEMENTARY INFORMATION**

**TABLE OF CONTENTS**

1	Key Information	8
2	Key Information - Graphical	9
3	Cash and Financial Assets	10
4	Reserve Accounts	11
5	Capital Acquisitions	12
6	Disposal of Assets	14
7	Receivables	15
8	Other Current Assets	16
9	Payables	17
10	Rate Revenue	18
11	Borrowings	19
12	Lease Liabilities	20
13	Other Current Liabilities	21
14	Grants and contributions	22
15	Capital grants and contributions	23
16	Trust Fund	24

SHIRE OF YILGARN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 NOVEMBER 2023

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$6.02 M	\$6.02 M	\$7.27 M	\$1.25 M
Closing	(\$0.06 M)	\$8.35 M	\$9.22 M	\$0.88 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$19.72 M	% of total
Unrestricted Cash	\$9.76 M	49.5%
Restricted Cash	\$9.96 M	50.5%

Refer to 3 - Cash and Financial Assets

Payables	
	\$0.43 M
Trade Payables	\$0.25 M
0 to 30 Days	99.6%
Over 30 Days	0.4%
Over 90 Days	0.0%

Refer to 9 - Payables

Receivables		
	\$0.49 M	% Collected
Rates Receivable	\$0.68 M	85.3%
Trade Receivable	\$0.49 M	% Outstanding
Over 30 Days		39.1%
Over 90 Days		1.0%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.43 M)	\$2.06 M	\$3.28 M	\$1.22 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$4.34 M	% Variance
YTD Budget	\$4.35 M	(0.3%)

Refer to 10 - Rate Revenue

Grants and Contributions		
YTD Actual	\$0.46 M	% Variance
YTD Budget	\$0.24 M	96.6%

Refer to 14 - Grants and Contributions

Fees and Charges		
YTD Actual	\$1.29 M	% Variance
YTD Budget	\$1.19 M	8.3%

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)
(\$4.92 M)	\$0.32 M	(\$1.08 M)	(\$1.40 M)

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.24 M	%
Adopted Budget	\$0.56 M	(57.5%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$1.41 M	% Spent
Adopted Budget	\$4.65 M	(69.6%)

Refer to 5 - Capital Acquisitions

Capital Grants		
YTD Actual	\$1.28 M	% Received
Adopted Budget	\$3.98 M	(67.9%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.73 M)	(\$0.05 M)	(\$0.25 M)	(\$0.20 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.05 M)
Interest expense	\$0.00 M
Principal due	\$0.71 M

Refer to 11 - Borrowings

Reserves	
Reserves balance	\$9.96 M
Interest earned	\$0.20 M

Refer to 4 - Cash Reserves

Lease Liability	
Principal repayments	(\$0.00 M)
Interest expense	\$0.00 M
Principal due	\$0.00 M

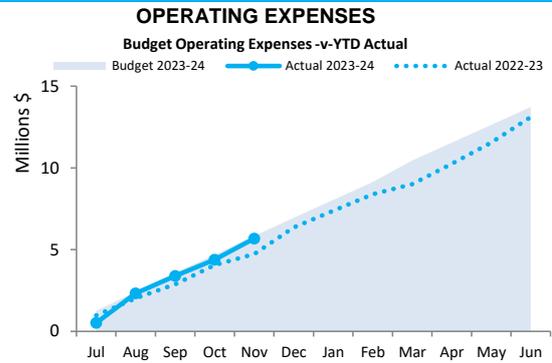
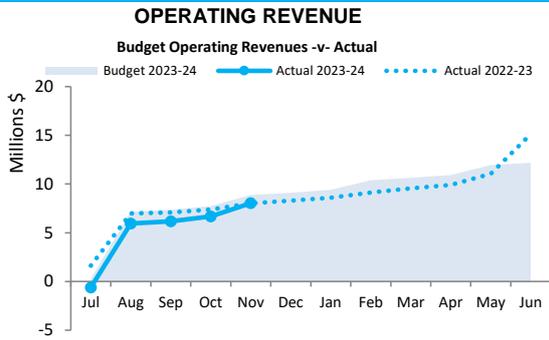
Refer to Note 12 - Lease Liabilities

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

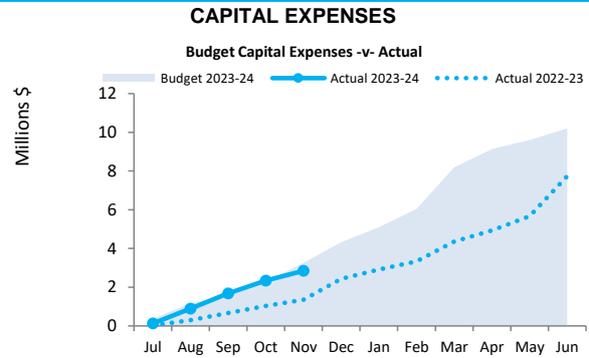
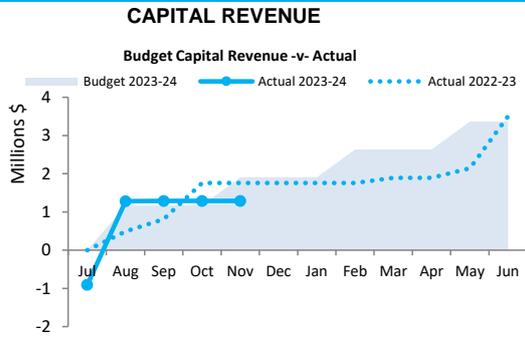
**SHIRE OF YILGARN**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2023**

**2 KEY INFORMATION - GRAPHICAL**

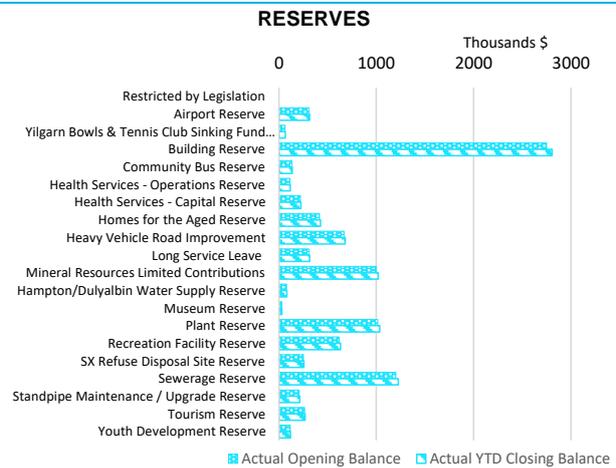
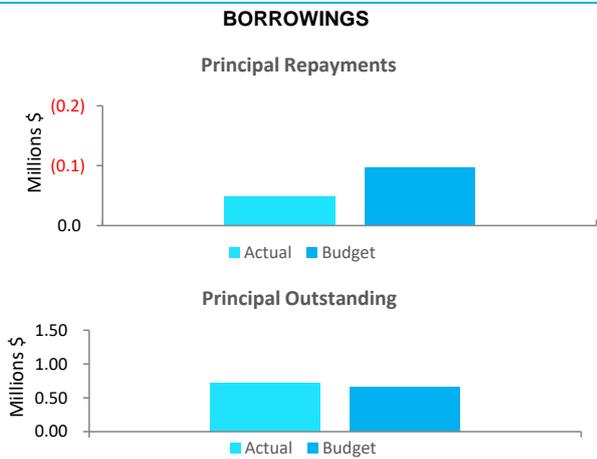
**OPERATING ACTIVITIES**



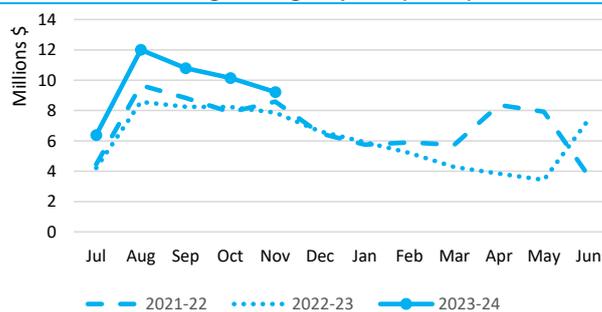
**INVESTING ACTIVITIES**



**FINANCING ACTIVITIES**



**Closing funding surplus / (deficit)**



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

SHIRE OF YILGARN  
 SUPPLEMENTARY INFORMATION  
 FOR THE PERIOD ENDED 30 NOVEMBER 2023

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand		1,350		1,350				
Muni funds - bank working acc	Cash and cash equivalents	573,718		573,718		WBC	0.00%	
Muni funds - at call account	Cash and cash equivalents	2,776,606		2,776,606		WBC	1.35%	
Muni funds - investment account (31 days)	Cash and cash equivalents	2,850,000		2,850,000		WBC	4.60%	(rolling 31 day)
Muni funds - investment account (60 days)	Cash and cash equivalents	3,500,000		3,500,000		WBC	4.75%	(rolling 60 day)
Reserve funds - investment account (90 days)	Cash and cash equivalents	0	9,963,748	9,963,748		WBC	5.10%	(rolling 90 day)
Trust Account	Cash and cash equivalents	58,329		58,329	58,329			
<b>Total</b>		<b>9,760,003</b>	<b>9,963,748</b>	<b>19,723,751</b>	<b>58,329</b>			
<b>Comprising</b>								
Cash and cash equivalents		9,760,003	9,963,748	19,723,751	58,329			
		<b>9,760,003</b>	<b>9,963,748</b>	<b>19,723,751</b>	<b>58,329</b>			

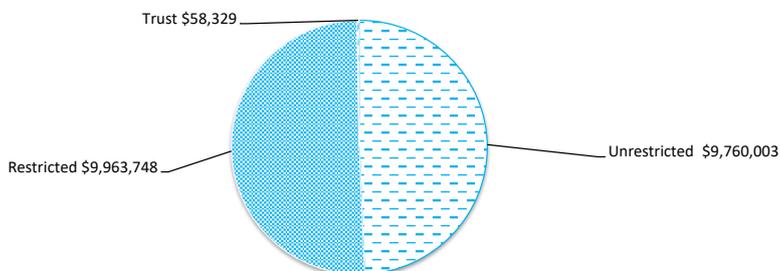
**KEY INFORMATION**

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.



SHIRE OF YILGARN  
 SUPPLEMENTARY INFORMATION  
 FOR THE PERIOD ENDED 30 NOVEMBER 2023

4 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Legislation</b>										
Airport Reserve	307,607	-	13,842	-	321,449	307,607	6333	-	-	313,940
Yilgarn Bowls & Tennis Club Sinking Fund Reserve	62,776	6,666	2,825	-	72,267	62,776	1293	-	-	64,069
Building Reserve	2,749,341	-	123,720	-	2,873,061	2,749,341	56600	-	-	2,805,941
Community Bus Reserve	133,951	-	6,028	-	139,979	133,951	2757	-	-	136,708
Health Services - Operations Reserve	113,082	-	5,089	-	118,171	113,082	2328	-	-	115,410
Health Services - Capital Reserve	220,234	-	9,911	-	230,145	220,234	4534	-	-	224,768
Homes for the Aged Reserve	417,066	-	18,768	-	435,834	417,066	8586	-	-	425,652
Heavy Vehicle Road Improvement	668,379	180,000	30,077	-	878,456	668,379	13760	-	-	682,139
Long Service Leave	308,330	-	13,875	-	322,205	308,330	6347	-	-	314,677
Mineral Resources Limited Contributions	1,000,000	-	45,000	-	1,045,000	1,000,000	20587	-	-	1,020,587
Hampton/Dulyalbin Water Supply Reserve	78,033	7,500.00	3,511	-	89,044	78,033	1606	-	-	79,639
Museum Reserve	29,452	3,000.00	1,326	-	33,778	29,452	632	-	-	30,084
Plant Reserve	1,014,773	-	45,665	-	1,060,438	1,014,773	20890	-	-	1,035,663
Recreation Facility Reserve	620,400	-	27,918	-	648,318	620,400	12772	-	-	633,172
SX Refuse Disposal Site Reserve	252,089	-	11,344	-	263,433	252,089	5190	-	-	257,279
Sewerage Reserve	1,200,327	-	54,015	-	1,254,342	1,200,327	24711	-	-	1,225,038
Standpipe Maintenance / Upgrade Reserve	207,687	-	9,346	-	217,033	207,687	4275	-	-	211,962
Tourism Reserve	263,472	-	11,856	-	275,328	263,472	5424	-	-	268,896
Youth Development Reserve	115,741	-	5,208	-	120,949	115,741	2383	-	-	118,124
	<b>9,762,740</b>	<b>197,166</b>	<b>439,324</b>	<b>0</b>	<b>10,399,230</b>	<b>9,762,740</b>	<b>201,008</b>	<b>0</b>	<b>0</b>	<b>9,963,748</b>

## 5 CAPITAL ACQUISITIONS

	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
<b>Capital acquisitions</b>				
Buildings	2,546,999	195,780	174,881	(20,899)
Furniture and equipment	60,000	24,995	27,959	2,964
Plant and equipment	2,211,575	781,510	980,520	199,010
<b>Acquisition of property, plant and equipment</b>	<b>4,818,574</b>	<b>1,002,285</b>	<b>1,183,360</b>	<b>181,075</b>
Infrastructure - roads	3,662,815	734,463	1,304,563	570,100
Infrastructure - Other	985,051	703,906	108,062	(595,844)
<b>Acquisition of infrastructure</b>	<b>4,647,866</b>	<b>1,438,369</b>	<b>1,412,625</b>	<b>336,405</b>
<b>Total capital acquisitions</b>	<b>9,466,440</b>	<b>2,440,654</b>	<b>2,595,984</b>	<b>517,480</b>
<b>Capital Acquisitions Funded By:</b>				
Capital grants and contributions	3,982,064	2,521,501	1,279,894	(1,241,607)
Other (disposals & C/Fwd)	563,500	238,500	239,409	909
Contribution - operations	4,920,876	0	1,076,681	1,076,681
<b>Capital funding total</b>	<b>9,466,440</b>	<b>2,760,001</b>	<b>2,595,984</b>	<b>(164,017)</b>

### 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.

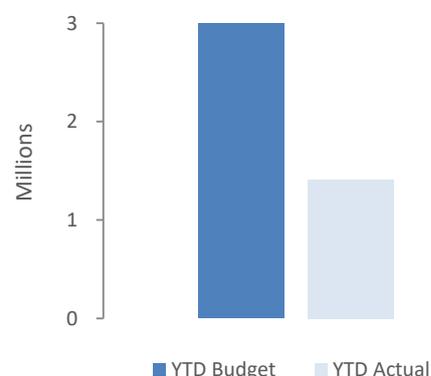
#### Initial recognition and measurement for assets held at cost

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.

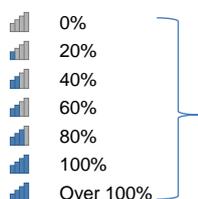
Payments for Capital Acquisitions



5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



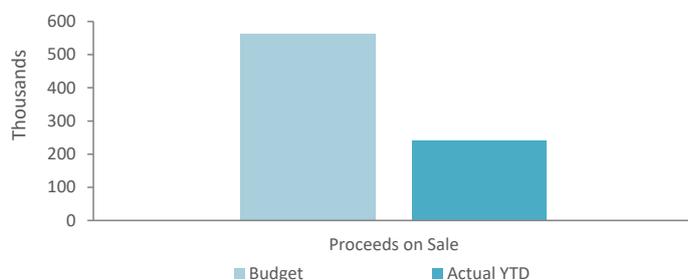
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

		Adopted		Variance	
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over
		\$	\$	\$	\$
<b>Buildings</b>					
E08250	Child Care Centre - Land & Buildings Capital	45,000	-	91	91
E08350	Senior Citizens Centre - Land & Buildings Capital	14,000	-	-	-
J08401	Homes For The Aged - Units 1 & 2 - Capital Works	21,454	-	10,965	10,965
J08402	Homes For The Aged - Units 3 & 4 - Capital Works	21,454	-	9,865	9,865
J08403	Homes For The Aged - Units 5 & 6 - Capital Works	21,454	-	9,716	9,716
J08404	Homes For The Aged - Units 7 & 8 - Capital Works	21,454	-	12,730	12,730
J08405	Homes For The Aged - Units 9 & 10 - Capital Works	21,454	-	9,100	9,100
J08406	Homes For The Aged - Units 11 & 12 - Capital Works	21,454	-	9,438	9,438
E09710	Housing Construction - Land & Buildings	626,477	-	4,541	4,541
J09750	37 Taurus St - Land & Buildings Capital	7,374	7,374	4,805	2,569
J09752	6 Libra Pl - Land & Buildings Capital	15,000	-	4,633	4,633
J09754	3 Libra Pl - Land & Buildings Capital	30,000	-	9,518	9,518
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	-	4,550	4,550
J11150	Sx Community Centre - Land & Buildings Capital	25,454	8,476	824	7,652
J11152	Marvel Loch Hall - Land & Buildings Capital	-	-	191	191
J11155	Mt Hampton Hall - Land & Buildings Capital	20,000	6,664	10,014	3,350
J11156	Masonic Lodge - Land & Buildings Capital	8,000	2,664	1,049	1,615
E11250	Swimming Pool - Land & Buildings Capital	30,000	10,000	-	10,000
E11351	Sports Complex - Land & Buildings Capital	1,237,044	-	3,049	3,049
J11502	Yilgarn History Museum - Land & Buildings Capital	15,000	-	248	248
J13203	Caravan Park Improvements - Land & Buildings Capital	178,171	59,380	766	58,614
J13207	Caravan Park Residence - Land & Buildings Capital	25,986	8,652	-	8,652
J14602	Depot - Land & Buildings Capital	20,000	6,664	-	6,664
J14603	11 Antares Street - Land & Buildings Capital	85,907	85,906	68,788	17,118
<b>Furniture</b>					
E12352	Depot - Furniture & Equipment Capital	20,000	8,330	-	8,330
E12452	Aerodrome- Furniture & Equipment Capital	40,000	16,665	27,959	11,294
<b>Plant and equipment</b>					
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	-	250,517	250,517
E10353	Southern Cross Sewerage Scheme - Plant & Equipment Capital	72,500	30,205	7,500	22,705
E10451	Marvel Loch Sewerage Scheme - Plant & Equipment Capital	10,500	4,375	-	4,375
E11252	Swimming Pool - Plant & Equipment Capital	22,500	9,375	14,008	4,633
E11357	Parks & Gardens - Plant & Equipment Capital	80,000	33,330	1,849	31,481
E12350	Purchase Of Plant And Equipment	1,041,000	-	213,215	213,215
E12353	Depot - Plant & Equipment Capital	31,725	31,725	22,725	9,000
E13257	Caravan Park Improvements - Plant & Equipment Capital	6,000	2,500	-	2,500
E14656	Shire Administration - Plant & Equipment	220,000	220,000	59,789	160,211
<b>Infrastructure - roads</b>					
RRG25	R2030 - Marvel Loch Forresteria Rd - Construct To 8 Metre Prime	1,167,632	194,606	205,744	11,138
RRG26	R2030 - Koolyanobbing Rd - Reseal - Slk 37.02 - 41.00 (23/24)	243,955	-	69,196	69,196
RRG27	R2030 - Moorine South Rd - Reseal - Slk 52.50 - 57.50 (23/24)	251,907	-	46,537	46,537
R2R37	R2R - Bodallin South Rd - Gravel Sheet - Slk 11.80 - 17.00 (23/24)	265,148	212,120	233,468	21,348
R2R38	R2R - Noongar North Rd - Gravel Overlay - Slk 11.14 - 17.66 (23/24)	315,919	157,961	278,733	120,772
R2R39	R2R - Frog Rock Marvel Loch Rd - Reseal - Slk 17.99 - 22.10 (23/24)	321,331	160,666	66,449	94,217
RRU33	Rru - Southern Cross South Rd - Gravel Overlay - Slk 30.60 - 36.00 (23/24)	281,557	281,557	88,942	192,615
RRU34	Rru - Koorda Bullfinch Rd - Gravel Shoulders - Slk 9.00 - 14.00 (23/24)	195,100	195,100	241,078	45,978
RRU35	Rru - Emu Fence Rd - Gravel Overlay - Slk 75.90 - 81.00 (23/24)	263,718	-	35,273	35,273
RRU36	Rru - Dulyalbin Rd - Gravel Overlay - Slk 0.00 - 5.00 (23/24)	256,548	-	23,164	23,164
RRU37	Rru - Bodallin South Rd - Culvert Concrete Overlay - Slk 0.90 (23/24)	100,000	-	15,979	15,979
<b>Infrastructure - Other</b>					
J12101	Concrete Footpath - Spica Street - Southern Cross	107,100	44,625	-	44,625
J11343	Lrci Rnd 3 - Outlying Townsites Playground & Open Space Equip	650,000	487,500	371	487,129
J11344	Renewal Of Cricket Practice Nets & Surface	30,000	12,500	-	12,500
J10107	Sx Refuse Disposal Site - Infrastructure Capital	15,000	5,000	-	5,000
TRU13	Tru - Emu Park - Hard Stand For Electric Charging Station (22/23)	139,951	139,949	105,594	34,355
E10350	Southern Cross Sewerage Scheme -Infrastructure Capital	17,500	5,832	2,097	3,735
E10450	Marvel Loch Sewerage Scheme - Infrastructure Capital	25,500	8,500	-	8,500
		<b>9,466,440</b>	<b>2,908,201</b>	<b>2,595,984</b>	<b>312,217</b>

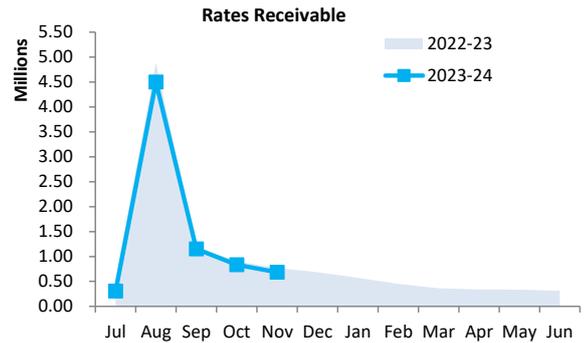
6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Plant and equipment</b>									
PB5319	Miner's Settlement- 2.4 Tanker	105,000	-	-	- 105,000	104,221	-	-	- 104,221
P5139	John Deere Backhoe	51,621	51,500	-	- 121	9,813	-	-	- 9,813
P5140	Rock Breaker - John Deere	9,965	-	-	- 9,965	51,036	51,500	464	-
2052	Toyota Hilux Ute- YL121	29,476	30,000	524	-	-	-	-	-
2013	Freightliner Prime Mover	157,935	65,000	-	- 92,935	-	-	-	-
2053	CAT Skid Steer Loader	81,367	63,000	-	- 18,367	83,232	63,000	-	- 20,232
2043	Mazda BT-50 - Builder	25,639	30,000	4,361	-	-	-	-	-
1	Landcruiser LC70 (Mechanic)	59,128	50,000	-	- 9,128	-	-	-	-
1992	Bomac Multi Tyred Roller	82,463	45,000	-	- 37,463	-	-	-	-
1850	Cat 924H Loader - Landfill	72,610	84,000	11,390	-	74,522	84,000	9,478	-
2062	Toyota Kluger - YL50	43,974	40,000	-	- 3,974	46,381	40,909	-	- (5,472)
		<b>833,379</b>	<b>563,500</b>	<b>16,275</b>	<b>(286,154)</b>	<b>369,205</b>	<b>239,409</b>	<b>9,942</b>	<b>(139,739)</b>



7 RECEIVABLES

Rates receivable	30 Jun 2023	30 Nov 2023
	\$	\$
Opening arrears previous years	532,085	310,001
Levied this year	4,207,038	4,342,517
Less - collections to date	(4,429,122)	(3,967,676)
Gross rates collectable	310,001	684,842
Allowance for impairment of rates receivable		(4,452)
<b>Net rates collectable</b>	<b>310,001</b>	<b>680,390</b>
% Collected	93.5%	85.3%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	254,402	152,762	6,314	4,073	417,552
Percentage	0.0%	60.9%	36.6%	1.5%	1.0%	
<b>Balance per trial balance</b>						
Trade receivables						417,552
GST receivable						75,818
Allowance for credit losses of rates and statutory receivables						(4,452)
<b>Total receivables general outstanding</b>						<b>488,918</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

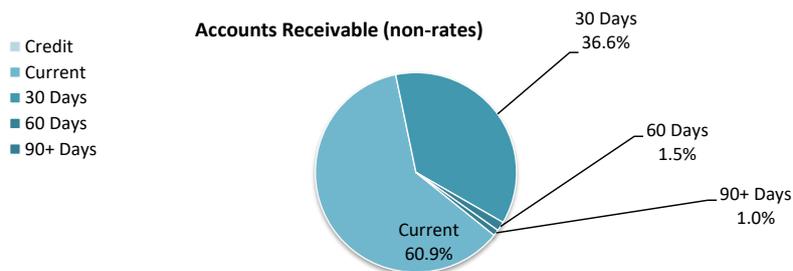
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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.



8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 30 November 2023
	\$	\$	\$	\$
<b>Inventory</b>				
Fuel	14,114	25,823		39,937
<b>Contract assets</b>				
Contract assets	1,063,123		(906,704)	156,419
Accrued Income	6,056		(6,056)	0
<b>Total other current assets</b>	<b>1,083,293</b>	<b>25,823</b>	<b>(912,760)</b>	<b>196,356</b>
<b>Amounts shown above include GST (where applicable)</b>				

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.

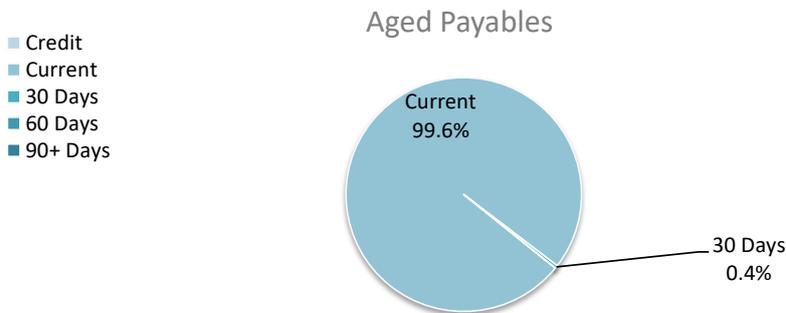
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	249,919	1,030	0	0	250,949
Percentage	0.0%	99.6%	0.4%	0.0%	0.0%	
<b>Balance per trial balance</b>						
Sundry creditors						250,949
Prepaid rates						79,812
ATO liabilities						97,785
Bonds & Retained Funds						4,110
<b>Total payables general outstanding</b>						<b>432,656</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

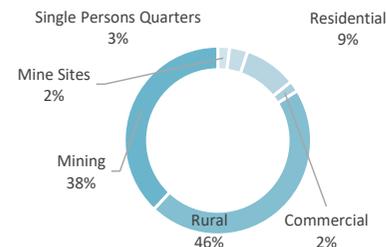
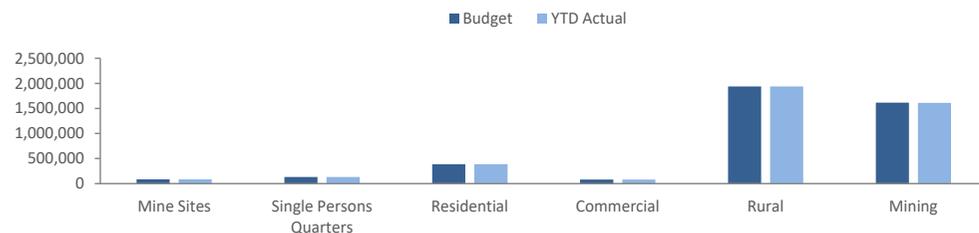
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised 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.



10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of Properties	Rateable Value	Rate	Budget	Total Revenue	Rate	YTD Actual	Total Revenue
	\$(cents)			Revenue	Reassessed Rate Revenue		Revenue	Rate Revenue	
				\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>									
Mine Sites	0.163728	7	529,565	86,705		86,705	86,705		86,705
Single Persons Quarters	0.163728	10	816,219	133,638		133,638	133,637		133,637
Residential	0.116294	370	3,305,096	384,363		384,363	384,362		384,362
Commercial	0.081865	33	974,765	79,799		79,799	79,799		79,799
<b>Unimproved value</b>									
Rural	0.012500	351	155,053,117	1,938,164		1,938,164	1,938,772		1,938,772
Mining	0.149184	344	10,816,836	1,613,699		1,613,699	1,608,292		1,608,292
<b>Sub-Total</b>		<b>1,115</b>	<b>171,495,598</b>	<b>4,236,368</b>	<b>0</b>	<b>4,236,368</b>	<b>4,231,567</b>	<b>0</b>	<b>4,231,567</b>
<b>Minimum payment</b>									
<b>Minimum Payment \$</b>									
<b>Gross rental value</b>									
Mine Sites	450	3	2,408	1,350		1,350	1,350		1,350
Single Persons Quarters	450	2	1,075	900		900	900		900
Residential	600	138	243,353	82,800		82,800	82,800		82,800
Commercial	450	8	21,561	3,600		3,600	3,600		3,600
<b>Unimproved value</b>									
Rural	450	45	446,045	20,250		20,250	20,250		20,250
Mining	450	276	382,996	124,200		124,200	122,850		122,850
<b>Sub-total</b>		<b>472</b>	<b>1,097,438</b>	<b>233,100</b>	<b>0</b>	<b>233,100</b>	<b>231,750</b>	<b>0</b>	<b>231,750</b>
Discount						(165,000)	(168,885)		(168,885)
<b>Amount from general rates</b>						<b>4,304,468</b>			<b>4,294,432</b>
Ex-gratia rates						49,805			48,085
<b>Total general rates</b>						<b>4,354,273</b>			<b>4,342,517</b>



11 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
WA Treasury, Southern Cross swimming pool	0098	760,578	0	0	(48,708)	(97,695)	711,870	662,883	4,345	11,462
<b>Total</b>		<b>760,578</b>	<b>0</b>	<b>0</b>	<b>(48,708)</b>	<b>(97,695)</b>	<b>711,870</b>	<b>662,883</b>	<b>4,345</b>	<b>11,462</b>
Current borrowings		97,695					48,987			
Non-current borrowings		662,883					662,883			
		<b>760,578</b>					<b>711,870</b>			

All debenture repayments were financed by general purpose revenue.

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.

12 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
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Canon Photocopier (back office)	0003	4,305	0	0	(556)	(556)	3,749	3,749	24	0
<b>Total</b>		<b>4,305</b>	<b>0</b>	<b>0</b>	<b>(556)</b>	<b>(556)</b>	<b>3,749</b>	<b>3,749</b>	<b>24</b>	<b>0</b>
Current lease liabilities		1,326					770			
Non-current lease liabilities		2,979					2,979			
		<b>4,305</b>					<b>3,749</b>			

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.

### 13 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 November 2023
		\$	\$	\$	\$	\$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
Contract liabilities		986,988	0			986,988
Trust Funds		70,118	0	5,434	(17,321)	58,231
<b>Total other liabilities</b>		1,057,106	0	5,434	(17,321)	1,045,219
<b>Employee Related Provisions</b>						
Provision for annual leave		239,183	0			239,183
Provision for long service leave		186,774	0			186,774
<b>Total Provisions</b>		425,957	0	0	0	425,957
<b>Total other current liabilities</b>		<b>1,483,063</b>	<b>0</b>	<b>5,434</b>	<b>(17,321)</b>	<b>1,471,176</b>

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 14

#### 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.

14 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability (As revenue)	Liability	Current Liability	Adopted Budget	YTD Budget	YTD Revenue
	1 July 2023			30 Nov 2023	30 Nov 2023	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Grants and subsidies</b>								
Grants Commission - General				-		77,939	38,968	54,771
Grants Commission - Roads				-		54,378	27,188	44,823
ESL Operating Grant	12,737			12,737		73,718	36,858	34,609
DRD Grant - Community Resource Centre Operations				-		105,311	52,654	56,754
CRC Professional Development & Training				-		2,500	-	-
Grants - Various Community Development Programs				-		1,000	415	-
Street Light Operations				-		12,000	-	-
	<b>12,737</b>	<b>-</b>	<b>-</b>	<b>12,737</b>	<b>-</b>	<b>326,846</b>	<b>156,083</b>	<b>190,957</b>
<b>Contributions</b>								
<u>Education and welfare</u>								
Centrelink Commissions						10,432	4,345	3,708
Various Community Development Programs				-		-	-	10,000
Heavy Vehicle Road Improvement Charge				-		180,000	75,000	258,169
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>190,432</b>	<b>79,345</b>	<b>271,877</b>
<b>TOTALS</b>	<b>12,737</b>	<b>-</b>	<b>-</b>	<b>12,737</b>	<b>-</b>	<b>517,278</b>	<b>235,428</b>	<b>462,834</b>

15 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Nov 2023	Current Liability 30 Nov 2023	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>								
Local Roads & Community Infrastructure	917,130	0	0	917,130		160,311	160,311	0
Waste water reuse				0		23,000	23,000	0
Grant Roads 2025				0		1,107,712	553,856	422,985
Main Roads Direct Grant				0		427,631	427,631	445,991
Roads To Recoveries (R2R)				0		1,813,410	906,704	0
	<b>917,130</b>	<b>0</b>	<b>0</b>	<b>917,130</b>	<b>0</b>	<b>3,532,064</b>	<b>2,071,502</b>	<b>868,976</b>
<b>Capital contributions</b>								
Contribution- Fire Truck				0		450,000	450,000	410,918
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>450,000</b>	<b>450,000</b>	<b>410,918</b>
<b>TOTALS</b>	<b>917,130</b>	<b>0</b>	<b>0</b>	<b>917,130</b>	<b>0</b>	<b>3,982,064</b>	<b>2,521,502</b>	<b>1,279,894</b>

**SHIRE OF YILGARN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

**16 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	Amount	Amount	Closing
	Balance			Balance
	1 July 2023	Received	Paid	30 Nov 2023
	\$	\$	\$	\$
Police Licensing	759	-		759
Builders Levy	16,673	4,934	(1,992)	19,615
Transwa Bookings	3,047	-	-	3,047
Staff Personal Dedns	(1)	-	-	(1)
Housing Tenancy Bonds	4,540		(300)	4,240
Hall Hire Bonds And Deposits	1,115	-	-	1,115
Security Key System - Key Bonds	1,830	-	-	1,830
Clubs & Groups	(110)	-	-	(110)
Third Party Contributions	6,338	-	-	6,338
Rates Overpaid	15,926	-	(4,829)	11,097
Retention Monies	20,000	-	(10,000)	10,000
Council Nomination Deposit	0	600	(200)	400
	<b>70,117</b>	<b>5,534</b>	<b>(17,321)</b>	<b>58,330</b>

Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st November 2023 to 30th November 2023  
Presented to Council, 21st December 2023

CHQ/EFT	Date	Payee	Description	Amount
<i>EFT</i>				
41250	03/11/2023	EX-EMPLOYEE	RATES REFUND	\$ 2,500.00
41251	03/11/2023	EX-TENANT	RENT REFUND	\$ 64.26
41252	03/11/2023	LGRCEU	PAYROLL DEDUCTIONS	\$ 20.50
41253	17/11/2023	LGRCEU	PAYROLL DEDUCTIONS	\$ 20.50
<b>TOTAL MUNICIPAL CHEQUES:</b>				<b>\$ 2,605.26</b>

Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st November 2023 to 30th November 2023  
Presented to Council, 21st December 2023

CHQ/EFT	Date	Payee	Description	Amount
<b>EFT</b>				
EFT14574	03/11/2023	3SIXT AUTOMOTIVE SERVICES	VEHICLE REPAIR SERVICES	\$ 2,028.65
EFT14575	03/11/2023	STAFF	STAFF REIMBURSEMENT INTERNET ALLOWANCE - NOVEMBER 2023	\$ 79.99
EFT14576	03/11/2023	AERODROME MANAGEMENT SERVICES PTY LTD	AERODROME SUPPORT SERVICES - SOUTHERN CROSS - 2023/2024 - OCTOBER 2023	\$ 2,959.03
EFT14577	03/11/2023	WA DISTRIBUTORS PTY LTD	CLEANING CONSUMABLES	\$ 340.50
EFT14578	03/11/2023	AQUATIC SERVICES WA	SWIMMING POOL REPAIRS - CHLORINE SYSTEM	\$ 2,675.75
EFT14579	03/11/2023	BANNER EXCAVATIONS & ROCKBREAKING	TRUCK HIRE - NOONGAR NORTH ROAD, AND BODALLIN SOUTH ROAD	\$ 16,033.00
EFT14580	03/11/2023	R DELLA BOSCA FAMILY TRUST	GRADER HIRE - PANIZZA ROAD, PATRONI ROAD, BENNETT ROAD, AND EDWARDS FIND ROAD	\$ 10,202.50
EFT14581	03/11/2023	BUNNINGS GROUP LTD	CHRISTMAS DECORATIONS	\$ 236.20
EFT14582	03/11/2023	STAFF	REIMBURSEMENT PHONE - OCTOBER 2023	\$ 95.00
EFT14583	03/11/2023	C & F BUILDING APPROVALS	CERTIFICATE OF DESIGN COMPLIANCE	\$ 440.00
EFT14584	03/11/2023	AUST. GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 621.00
EFT14585	03/11/2023	COMMERCIAL AQUATICS AUSTRALIA PTY LTD	SWIMMING POOL R&M - SOUTHERN CROSS POOL PUMP REPAIR	\$ 3,366.00
EFT14586	03/11/2023	COPIER SUPPORT	ADMIN AND CRC PHOTOCOPIER PRINTING MONTHLY FOR FINANCIAL YEAR 23/24 - 22/09/2023 TO 23/10/2023	\$ 1,933.69
EFT14587	03/11/2023	CORSIGN	ROAD SIGNAGE	\$ 82.50
EFT14588	03/11/2023	COMBINED TYRES PTY LTD	VEHICLE PARTS - INCLUDING TIP TRUCK TYRES	\$ 4,813.60
EFT14589	03/11/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	\$ 476.71
EFT14590	03/11/2023	DELL AUSTRALIA PTY LTD	MUSEUM COMPUTER AND MONITOR	\$ 2,329.80
EFT14591	03/11/2023	DOWN TO EARTH TRAINING & ASSESSING	DEPOT STAFF TRAINING - TRAFFIC CONTROL TRAINING	\$ 550.00
EFT14592	03/11/2023	DRAEGER AUSTRALIA PTY LTD	HEALTH AND SAFETY SUPPLIES - ALCOTESTER	\$ 443.30
EFT14593	03/11/2023	DUN DIRECT PTY LTD	ADBLUE	\$ 490.00
EFT14594	03/11/2023	EASTERN WHEATBELT BIOSECURITY GROUP INC	EWBG ANNUAL MEMBERSHIP	\$ 110.00
EFT14595	03/11/2023	ERIN POPE	ENTERTAINMENT FOR SENIOR'S SUNDOWNER (2022/2023)	\$ 400.00
EFT14596	03/11/2023	STAFF	REIMBURSEMENT FUEL FOR TRAINING AND INTERNET JUNE 2023 - SEPTEMBER 2023	\$ 522.31
EFT14597	03/11/2023	DEPARTMENT OF FIRE & EMERGENCY SERVICES	2023/2024 ESL IN ACCORDANCE WITH THE FES ACT - SECTION 36L AND 36M	\$ 5,660.90
EFT14598	03/11/2023	GARY MICHAEL GUERINI	ORDINARY COUNCIL MEETING - OCTOBER 2023 - INCLUDING TRAVEL	\$ 446.53
EFT14599	03/11/2023	JODIE MAREE COBDEN	ORDINARY COUNCIL MEETING - OCTOBER 2023	\$ 400.00
EFT14600	03/11/2023	LGISWA	SHIRE INSURANCE - LGIS - 2023/2024 - INSTALMENT TWO	\$ 186,640.51
EFT14601	03/11/2023	LINDA ROSE	ORDINARY COUNCIL MEETING - OCTOBER 2023 - INCLUDING TRAVEL	\$ 558.42
EFT14602	03/11/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA INCORPORATED	STAFF TRAINING - REPORT WRITING FOR LOCAL GOVERNMENT - NOVEMBER 2023	\$ 1,180.00
EFT14603	03/11/2023	MERREDIN GLAZING SERVICE	BUILDING SERVICES	\$ 836.00
EFT14604	03/11/2023	MOORE AUSTRALIA (WA) PTY LTD	STAFF TRAINING - GRANTS AND CONTRIBUTIONS	\$ 968.00
EFT14605	03/11/2023	PAYWISE PTY LTD	PAYROLL DEDUCTIONS	\$ 483.21
EFT14606	03/11/2023	PERFECT COMPUTER SOLUTIONS PTY LTD	IT SUPPORT SERVICES - INCLUDING COUNCILLOR EMAIL CREATION, AND MONTHLY RECOVERY OPTIONS - OCTOBER 2023 AND NOVEMBER 2023	\$ 598.50
EFT14607	03/11/2023	QUEST INNALOO	STAFF TRAINING - ACCOMMODATION	\$ 372.00
EFT14608	03/11/2023	WA CONTRACT RANGER SERVICES	RANGER SERVICES - 11/10/2023, 18/10/2023, AND 24/10/2023	\$ 1,567.50

Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st November 2023 to 30th November 2023  
Presented to Council, 21st December 2023

CHQ/EFT	Date	Payee	Description	Amount
<b>EFT</b>				
EFT14609	03/11/2023	SOUTHERN COMFORT DESIGNS	BUILDING SERVICES - HFA UNIT 12	\$ 1,650.00
EFT14610	03/11/2023	ROSS'S DIESEL SERVICE	VEHICLE REPAIRS - PRIME MOVER	\$ 4,662.09
EFT14611	03/11/2023	ENVIROLINE GROUP	SOUTHERN CROSS SEWERAGE PARTS	\$ 333.78
EFT14612	03/11/2023	SHAC ELECTRICAL SERVICES	ELECTRICAL SERVICES - INCLUDING PUMPS FOR SX OVAL, AND POOL PUMP	\$ 9,281.80
EFT14613	03/11/2023	SHIRE OF CUNDERDIN	HEALTH AND SAFETY SOFTWARE - VELPIC WHS - 31/05/2023 - 30/05/2024	\$ 426.00
EFT14614	03/11/2023	SOUTH METRO TAFE	TAFE FEES	\$ 125.90
EFT14615	03/11/2023	YILGARN SHIRE SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 102.00
EFT14616	03/11/2023	DEPARTMENT OF PREMIER AND CABINET WA	GAZETTE 1-8 PAGE RATE - LOCAL PLANNING SCHEME NO. 2 - AMENDMENT NO. 3	\$ 1,662.00
EFT14617	03/11/2023	STIRLING ASPHALT	BUILDING SERVICES - SUPPLY AND MACHINE - LAY ASPHALT TO EV STATION	\$ 51,049.90
EFT14618	03/11/2023	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	STAFF TRAINING - FIRST AID COURSES	\$ 2,070.00
EFT14619	03/11/2023	ST JOSEPHS CATHOLIC SCHOOL SOUTHERN CROSS	ST JOSEPHS PRIMARY SCHOOL - END OF YEAR BOOK AWARD DONATION 2023	\$ 100.00
EFT14620	03/11/2023	SUNCO ENERGY	SOLAR INSTALLATION SERVICES - HOMES FOR THE AGED UNIT 1 - 12, 2, 3, 6 LIBRA PLACE, AND 37 TAURUS STREET	\$ 61,400.00
EFT14621	03/11/2023	ACS SWAN EXPRESS PRINT	DEPOT STATIONERY - TIME SHEET BOOKS	\$ 792.00
EFT14622	03/11/2023	SYNERGY	POWER - OCTOBER 2023	\$ 17,315.14
EFT14623	03/11/2023	TOTALLY WORKWEAR	DEPOT STAFF UNIFORMS	\$ 862.22
EFT14624	03/11/2023	T-QUIP	MOWER PARTS	\$ 1,026.50
EFT14625	03/11/2023	WATER CORPORATION	WATER - OCTOBER 2023 - INCLUDING STANDPIPES	\$ 93,373.05
EFT14626	03/11/2023	WAYNE ALAN DELLA BOSCA	ORDINARY COUNCIL MEETING - OCTOBER 2023	\$ 600.00
EFT14627	03/11/2023	WB CONTRACTING	GRAVEL CARTAGE - EV FOOTPATH, NOONGAR NORTH ROAD - CULVERT REPAIR TAURUS STREET	\$ 17,088.50
EFT14628	03/11/2023	WESTRAC EQUIPMENT PTY LTD	LOADER/ROLLER PARTS	\$ 4,529.26
EFT14629	06/11/2023	MIDWEST SOLAR & WATER WA PTY LTD	STANDPIPE RPZD TEST AND ONLINE LODGEMENT	\$ 6,373.40
EFT14631	17/11/2023	CEO	STAFF REIMBURSEMENT INTERNET ALLOWANCE - DECEMBER 2023	\$ 79.99
EFT14632	17/11/2023	ABCO PRODUCTS	CLEANING CONSUMABLES - CARAVAN PARK, SPORTS COMPLEX, AND TOILETS	\$ 3,011.34
EFT14633	17/11/2023	AERODROME MANAGEMENT SERVICES PTY LTD	TRAINING - RFDS REP FOR AERODROME EMERGENCY EXERCISE	\$ 1,045.00
EFT14634	17/11/2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD	GRADER PARTS	\$ 666.74
EFT14635	17/11/2023	WA DISTRIBUTORS PTY LTD	CLEANING CONSUMABLES	\$ 973.75
EFT14636	17/11/2023	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBTOR DEBT RECOVERY - OCTOBER 2023	\$ 88.90
EFT14637	17/11/2023	AQUATIC SERVICES WA	SWIMMING POOL - 2023 ANNUAL SERVICE	\$ 16,966.40
EFT14638	17/11/2023	ATOM	SOUTHERN CROSS SEWERAGE PARTS	\$ 2,617.63
EFT14639	17/11/2023	AUSTRALIA POST	POSTAL CHARGES - OCTOBER 2023	\$ 390.42
EFT14640	17/11/2023	AVON WASTE	MONTHLY RUBBISH COLLECTION - OCTOBER 2023	\$ 15,079.43
EFT14641	17/11/2023	BENARA NURSERIES	PLANTS - ELECTRIC VEHICLE CHARGING STATION, CARAVAN PARK, AND SOUTHERN CROSS PARKS	\$ 2,550.76
EFT14642	17/11/2023	BETTA ROADS PTY LTD	ROAD CONSTRUCTION SUPPLIES - MARVEL LOCH FORRESTANIA ROAD POLYCOM	\$ 70,400.00
EFT14643	17/11/2023	BOC GASES	GAS CONTAINER HIRE - OCTOBER 2023	\$ 170.21
EFT14644	17/11/2023	R DELLA BOSCA FAMILY TRUST	GRADER HIRE - BENNETT ROAD, GRACE ROAD, AND MARVEL-LOCH FORRESTANIA ROAD	\$ 11,357.50
EFT14645	17/11/2023	BUNNINGS GROUP LTD	CHRISTMAS DECORATIONS	\$ 227.80
EFT14646	17/11/2023	DRY KIRKNESS (AUDIT) PTY LTD	2022/2023 ROADS TO RECOVERIES AUDIT	\$ 1,650.00
EFT14647	17/11/2023	AUST. GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 621.00
EFT14648	17/11/2023	BRYAN CLOSE	SPECIAL COUNCIL MEETING - 01/11/2023	\$ 400.00

Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st November 2023 to 30th November 2023  
Presented to Council, 21st December 2023

CHQ/EFT	Date	Payee	Description	Amount
<b>EFT</b>				
EFT14649	17/11/2023	AUSTRALIAN TAXATION OFFICE	BAS - OCTOBER 2023	\$ 18,540.00
EFT14650	17/11/2023	CORSIGN	ROAD SIGNAGE	\$ 4,088.15
EFT14651	17/11/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	\$ 1,867.45
EFT14652	17/11/2023	STAFF	STAFF REIMBURSEMENT - UNIFORM	\$ 324.91
EFT14653	17/11/2023	DEPARTMENT OF PLANNING, LANDS AND HERITAGE	DAP APPLICATION FEE P-7-2324 - WIND FARM - FORTESCUE FUTURE INDUSTRIES	\$ 11,419.34
EFT14654	17/11/2023	F.L. COSTELLO & CO	COMMERCIAL EQUIPMENT SERVICING - CARAVAN PARK	\$ 2,403.28
EFT14655	17/11/2023	FORPARK AUSTRALIA	VANDALISM DAMAGE	\$ 3,581.60
EFT14656	17/11/2023	FULTON HOGAN INDUSTRIES PTY LTD	ROAD CONSTRUCTION SUPPLIES	\$ 1,584.00
EFT14657	17/11/2023	GARY MICHAEL GUERINI	SPECIAL COUNCIL MEETING - 01/11/2023 - INCLUDING TRAVEL	\$ 446.53
EFT14658	17/11/2023	GREAT EASTERN FREIGHTLINES	FREIGHT	\$ 855.23
EFT14659	17/11/2023	IAN DEREK CHRISTIE	BUILDING SERVICES - ELECTRIC VEHICLE CHARGING STATION	\$ 20,611.59
EFT14660	17/11/2023	JB HIFI SOLUTIONS	COUNCILLOR COMPUTER HARDWARE - 2 X APPLE IPAD PRO AND 2 X KEYBOARDS	\$ 4,316.00
EFT14661	17/11/2023	WESFARMERS KLEENHEAT GAS PTY LTD	CARAVAN PARK GAS SUPPLY - INCLUDING BULK LPG AND LPG BOTTLES	\$ 877.44
EFT14662	17/11/2023	LANDGATE	MINING TENEMENTS CHARGABLE SCHEDULE NO. M2023/10 - 07/09/2023 TO 03/10/2023	\$ 88.00
EFT14663	17/11/2023	LIBERTY OIL RURAL PTY LTD	BULK DIESEL	\$ 38,912.00
EFT14664	17/11/2023	LINDA ROSE	SPECIAL COUNCIL MEETING - 01/11/2023 - INCLUDING TRAVEL	\$ 558.42
EFT14665	17/11/2023	LISA M GRANICH	SPECIAL COUNCIL MEETING - 01/11/2023 - INCLUDING TRAVEL	\$ 419.80
EFT14666	17/11/2023	LOCAL PEST CONTROL	PEST/TERMITE TREATMENT - SHIRE PROPERTIES	\$ 16,836.50
EFT14667	17/11/2023	NEWMAN'S CONCRETE	HEADWALLS - MARVEL LOCH FORRESTANIA ROAD	\$ 46,649.68
EFT14668	17/11/2023	OFFICE NATIONAL	ADMIN, DEPOT, CRC STATIONERY - INCLUDING CREDENZA, AND PRINTER CARTRIDGES	\$ 2,355.61
EFT14669	17/11/2023	IXOM OPERATIONS PTY LTD	CHLORINE GAS BOTTLE RENTAL SWIMMING POOL AND SEWERAGE - 01.10.2023 TO 31.10.2023	\$ 456.94
EFT14670	17/11/2023	PAYWISE PTY LTD	PAYROLL DEDUCTIONS	\$ 483.21
EFT14671	17/11/2023	SOUTHERN COMFORT DESIGNS	BUILDING SERVICES - HOMES FOR THE AGED UNIT 1 AND 2 PATIOS INSTALLATION	\$ 3,630.00
EFT14672	17/11/2023	ROSS'S DIESEL SERVICE	TRUCK PARTS	\$ 273.83
EFT14673	17/11/2023	SHAC ELECTRICAL SERVICES	ELECTRICAL SERVICES - INCLUDING RCD CHECKS FOR SHIRE PROPERTIES	\$ 3,291.30
EFT14674	17/11/2023	YILGARN SHIRE SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 97.80
EFT14675	17/11/2023	FOODWORKS - SRI DEVESH PTY LTD	FOODWORKS PURCHASES - OCTOBER 2023 - SHIRE, MUSEUM, CRC AND CARAVAN PARK	\$ 959.59
EFT14676	17/11/2023	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	STAFF TRAINING - FIRST AID COURSES	\$ 510.00
EFT14677	17/11/2023	SUNNY BRUSHWARE SUPPLIES	ROAD BROOM	\$ 3,542.00
EFT14678	17/11/2023	SOUTHERN CROSS HARDWARE AND NEWS	HARDWARE AND NEWS PURCHASES - OCTOBER 2023 - INCLUDING IRRIGATION CONTROLLERS, AND HOMES FOR THE AGED SHED	\$ 12,313.10
EFT14679	17/11/2023	SOUTHERN CROSS MOTOR MART	SX MOTOR MART PURCHASES - OCTOBER 2023 - GARDENING EQUIPMENT	\$ 977.15
EFT14680	17/11/2023	WHEATBELT HOTELS PTY LTD	COUNCILLOR DINNER - NOVEMBER 2023	\$ 1,223.50
EFT14681	17/11/2023	SOUTHERN CROSS TYRE & AUTO SERVICES	TYRE AND AUTO PURCHASES - OCTOBER 2023 - INCLUDING PRIME MOVER PARTS, AND VEHICLE FILTERS	\$ 2,700.96
EFT14682	17/11/2023	TOWN PLANNING INNOVATIONS	DAP APPLICATION - 06/10/2023 TO 31/10/2023	\$ 3,052.50
EFT14683	17/11/2023	BOB WADDELL & ASSOCIATES PTY	CONTRACTOR SERVICES - RATES	\$ 742.50
EFT14684	17/11/2023	WATERGROUP PTY LTD	DATA COMMUNICATION AND SAAS PLATFORM - WWTP FLOW METERS	\$ 423.72
EFT14685	17/11/2023	WAYNE ALAN DELLA BOSCA	SPECIAL COUNCIL MEETING - 01/11/2023	\$ 600.00
EFT14686	17/11/2023	WB CONTRACTING	GRAVEL CARTAGE - NOONGAR NORTH ROAD AND ELECTRIC VEHICLE STATION LANDSCAPING/EARTHMOVING	\$ 13,227.50

Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st November 2023 to 30th November 2023  
Presented to Council, 21st December 2023

CHQ/EFT	Date	Payee	Description	Amount
<i>EFT</i>				
EFT14687	17/11/2023	WESTRAC EQUIPMENT PTY LTD	GRADER PARTS - INCLUDING CUTTING EDGES	\$ 8,155.29
EFT14688	17/11/2023	TELSTRA LIMITED	SMS/EMAIL SYSTEM - HARVEST BANS, ROAD CLOSURES - OCTOBER 2023	\$ 994.52
EFT14689	17/11/2023	SOUTHERN CROSS COFFEE LOUNGE	CATERING - BRUSH AND BUBBLES COMMUNITY EVENT	\$ 258.00
<b>TOTAL MUNICIPAL EFTS:</b>				<b>\$ 888,710.45</b>

Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st November 2023 to 30th November 2023  
Presented to Council, 21st December 2023

CHQ/EFT	Date	Payee	Description	Amount
<b>CHQ</b>				
2271	01/11/2023	SOUTHERN CROSS GENERAL PRACTICE	MONTHLY PAYMENT TO THE DOCTOR - NOVEMBER 2023	\$ 8,800.00
2272	28/11/2023	MOTORCHARGE LIMITED	FUEL CARD - OCTOBER 2023	\$ 890.21
2273	28/11/2023	DEPARTMENT OF TRANSPORT	DOT LICENSING FROM 02/11/2023 TO 03/11/2023	\$ 2,093.20
2274	13/11/2023	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	COMMANDER TELEPHONE FEES - BONDER HIRE NOVEMBER 2023	\$ 250.00
2275	08/11/2023	TELSTRA	PHONE - OCTOBER 2023 - CCTV	\$ 3.60
2276	13/11/2023	TELSTRA	PHONE - OCTOBER 2023 - ALARMS	\$ 186.00
2277	28/11/2023	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	COMMANDER TELEPHONE FEES - DATA, EQUIPMENT, VOICE - OCTOBER 2023	\$ 1,363.63
2278	14/11/2023	WESTPAC BANKING CORPORATION	CEO CREDIT CARD - OCTOBER 2023	\$ 637.78
2279	14/11/2023	WESTPAC BANKING CORPORATION	EMCS CREDIT CARD - OCTOBER 2023	\$ 4,269.55
2280	14/11/2023	DEPARTMENT OF TRANSPORT	DOT LICENSING FROM 06/11/2023 TO 10/11/2023	\$ 23,875.25
2281	14/11/2023	TELSTRA	PHONE - OCTOBER 2023 - SHIRE	\$ 938.40
2282	17/11/2023	DEPARTMENT OF TRANSPORT	DOT LICENSING FROM 13/11/2023 TO 17/11/2023	\$ 7,973.70
2283	22/11/2023	SHIRE OF YILGARN - PAYROLL	NET PAYROLL PPE - 21/11/2023	\$ 112,914.57
2284	21/11/2023	TELSTRA	PHONE - OCTOBER 2023 - MANAGER MOBILES	\$ 720.92
2285	08/11/2023	SHIRE OF YILGARN - PAYROLL	NET PAYROLL PPE - 07/11/2023	\$ 114,311.59
2286	06/11/2023	MOTORCHARGE LIMITED	FUEL CARD - OCTOBER 2023	\$ 1,399.84
2287	24/11/2023	DEPARTMENT OF TRANSPORT	DOT LICENSING FROM 20/11/2023 TO 24/11/2023	\$ 11,194.45
2288	30/11/2023	DEPARTMENT OF TRANSPORT	DOT LICENSING FROM 27/11/2023 TO 30/11/2023	\$ 9,848.80
2289	24/11/2023	CANON FINANCE AUSTRALIA PTY LTD	PHOTOCOPIER LEASE - NOVEMBER 2023	\$ 127.62
<b>TOTAL MUNICIPAL CHEQUES:</b>				<b>\$ 301,799.11</b>

Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st November 2023 to 30th November 2023  
Presented to Council, 21st December 2023

CHQ/EFT	Date	Payee	Description	Amount
<b>CORPORATE CREDIT CARDS</b>				
CEOCC-OCT23	14/11/2023	OVERLANDER ROADHOUSE	FUEL - YL1	\$ 246.90
CEOCC-OCT23	14/11/2023	BP KALBARRI	FUEL - YL1	\$ 143.72
CEOCC-OCT23	14/11/2023	GREAT SOUTHERN FUEL MUKINBUDIN	FUEL - YL1	\$ 200.31
CEOCC-OCT23	14/11/2023	DEPARTMENT OF TRANSPORT	DRIVER'S LICENCE ONE YEAR RENEWAL	\$ 46.85
<b>TOTAL CEO CREDIT CARD:</b>				<b>\$ 637.78</b>

EMCSCC-OCT23	14/11/2023	TRUCK CENTRE WA PTY LTD	PRIME MOVER - UREA SOLUTION TANK	\$ 3,253.10
EMCSCC-OCT23	14/11/2023	DEPARTMENT OF TRANSPORT	PLATE CHANGE	\$ 31.10
EMCSCC-OCT23	14/11/2023	SAFETYCULTURE PTY LTD	IAUDITOR SUBSCRIPTION FOR PERFORMING WORKPLACE INSPECTIONS - OCTOBER 2023	\$ 26.40
EMCSCC-OCT23	14/11/2023	OFFICEWORKS	COMPUTER SOFTWARE - MICROSOFT OFFICE 2021	\$ 347.00
EMCSCC-OCT23	14/11/2023	OFFICEWORKS	COMPUTER SOFTWARE - MICROSOFT OFFICE 2021	\$ 347.00
EMCSCC-OCT23	14/11/2023	AUSTIN COMPUTERS	COMPUTER ACCESSORIES	\$ 155.00
EMCSCC-OCT23	14/11/2023	IGA MERREDIN	REFRESHMENTS	\$ 29.96
EMCSCC-OCT23	14/11/2023	IINET/WESTNET	MONTHLY CHARGES FOR BUSINESS NBN - OCTOBER 2023	\$ 79.99
<b>TOTAL EMCS CREDIT CARD:</b>				<b>\$ 4,269.55</b>
<b>TOTAL CREDIT CARD:</b>				<b>\$ 4,907.33</b>

Payments made from the Municipal Account for the Period 1st November 2023 to 30th November 2023  
Presented to Council, 21st December 2023

CHQ/EFT	Date	Payee	Description	Amount
<b>FUEL CARDS</b>				
219	06/11/2023	MOTORCHARGE LIMITED	2088 2811 FUEL	\$ 213.10
219	06/11/2023	MOTORCHARGE LIMITED	2088 2811 FUEL	\$ 197.10
219	06/11/2023	MOTORCHARGE LIMITED	2088 2811 CARD FEE	\$ 10.93
219	06/11/2023	MOTORCHARGE LIMITED	2573 2094 FUEL	\$ 163.72
219	06/11/2023	MOTORCHARGE LIMITED	2573 2094 FUEL	\$ 116.28
219	06/11/2023	MOTORCHARGE LIMITED	2573 2094 CARD FEE	\$ 10.93
219	06/11/2023	MOTORCHARGE LIMITED	6082 9417 FUEL	\$ 86.09
219	06/11/2023	MOTORCHARGE LIMITED	6082 9417 FUEL	\$ 81.13
219	06/11/2023	MOTORCHARGE LIMITED	6082 9417 CARD FEE	\$ 10.93
<b>TOTAL FUEL CARD:</b>				<b>\$ 890.21</b>
2	06/11/2023	MOTORCHARGE LIMITED	5207 9653 FUEL	\$ 129.98
2	06/11/2023	MOTORCHARGE LIMITED	5294 7495 FUEL	\$ 14.63
2	06/11/2023	MOTORCHARGE LIMITED	5294 7495 FUEL	\$ 162.11
2	06/11/2023	MOTORCHARGE LIMITED	5521 9892 FUEL	\$ 150.33
2	06/11/2023	MOTORCHARGE LIMITED	5521 9892 FUEL	\$ 125.43
2	06/11/2023	MOTORCHARGE LIMITED	6339 6948 FUEL	\$ 97.68
2	06/11/2023	MOTORCHARGE LIMITED	6339 6948 FUEL	\$ 122.93
2	06/11/2023	MOTORCHARGE LIMITED	6339 6948 FUEL	\$ 123.20
2	06/11/2023	MOTORCHARGE LIMITED	6339 6948 FUEL	\$ 110.90
2	06/11/2023	MOTORCHARGE LIMITED	6673 6959 FUEL	\$ 105.41
2	06/11/2023	MOTORCHARGE LIMITED	6673 6959 FUEL	\$ 78.79
2	06/11/2023	MOTORCHARGE LIMITED	6673 6959 FUEL	\$ 97.77
2	06/11/2023	MOTORCHARGE LIMITED	5240 1576 FUEL	\$ 71.85
2	06/11/2023	MOTORCHARGE LIMITED	5240 1576 FUEL	\$ 8.83
<b>TOTAL FUEL CARD:</b>				<b>\$ 1,399.84</b>

Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st November 2023 to 30th November 2023  
Presented to Council, 21st December 2023

CHQ/EFT	Date	Payee	Description	Amount
<b>DIRECT DEBITS</b>				
DD18349.1	07/11/2023	THE TRUSTEE FOR AWARE SUPER	PAYROLL DEDUCTIONS	\$ 13,955.48
DD18349.2	07/11/2023	MERCER SUPER TRUST	PAYROLL DEDUCTIONS	\$ 879.46
DD18349.3	07/11/2023	BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 599.22
DD18349.4	07/11/2023	HESTA SUPER FUND	PAYROLL DEDUCTIONS	\$ 609.55
DD18349.5	07/11/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 159.27
DD18349.6	07/11/2023	HOSTPLUS EXECUTIVE SUPERANNUATION FUND	PAYROLL DEDUCTIONS	\$ 551.36
DD18349.7	07/11/2023	REST (RETAIL EMPLOYEES SUPERANNUATION TRUST)	PAYROLL DEDUCTIONS	\$ 1,375.26
DD18349.8	07/11/2023	BEATON FARMING CO SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 990.79
DD18349.9	07/11/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 2,706.43
DD18349.10	07/11/2023	CBUS	SUPERANNUATION CONTRIBUTIONS	\$ 711.42
DD18349.11	07/11/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 491.79
DD18349.12	07/11/2023	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,120.07
DD18349.13	07/11/2023	THE TRUSTEE FOR MACQUARIE SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 642.46
DD18349.14	07/11/2023	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 1,035.08
<b>TOTAL DIRECT DEBIT 18349:</b>				<b>\$ 25,827.64</b>

DD18378.1	21/11/2023	THE TRUSTEE FOR AWARE SUPER	PAYROLL DEDUCTIONS	\$ 13,561.86
DD18378.2	21/11/2023	MERCER SUPER TRUST	PAYROLL DEDUCTIONS	\$ 891.38
DD18378.3	21/11/2023	BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 599.23
DD18378.4	21/11/2023	HESTA SUPER FUND	PAYROLL DEDUCTIONS	\$ 609.55
DD18378.5	21/11/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 125.84
DD18378.6	21/11/2023	HOSTPLUS EXECUTIVE SUPERANNUATION FUND	PAYROLL DEDUCTIONS	\$ 553.58
DD18378.7	21/11/2023	REST (RETAIL EMPLOYEES SUPERANNUATION TRUST)	PAYROLL DEDUCTIONS	\$ 1,302.58
DD18378.8	21/11/2023	BEATON FARMING CO SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 1,022.08
DD18378.9	21/11/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 3,247.40
DD18378.10	21/11/2023	CBUS	SUPERANNUATION CONTRIBUTIONS	\$ 736.58
DD18378.11	21/11/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 483.99
DD18378.12	21/11/2023	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,050.99
DD18378.13	21/11/2023	THE TRUSTEE FOR MACQUARIE SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 653.02
DD18378.14	21/11/2023	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 1,034.63
<b>TOTAL DIRECT DEBIT 18378:</b>				<b>\$ 25,872.71</b>
<b>TOTAL DIRECT DEBITS:</b>				<b>\$ 51,700.35</b>

Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st November 2023 to 30th November 2023  
Presented to Council, 21st December 2023

CHQ/EFT	Date	Payee	Description	Amount
<b>BANK CHARGES</b>				
	01/11/2023	WESTPAC BANK	BANK CHARGES	\$ 20.00
	01/11/2023	WESTPAC BANK	BANK CHARGES	\$ 195.12
	01/11/2023	WESTPAC BANK	BANK CHARGES	\$ 887.08
<b>TOTAL BANK CHARGES:</b>				<b>\$ 1,102.20</b>

Shire of Yilgarn

Payments made from the Trust Account for the Period 1st November 2023 to 30th November 2023  
Presented to Council, 21st December 2023

CHQ/EFT	Date	Payee	Description	Amount
<i>EFT</i>				
402694	02/11/2023	EX-TENANT	BOND REFUND	\$ 300.00
402695	23/11/2023	CANCELLED CHEQUE	N/A	N/A
402696	23/11/2023	PHILIP SPENCER NOLAN	COUNCIL NOMINATION REFUND NOVEMBER 2023	\$ 100.00
			<b>TOTAL TRUST CHQS:</b>	<b>\$ 400.00</b>

Shire of Yilgarn

Payments made from the Trust Account for the Period 1st November 2023 to 30th November 2023  
Presented to Council, 21st December 2023

CHQ/EFT	Date	Payee	Description	Amount
<i>EFT</i>				
EFT14630	17/11/2023	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY - OCTOBER 2023	\$ 118.30
			<b>TOTAL TRUST EFTS:</b>	<b>\$ 118.30</b>



Shire of

# Yilgarn

*Visit the Southern Cross Skies*

# ANNUAL REPORT

2022 - 2023





## Contents

02	Shire of Yilgarn Profile	08	CEO's Report
03	Our Vision	10	Corporate Services Report
04	Councillors	19	Community Services Report
05	Organisational Structure	23	Statutory Compliance
06	Shire President's Report	30	2022-2023 Annual Financial Report & Auditor General's Report



## Shire of Yilgarn Profile

The Shire of Yilgarn, situated along the Great Eastern Highway 380 km east of Perth, spans 30,720 square km with a population of approximately 1200. Known as the gateway to the Wheatbelt and the Goldfields, "Yilgarn" in Aboriginal language means "white stone or quartz."

The two major industries in the area are mining and agriculture. Gold, gypsum, salt, and iron ore are mined, while the rural industry focuses on grain, wool, sheep, cattle, and pigs. The co-existence of mining and agriculture has balanced the Yilgarn economy, with the two complementing each other through their respective boom and bust cycles.

Gold was first discovered at Eenuin and Golden Valley in late 1887. In early 1888, Tom Riseley and Mick Toomey discovered gold in the locality they named "Southern Cross" after the guiding stars. Streets, parks, and the salt lake around the town are named after stars and constellations.

Southern Cross is the major town centre, with other townsites including Bodallin, Bullfinch, Ghooli, Marvel Loch, Koolyanobbing, Moorine Rock, and Yellowdine. Tourism is a growing industry in the Yilgarn, with attractions like Frog Rock, Karalee Dam, Hunts Soak, and the Yilgarn History Museum.



## Our Vision

We are a proud agricultural and mining based economy, providing opportunities for our residents that will build an inclusive and prosperous community in the future. We are a resilient community best described by our motto “Good Country for Hardy People”.

## Our Mission

The Shire of Yilgarn will deliver quality service, facilities and representation in order to achieve our Vision

## Our values

- Honesty
- Commitment
- Consistency
- Teamwork
- Caring
- Integrity
- Responsive
- Effective Communication

## Our Councillors



**Cr Wayne Della Bosca**

Shire President  
Term  
2021-2025



**Cr Bryan Close**

Deputy Shire President  
Term  
2021-2025



**Cr Gary Guerini**

Term  
2021-2025



**Cr Lisa Granich**

Term  
Mar 2022-2025



**Cr Jodie Cobden**

Term  
2019-2023



**Cr Phil Nolan**

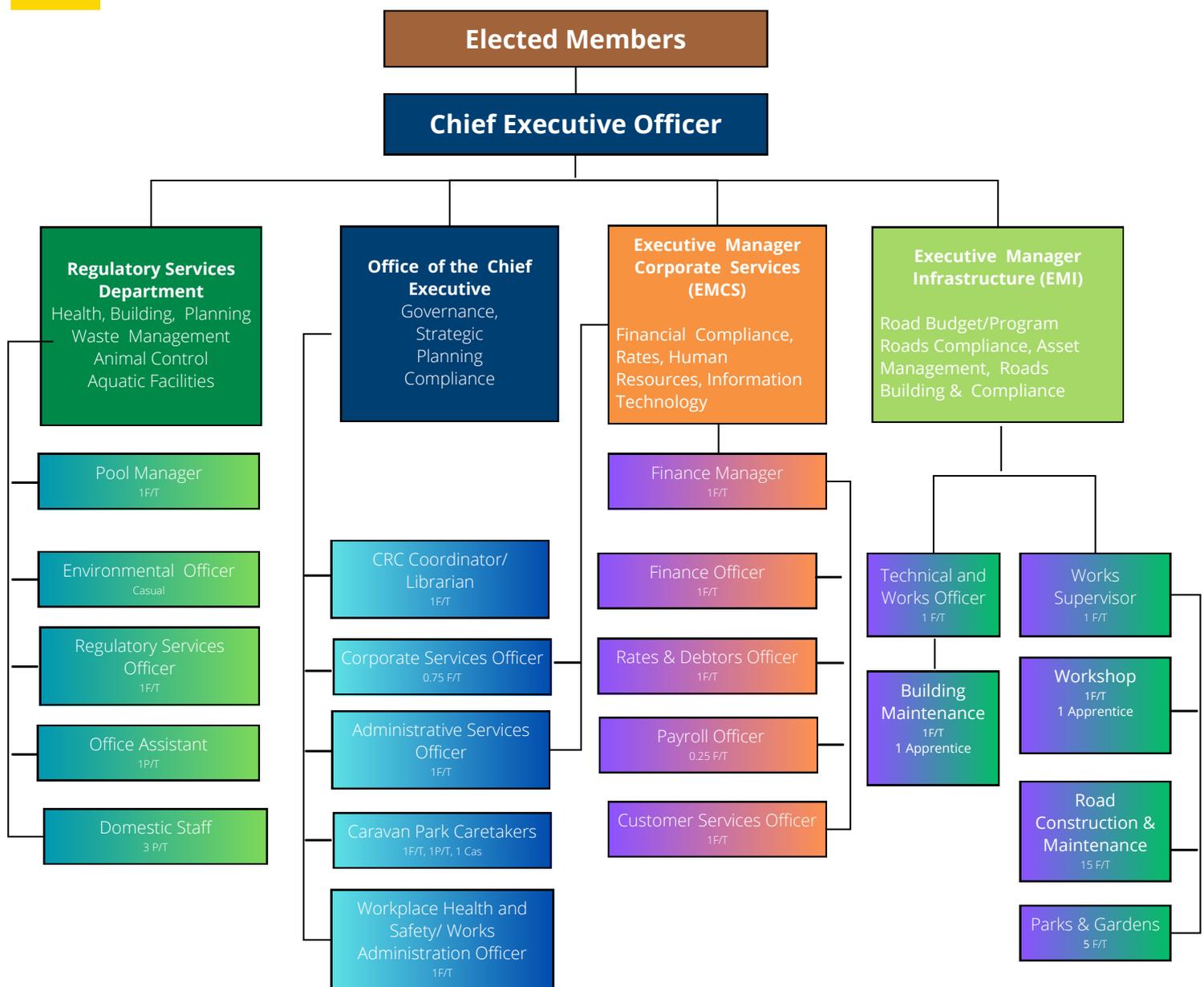
Term  
2019-2023



**Cr Linda Rose**

Term  
2019-2023

# The Organisational Structure



## The Shire President's Report

I am pleased to present the Annual Report to the ratepayers and residents of the district on the activities of the Shire of Yilgarn for the 2022/2023 financial year in my capacity as Shire President.

The 2022/2023 financial year was dominated by mining, asset reviews, and Local Government Act reforms, detailed further in this report. The Shire also commenced several significant community projects in addition to ongoing capital upgrades and maintenance of assets.

From a Council administration point of view, staffing was generally stable. However, the Shire did lose the Executive Manager Regulatory Services position, which the CEO will detail further in his report.

Council and Executive staff devoted a significant portion of their time to mining operations during the financial year, working through various agreements relating to road upgrades and road use. These arrangements are crucial and the Shire is committed to taking the necessary time to ensure they do not create a future liability for the ratepayers of the Yilgarn. Shire Executive staff have invested substantial effort in researching and assessing available options in each scenario. I am confident that agreements executed and those in negotiations will minimise risks to the Council and community.

Staff are progressing with the Shire's asset review, seeking to understand all assets the Shire is responsible for, their condition, and the expected costs over 10 years to maintain. Council will be able to make informed decisions regarding levels of service, asset retention, and maintenance, with a full understanding of the cost. The CEO will expand on the process in his report. The State Government has been steadily progressing reforms to the Local Government Act 1995, of which Council and Executive staff have been monitoring and altering operations to comply with. Some changes through these reforms will include:

- Changes to the electoral system, including preferential voting for Council elections.
- Requirements relating to online public registers.
- Mandating audio recording of Council meetings.
- Mandating communication agreements.
- Standardisation of meeting procedures.

While the CEO will detail some of the operational work the Shire has undertaken, I wish to mention two major projects the Shire has commenced under the Local Roads and Community Infrastructure Funding program:

-Satellite Townsite Playground Upgrades (\$650,000) involving the upgrade/renewal of playground equipment in Bodallin, Bullfinch, Marvel Loch, Moorine Rock, and Mt Hampton. Due for completion by the end of 2023.

Southern Cross Sports Complex upgrade (\$1,237,044), involving the extension of the complex to include new changerooms, storage, and a viewing lounge. Plans and specifications are being progressed by an external consultant, with a hope to tender these works at the end of 2023.

I also wish to mention the Australia Day Awards for 2023, where Mr. Dave Pasini was awarded the Premier's Citizenship Award, and Mr. Toby Hilder, was awarded the Premier's Citizenship Award for a person under 25. On behalf of Council and the community, I would like to congratulate Dave and Toby for their involvement in many community and sporting committees. They were both very worthy recipients.

I would like to sincerely thank my fellow Councillors for their support in the year under review, particularly Cr. Bryan Close as Deputy Shire President for his loyal support. I would also like to thank the Shire staff, for their efforts during the financial year.

Last, but not least, I extend my appreciation to all of our very important volunteers in the district who make up the fabric of our community. Whether you are a Volunteer Fire Fighter, Ambulance Officer or Office Bearer of a local community or sporting group, your work is truly valued. Your involvement in these important groups is what makes our community tick, and without your input, our district would not have the heart that it does.

Cr Wayne Della Bosca  
SHIRE PRESIDENT

## The CEO's Report

It is with pleasure that I present this Report to the residents of the district, outlining the activities of the Shire of Yilgarn throughout the 2022/2023 financial year.

At the commencement of the financial year, the peak of the COVID-19 pandemic was behind us; however, the ongoing cost of living pressures were still being experienced by many in the community. To assist local ratepayers, the 2022/2023 budget saw a minimal rate increase of 0.5% to the rate in the dollar, in line with Council's commitment to keep rate increases as low as possible without affecting the ongoing services provided by the Shire.

As mentioned by the Shire President in his report, several managerial staffing changes were undertaken, most notably the dissolution of the Executive Manager Regulatory Services position. This decision was due to a lack of suitable and qualified personnel available and willing to take on the role, a challenge experienced by many regional municipalities. The position was transitioned into the Regulatory Services Officer role, supported by external consultants, and some managerial functions were delegated to other positions within the organisation. The Shire also welcomed a new Finance Manager, in addition to several non-managerial staff changes. Staff retention and attraction will continue to be a focus of management during this current mining boom.

Mining and renewable energy operations are experiencing a boom locally, with the expansion of existing operations and new entities commencing operations within the region. A significant amount of staff resources has been applied to regulatory applications relating to these operations, as well as negotiations regarding Shire road upgrades and use. Staff and Council are committed to ensuring these road access arrangements will not leave a financial liability for future ratepayers, taking the necessary time to ensure all aspects are assessed.

Local Government reforms are being implemented in multiple tranches by the State Government. The reforms, generally positive and welcomed by staff and Council, will provide greater transparency throughout Local Governments. The reforms can be followed via the Department of Local Government Sport and Cultural Industries website.

Shire staff are undertaking a full asset pickup and condition review, from the town hall to road signs. Understanding what the Shire is responsible for, its current condition and its expected long-term costs is vital information for staff and Council. It enables Council to make informed decisions on required levels of service, building retention, renewal and maintenance strategies and ensures budgets are set with a full understanding of assets and liabilities.

Shire asset management staff have put a significant amount of work into this space, partly due to a substantial amount of the existing asset data being either missing or false. Staff are progressing well with the asset review and once compiled, asset and service level strategies will be drafted for Council's informed consideration and the community's information.

Operationally, several infrastructure projects were undertaken, including:

**Road Construction:**

- Koolyanobbing Rd - Construct To 8m Prime Seal - SLK 0.0 - 2.1
- Koolyanobbing Rd - Reseal - SLK 14.0 - 17.0
- Moorine South Rd - Reseal - SLK 41.4 - 52.5
- Koorda Bullfinch Rd - Reseal - SLK 1.5 To 2.5
- Bodallin South Rd - Construct To 8M Seal - SLK 9.4 To 10.6
- Bodallin South Rd - Reseal - SLK 7.8 To 9.4
- Cramphorne Rd - Gravel Overlay - SLK 10.2 To 15.0
- Cramphorne Rd - Reseal - SLK 8.2 To 9.9
- Emu Fence Rd - Gravel Overlay - SLK 89.4 To 95.0
- Southern Cross South Rd - Gravel Overlay - SLK 25.6 To 30.6
- Koorda Bullfinch Rd - Gravel Shoulders - SLK 13.0 To 24.3
- Marvel Loch Forrestania Rd - Reseal - SLK 0.0 To 1.0
- Capito Rd - Gravel Overlay - SLK 0.0 To 5.0

**Assets:**

- Homes for the Aged Carport upgrades;
- Genset install at General Medical Practice;
- Community Christmas Tree install;
- Treated Effluent Reuse System upgrades;
- Upgrades to radio and lighting system at Southern Cross Aerodrome
- Upgrades to Tourism Signage
- Upgrade to 11E Antares Street Dwelling for visiting professionals use.

The Shire has also progressed the two major current Local Roads and Community Infrastructure (LRCI) funding projects, as detailed in the Shire Presidents report. These projects are progressing, and once completed, will benefit the wider community for many years to come.

It is challenging to detail all that happens throughout the year within these annual reports; however, Council's Executive team is more than happy to expand further on any matters that residents may wish to discuss relating to Shire operations or projects.

I would like to thank my management team, Executive Manager Corporate Services Cameron Watson, Executive Manager Infrastructure Glen Brigg and Finance Manager Fadzai Mudau, for their support throughout the year. I would also like to thank all staff members and volunteers of the Shire, their hard work and dedication are very much appreciated, and reflected in the Shire's ability to provide quality assets and services to the community.

I would also like to thank the Shire of Yilgarn Councillors, who have been very supportive throughout the year in review. I would specifically like to thank the Shire President, Cr Wayne Della Bosca, who has been an ongoing support for me.

I look forward to another prosperous year working with the Council, Executive, staff, and community.

Nic Warren  
CHIEF EXECUTIVE OFFICER



# Corporate Services Report

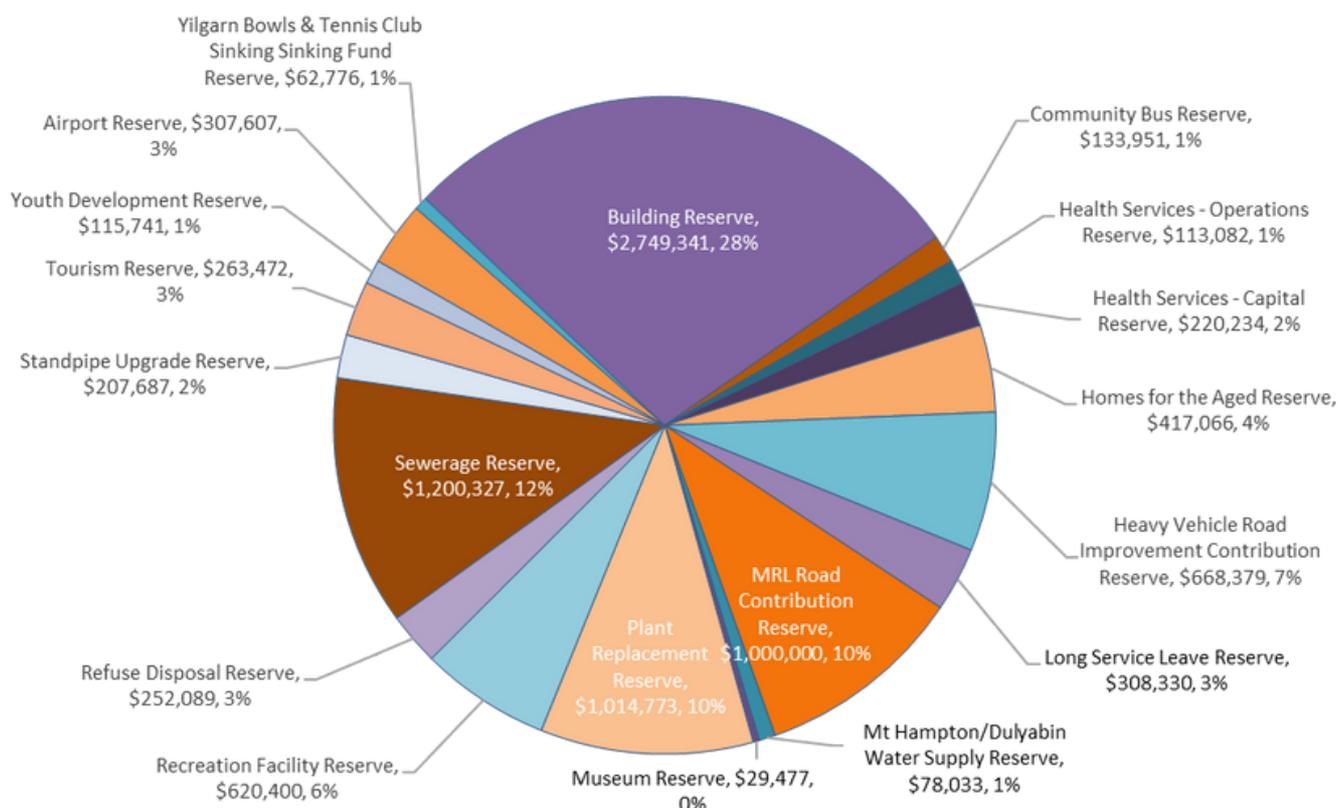
## Financial Summary

Council concluded the financial year with an unadjusted nett current asset position of \$17.257m, which is an increase of \$2.901m on the 2022 reported figure of \$14.355m. This increase is primarily due to the prepayment of approximately 100% of Councils 2023/24 Federal Assistance Grants allocation (\$4.411m).

Reserve funds increased by \$0.547m to \$9.763m. This was made possible by transfers to reserve totaling \$0.228m and interest earnings of \$0.319m.

## Reserve Funds

As at 30th June 2023, Council held \$9,762,765 within several different special purpose Reserve accounts, as per the following chart



## Fair Value of Assets

With the gazettal of the Local Government (Financial Management) Amendment Regulations 2020 on the 6th November 2020, the effect of this Amendment Regulation was that Council is to:

Recognize its Plant and Equipment asset class including Right of Use assets, not at Fair Value but instead recognize this asset class at cost; and

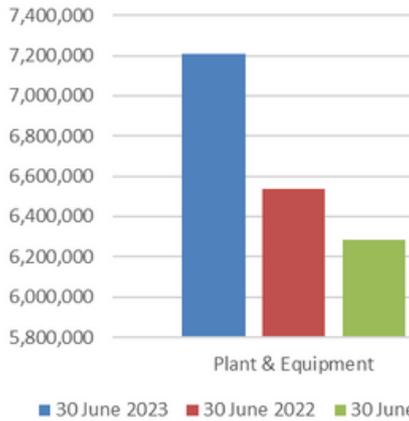
Recognize Crown Land vested with Council as a Right of Use asset but at nil cost.

The Shire's Land and Buildings underwent a Fair Value assessment valuation in the 2022/2023 financial year.

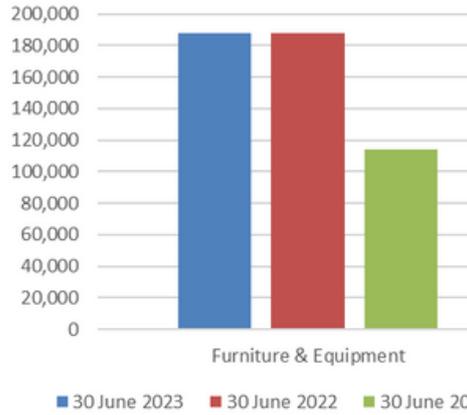
The Shire of Yilgarn's Infrastructure asset depreciated valuations by class are as follows:



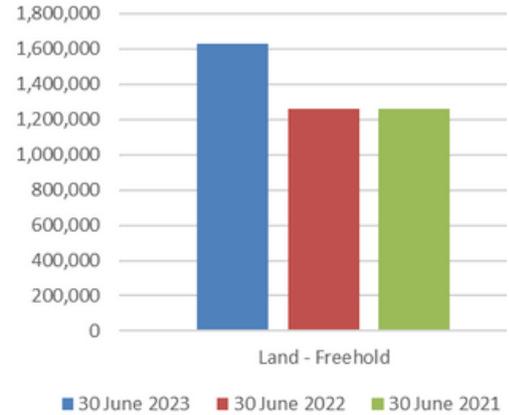
## PLANT & EQUIPMENT



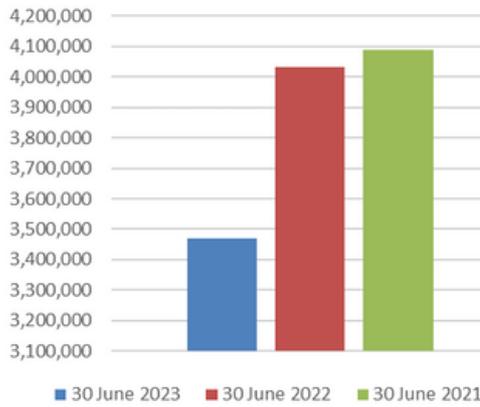
## FURNITURE & EQUIPMENT



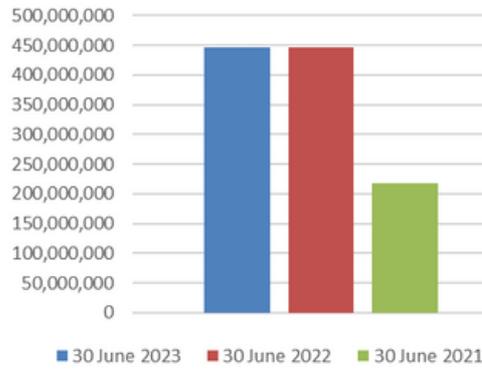
## LAND - FREEHOLD



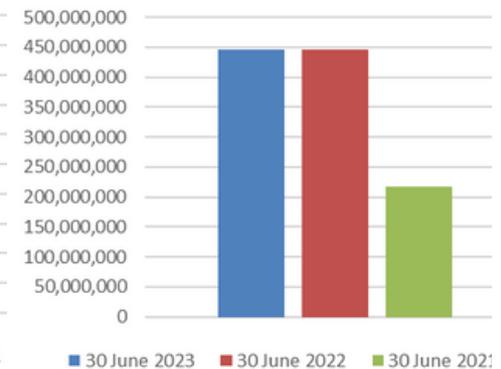
## BUILDINGS - NON-SPECIALISED



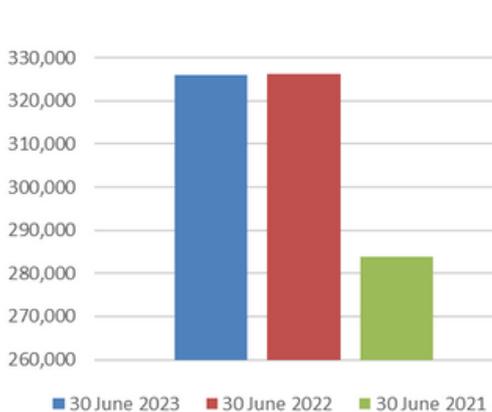
## ROADS, LANEWAYS, FOOTPATHS & URBAN DRAINAGE



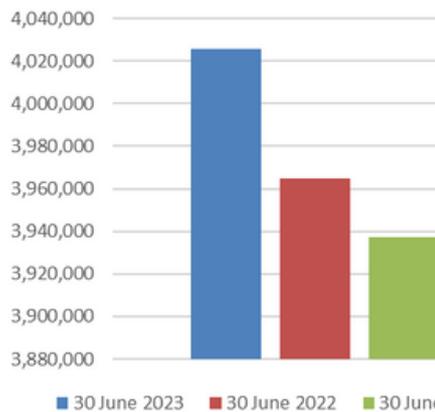
## ROADS, LANEWAYS, FOOTPATHS & URBAN DRAINAGE



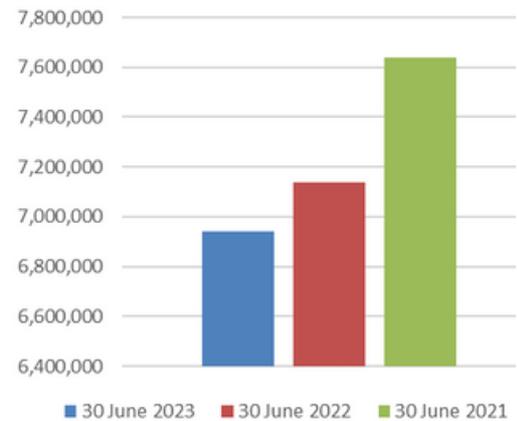
## REFUSE SITES



## SEWERAGE



## OTHER INFRASTRUCTURE



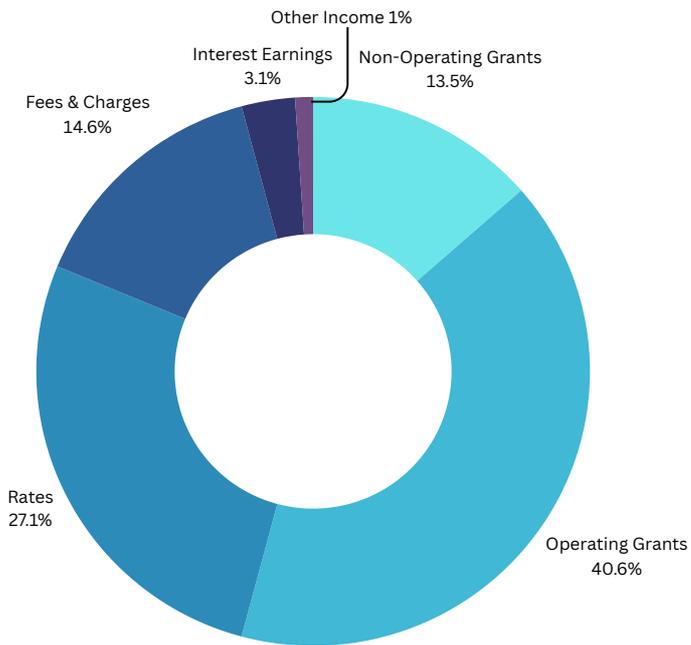


## Revenue

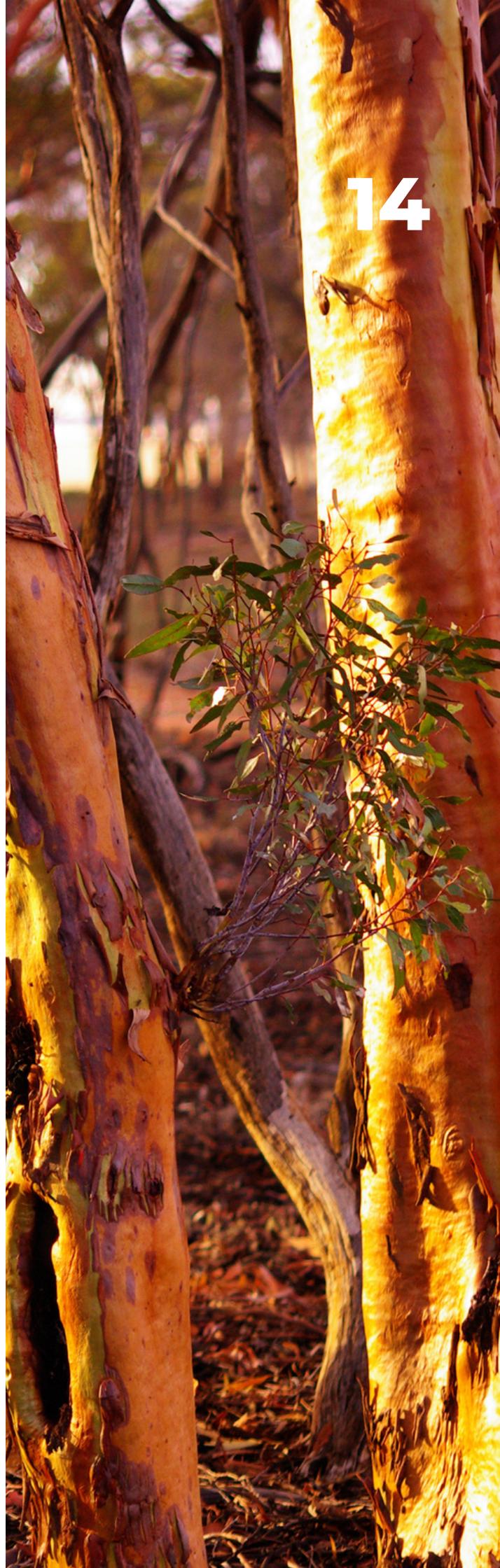
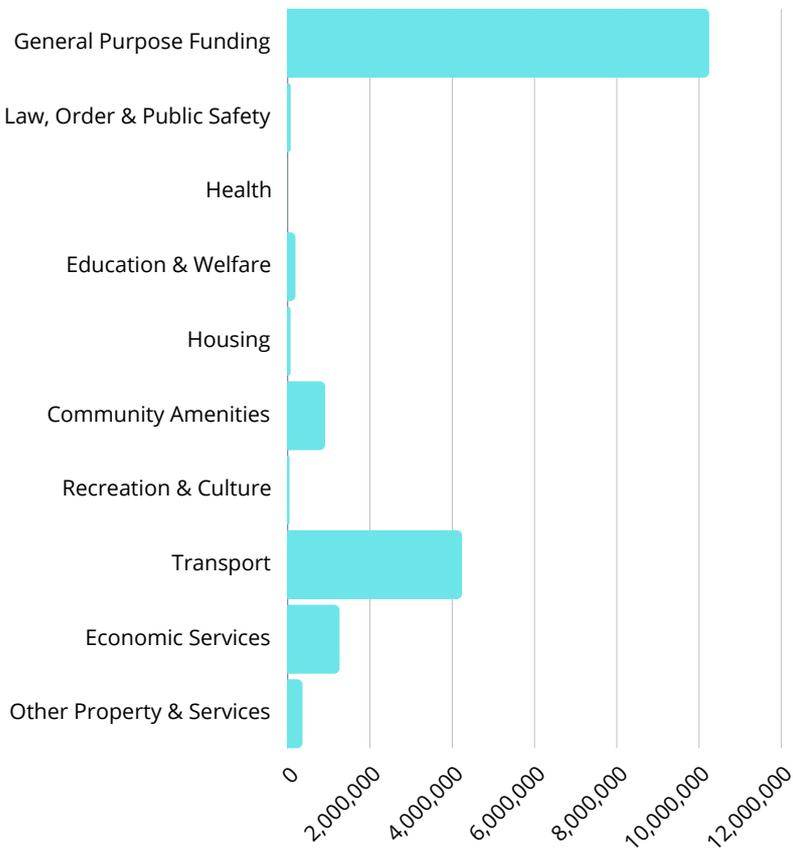
Council derives its revenue from various sources, notably Rates & Service Charges, User Fees & Charges, Interest Earnings, and Operating & Non-Operating Grants.

Among these, Rates & Service Charges and User Fees & Charges are the only income streams where the Council has influence to impact the desired outcome.

## Revenue Sources



## Council Revenue By Program Excluding Rates





## Rating

The revenue from rates is influenced by three factors:

- the type of rate (Gross Rental Value or Unimproved Value),
- property valuation, and
- the rate in the dollar for each rate type.

Gross Rental Values apply to town properties and mining infrastructure, while Unimproved Values are relevant to rural farmland and mining tenements. Gross Rental Values in towns are revalued every 5 years (last in 2018), while Unimproved Values are revalued annually by the Valuer General, beyond Council's control.

Variations in valuations across the Shire can lead to inconsistencies in applied rates, causing confusion. Council establishes its rate budget to generate overall revenue for each rating type and understands concerns about higher increases due to valuations. While Councils have limited control, they encourage dissatisfied ratepayers to appeal to the Valuer General, offering guidance through the process.



Council has elected to use a Differential Rating Model based on the individual lands zoning.

Rate Type	Rate in \$/ Min	Number of Properties	Rate Revenue	Average Valuation	Average Rate Revenue
<b>Differential General Rate</b>					
GRV - Residential / Industrial	11.3458	388	\$383,705	8,741	989
GRV - Commercial	7.9568	34	\$78,367	28,859	2,305
GRV - Minesites	15.9734	4	\$84,590	132,391	21,147
GRV - Single Persons Quarters	15.9734	10	\$130,378	81,622	13,038
UV - Rural	1.4745	352	\$1,892,360	364,176	5,376
UV - Mining	15.9060	364	\$1,590,161	27,230	4,369

**Minimum Payment**

GRV - Residential / Industrial	\$500	117	\$58,500
GRV - Commercial	\$400	7	\$2,800
GRV - Minesites	\$400	3	\$1,200
GRV - Single Persons Quarters	\$400	2	\$800
UV - Rural	\$400	41	\$16,400
UV - Mining	\$400	241	\$95,600

**Where Your Rate Dollar Goes**



**19%**

Roads & Aerodrome



**6%**

Health



**1%**

Housing



**8%**

Governance



**5%**

General Administration



**12%**

Sanitation & Town Planning



**4%**

Aged Care, Education & CRC



**5%**

Fire prevention & Animal control



**3%**

Tourism & other Economic services



**37%**

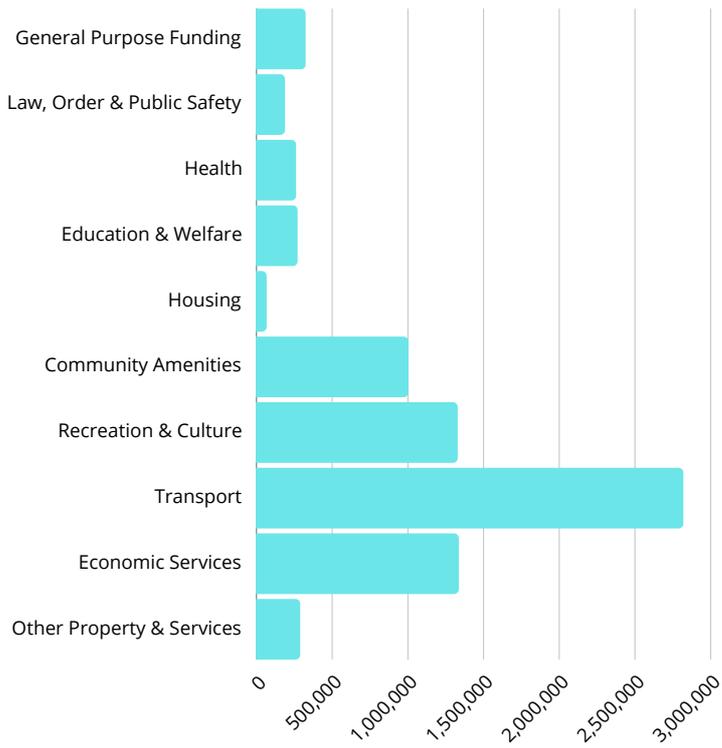
Recreation, Parks & Culture



## Expenditure

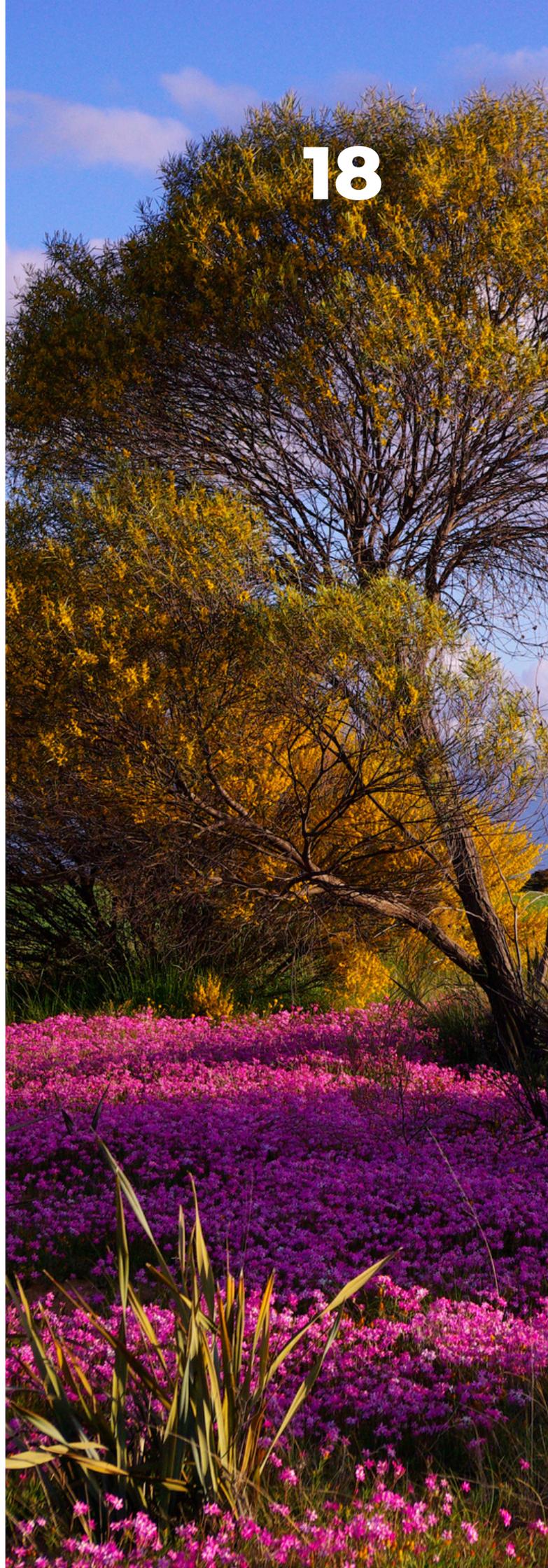
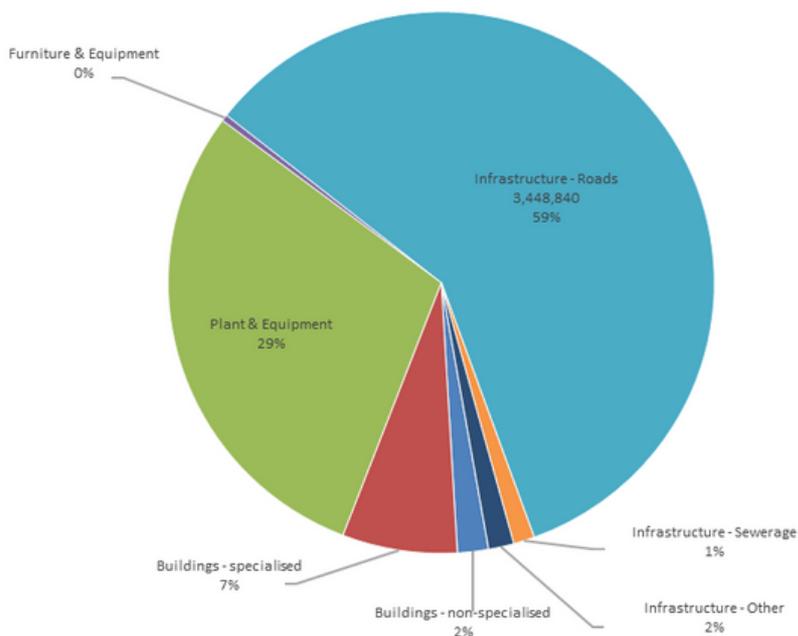
Council's operating expenditure was mainly in the areas of transport, recreation & culture, community amenities and economic services as can be seen from the following graph (figures adjusted for Depreciation).

## Operating Expenditure



## Capital Expenditure

Council's capital expenditure was mainly in the areas of roads and replacement of Plant & Equipment. Capital expenditure in 2022/2023 was broken down as follows.





## Community Services

The Shire of Yilgarn supports local clubs and groups by allowing them to use facilities free of charge. Council also supports the community by providing facilities to important service providers such as chiropractors, physiotherapists, podiatrists and veterinarians. This support is made up of either cash or in-kind contributions, donations or waivers of fees and charges.





## Support to Community Groups- Cash or In-kind

Moorine Rock Primary School	\$242.29
St Joseph's Primary School	\$238.64
Southern Cross District High School	\$581.40
Yilgarn Netball Association	\$187.20
Yilgarn Motoring Enthusiasts	\$3,000
Yilgarn Agricultural Society	\$9,100
Yilgarn History Museum	\$233.18
Yilgarn Bowling Club	\$163.64
Southern Cross Seniors	\$3,545.45
Southern Cross Golf Club	\$91.74
Bullfinch Progress Association	\$1,727.27
Southern Cross Speedway Club	\$409.08

## Community Events

Comedy Gold event	\$2,145.45
Trash Test Dummies	\$4,936.36
Australia Day	\$7,173.37
ANZAC Day	\$149.43
Seniors Sundowner	\$4,616.99
Winter Carnival	\$6,351.79
Community Christmas Tree	\$38,863.17

## Donations and Support to Community Groups

Southern Cross Motorcycle Club	Urns, Bain Marie, Printer Square POS & Clocks	\$1,720.39
Yilgarn's Men shed	Various tools	\$1,336.01
Yilgarn Agricultural Society	Tablet Device & Square Register	\$1,478
Moorine Rock Tennis Club	Concrete Basketball Court	\$2,000
Yilgarn Netball Association	Uniform for Mixed Juniors	\$2,000
Bullfinch Shooting Club	2x iPads	\$1,406
St Joseph's Parents & Friends	Laptop & Software	\$1,090.91

## Donations and Support to Service Providers



**\$1418**  
Podiatrist



**\$381**  
Veterinary  
Services



**\$500**  
WheatBelt  
Agcare



**\$327**  
Pipeline  
Challenge



**\$95**  
Clontaf  
Foundation



**\$127**  
Big Morning  
Tea



## Other Documents

Members of the public are encouraged to read Council's other publications which are available from the Shire Library / Community Resource Centre.

These include:

### **Community Strategic Plan 2020-2030**

The four-yearly review (Regulation 19C (4)) of Council's Strategic Community Plan was adopted in mid-2020. The plan was again reviewed by Council in mid-2022 with the involvement of the district's electors and ratepayers. This community involvement process was carried out through online surveys. No material amendments were made at this interim review.

### **Corporate Business Plan 2023/24 to 2027/2028**

This plan was reviewed in April 2023. It details the services, operations, and projects a local government will deliver within a defined period. It also includes the processes for delivery and associated costs.

### **Long Term Financial Plan 2023/2024 to 2032/2033**

The Shire of Yilgarn's Long Term Financial Plan 2023/24 to 2032/33 which includes the Forward Capital Works Plan was reviewed April 2023 and its content assisted with the formulation of the 2023/24 Budget.

### **Adopted 2023/2024 Budget**

Council's Budget is a working document used by Council's staff on a daily basis, detailing Council income and expenditure for the twelve months to 30 June 2024. Naturally, copies of the 2023/2024 adopted budget, which reflected income and expenditure associated with this Annual Report are also available.



## Statutory Compliance

### Remuneration

Regulation 19B (2) of the Local Government (Administration) Regulations 1996 states the Annual Report is to include the number of employees entitled to an annual salary of \$130,000 or more, and the number of those employees that fall within each band of \$10,000 over \$130,000. As at 30 June 2023, the Shire had one employee entitled to an annual salary of more than \$130,000:

Salary Range	Number of Employees
\$130,000 to \$140,000	0
\$140,001 to \$150,000	0
\$150,001 to \$160,000	1
\$160,001 to \$170,000	0
\$170,001 to \$180,000	0

The Chief Executive Officer's total remuneration package in 2022/23 totalled \$202,964 inclusive of salary and other benefits.

### Council Meetings Attended by each council member

	Ordinary Meetings of Council	Special Meetings of Council	Audit Committee Meetings	Annual Electors Meeting
Cr. W Della Bosca	10 of 11	1 of 3	1 of 1	1 of 1
Cr. B Close	10 of 11	3 of 3	1 of 1	1 of 1
Cr. J Cobden	7 of 11	3 of 3	1 of 1	1 of 1
Cr L Granich	9 of 11	3 of 3	1 of 1	n/a
Cr G Guerini	9 of 11	3 of 3	1 of 1	n/a
Cr. P Nolan	10 of 11	2 of 3	1 of 1	n/a
Cr. L Rose	9 of 11	2 of 3	1 of 1	1 of 1

Ordinary Meetings of Council are held on the third Thursday of each month except January. Council meetings are held in Council Chambers located in the Shire of Yilgarn administration building, 23 Antares Street, Southern Cross except for the October meeting (September meeting during election years) which is held at the Mt Hampton Hall located on the corner of Moorine South Rd and Dulyalbin Road, Mount Hampton.

The Council and Committee meetings are open to the public with public question time at the beginning of both Council and Committee meetings, at which time, the general public may ask questions on any Local Government matter. Meeting dates and times are subject to change, if this does occur, notice of such change is advertised as per the requirements of the Local Government Act 1995.

### Councillor Allowances

	Sitting Fees	ICT Allowance	Travel Allowance
Cr W Della Bosca	\$9,880	\$1,180	\$-
Cr B Close	\$7,000	\$-	\$742.58
Cr J Cobden	\$4,480	\$1,180	\$-
Cr L Granich	\$5,600	\$1,180	\$2,57.14
Cr G Guerini	\$6,000	\$1,180	\$965.31
Cr P Nolan	\$5,200	\$1,180	\$1,782.18
Cr L Rose	\$ 5,600	\$1,180	\$2,721.88

The Shire President received \$12,000 Presidents allowance.

The Deputy President received \$3,000 Deputy President allowance

### Register of Complaints & Minor Breach

Under sections 5.53(2) and 5.121 of the Local Government Act 1995, the Annual Report is required to disclose the number of Complaints of Minor Breach received each year.

**For the year 2022-2023, the Shire of Yilgarn received no Complaints of Minor Breach**

### Disability Access and Inclusion Plan

The Shire of Yilgarn is committed to ensuring that the community is accessible and inclusive for people with disabilities, their families, and carers. The Shires Disability Access and Inclusion Plan addressed our commitments and can be found on the Shires website. Whilst no capital upgrades were undertaken, the Shire staff continued to ensure all residents and visitors to the Shire had access to facilities and events.

### National Competition Policy

In 1995 the Council of Australian Governments entered into several agreements, collectively known as the National Competition Policy. Local Government is affected mainly where it operates significant business activities which compete or could compete, with private sector businesses. Local Government will also be affected where local laws unnecessarily affect competition.

The Shire is required to comply with certain policies contained within the National Competition Policy statement and report on progress in connection with Competitive Neutrality Principles and review of Local Laws

### Competitive Neutrality

It is the Shire of Yilgarn's responsibility to determine whether it is engaged in "significant business activities" within the context of its operations and therefore whether it is required to apply the competitive neutrality principles. Local government is only required to implement the above principles to the extent that the benefits to be realised from implementation outweigh the costs in respect of individual business activities exceeding an annual income of \$500,000. Within these criteria, the Shire has not identified any business activities for the 2022/23 financial year.

Local Laws

**In 2022/2023 the Shire of Yilgarn did not review any of its Local Laws**



### **State Records Act 2000- Record Keeping Plan**

In compliance with the State Records Act 2000, as required by Standard 2, Principle 6, Council maintains a Record Keeping Plan, the Shire of Yilgarn Record Keeping Plan was evaluated and updated during the 2022 year and approved by the State Records Commission. Both Councillors and staff are informed and educated with training ongoing in record management compliance. An onboarding training schedule is in the process of being investigated and implemented.

### **Public Interest Disclosures**

In compliance with the Public Interest Disclosure Act 2003, as required by Section 23, part 1, Council has appointed a PID Officer in the agency, being the Chief Executive Officer, and Council has published internal procedures relating to the agency's obligations.

**For the 2022-2023 the Shire of Yilgarn received no Public Interest Disclosures**

### **Freedom of Information Act 1992 - Information Statement**

In compliance with the Freedom of Information Act 1992 Council has an Information Statement that can be obtained from the Shire's Administration Office or Shire of Yilgarn Website Councils Freedom of Information Statement was reviewed during 2022.

### **Financial Management Review**

As per the Local Government (Financial Management) Regulations 1996, the Chief Executive Officer is to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

The last review was undertaken in 2022-2023.

### **Audit Regulation 17 Review**

Guidelines released from the Department of Local Government, Sport and Cultural Industries has revised the timeframes surrounding this audit. An amendment to Regulation 17(2) of the Local Government (Audit) Regulations 1996 requires the CEO to undertake a review of audit systems and procedures no less than once in every 3 financial years. This change will introduce consistency in CEO responsibilities to review financial management and audit systems and procedures in a timely manner.

The last review was carried out during 2022-2023.

## Plan for the future

The current Shire of Yilgarn Strategic Community Plan was adopted in June 2020 and conducted a 'desktop review' in September 2022. Community consultation was sought however with no submission received all Goals, Outcomes, and Strategies in the plan are considered to be still relevant except Outcome 3.2.2.

Outcome 3.2.2 sought to "Continue to provide administrative support for Skeleton Weed Local Action Group". As the Shire ceased administrative and management functions of the Skeleton Weed program, this outcome is no longer relevant and was removed.

The Strategic Community Plan based on community engagement and is developed around four key themes of community interest being;



### Environment

**Protecting, utilising and enhancing our beautiful natural heritage**



### Social

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



### Economic

**A prosperous future for our community**



**Civic Leadership  
Dynamic and visionary leadership guiding our community into the future**

Council's other planning documents, including the Corporate Business Plan, Annual Budget, Forward Capital Works Plan, Workforce Plan and Long-Term Financial Plan collectively form the Shire's plan for the future.

The Local Government Act, 1995 requires that Council provide an overview of the Plan for the Future, detailing activities that are prepared to commence or continue in the next financial year be included in the Shire's Annual Report.



## Road Construction & Maintenance

Road/Street	Proposed Works	Section (SLK)	Budget	Funding Source
Marvel Loch/Forrestania Rd	Construct to 8m Seal	0.0 to 3.0	\$ 1,167,632	Main Roads WA / Shire
Koolyanobbing Rd	10mm Bitumen Reseal	37.0 to 41.0	\$ 243,955	Main Roads WA / Shire
Moorine South Rd	10mm Bitumen Reseal	52.5 to 57.5	\$ 251,907	Main Roads WA / Shire
Bodallin South Rd	Gravel Resheet	11.8 to 17.0	\$ 265,158	Federal Roads to Recoveries
Noongar North Rd	Formation & Gravel Overlay	11.1 to 17.6	\$ 315,919	Federal Roads to Recoveries
Frog Rock/Marvel Loch Rd	Reseal	17.9 to 22.1	\$ 321,331	Federal Roads to Recoveries
Southern Cross South Rd	Formation & Gravel Overlay	30.6 to 36.6	\$ 281,557	Shire
Koorda-Bullfinch Rd	Gravel Shoulders	9.0 to 14.0	\$ 195,100	Shire
Emu Fence Rd	Formation & Gravel Overlay	75.9 to 81.0	\$ 56,312	Shire
Dulyalbin Rd	Formation & Gravel Overlay	0.0 to 5.0	\$ 256,548	Shire
Bodallin South Rd	Culvert Concrete Overlay	0.9	\$ 100,000	Shire
Emu Park, Southern Cross	Hardstand-EV Charging Station		\$ 139,951	Shire

## Building Upgrades & Renewals

PROJECT		Budget	Funding Source
Facility	Proposed Works		
Southern Cross Child Care Centre	Replace Asbestos Roof & Eaves	\$ 45,000	
Homes for the Aged	Carport Upgrades and Replace Front Fences	\$ 126,724	Shire
Staff and General Housing	Internal and External Renewals and Upgrades	\$ 102,236	Shire
Housing Construction	Construct New Executive Residence	\$ 626,477	Shire
Swimming Pool	Install Solar Panels	\$ 30,000	Shire
Southern Cross Community Centre	General Renewals	\$ 25,454	Shire
Mt Hampton Hall	Replace Mezzanine Carpet & Ceiling Panel	\$ 20,000	Shire
Southern Cross Recreation Centre	Renovation & Improvements	\$ 1,237,044	Federal LRCI Grant
Yilgarn History Museum	Restump & Replace Flooring in Office Area	\$ 15,000	Shire
Southern Cross Caravan Park	Renovate 2 x Sandalwood Rooms & Upgrade 5 x Bays	\$ 178,171	Shire
Caravan Park Residence	Bathroom Upgrades & Fencing Replacement	\$ 25,986	Shire
Residence-11 Antares St	Completion of Renovation	\$ 85,907	Shire



2022-2023 Annual Financial Report & Auditor General's  
Report



**SHIRE OF YILGARN**  
**FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**TABLE OF CONTENTS**

Statement by Chief Executive Officer	2
Statement of Comprehensive Income	3
Statement of Financial Position	4
Statement of Changes in Equity	5
Statement of Cash Flows	6
Statement of Financial Activity	7
Index of Notes to the Financial Report	8
Independent Auditor's Report	42

The Shire of Yilgarn conducts the operations of a local government with the following community vision:

*A strong, vibrant and progressive Shire that retains strength in its communities by way of continual promotion of agriculture and mining as the Shire's major industries, with an added focus on tourism, to ensure a robust economic and social base is retained for all residents*

Principal place of business:  
23 Antares Street  
Southern Cross  
WA 6426

**SHIRE OF YILGARN  
FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023**

*Local Government Act 1995  
Local Government (Financial Management) Regulations 1996*

**STATEMENT BY CEO**

The accompanying financial report of the Shire of Yilgarn has been prepared in compliance with the provisions of the *Local Government Act 1995* from proper accounts and records to present fairly the financial transactions for the reporting period ended 30 June 2023 and the financial position as at 30 June 2023.

At the date of signing this statement the particulars included in the financial report are not misleading or inaccurate.

Signed on the 28 day of November 2023



Chief Executive Officer

Nic Warren

Name of Chief Executive Officer

**SHIRE OF YILGARN**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 30 JUNE 2023**

	NOTE	2023 Actual	2023 Budget	2022 Actual
		\$	\$	\$
<b>Revenue</b>				
Rates	2(a),25	4,207,039	4,196,720	4,165,046
Grants, subsidies and contributions	2(a)	6,911,256	2,130,466	5,281,044
Fees and charges	2(a)	2,438,200	2,046,918	2,065,341
Interest revenue	2(a)	479,452	381,255	70,712
Other revenue	2(a)	949,501	722,023	782,330
		14,985,448	9,477,382	12,364,473
<b>Expenses</b>				
Employee costs	2(b)	(3,975,413)	(3,842,382)	(2,913,724)
Materials and contracts		(1,634,117)	(2,545,177)	(2,255,037)
Utility charges		(1,000,941)	(878,215)	(1,017,137)
Depreciation		(4,842,019)	(4,707,150)	(4,003,798)
Finance costs	2(b)	(19,619)	(8,967)	(11,694)
Insurance		(335,304)	(333,166)	(316,549)
Other expenditure	2(b)	(891,508)	(834,102)	(760,520)
		(12,698,921)	(13,149,159)	(11,278,459)
		2,286,527	(3,671,777)	1,086,014
Capital grants, subsidies and contributions	2(a)	2,352,021	3,541,599	2,602,788
Profit on asset disposals		54,569	26,462	16,976
Loss on asset disposals		(394,174)	(259,490)	(44,581)
Fair value adjustments to financial assets at fair value through profit or loss	4(b)	3,685	0	3,997
		2,016,101	3,308,571	2,579,180
<b>Net result for the period</b>	24(b)	<b>4,302,628</b>	<b>(363,206)</b>	<b>3,665,194</b>
<b>Other comprehensive income for the period</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	17	2,545,973	0	227,486,726
<b>Total other comprehensive income for the period</b>	17	<b>2,545,973</b>	<b>0</b>	<b>227,486,726</b>
<b>Total comprehensive income for the period</b>		<b>6,848,601</b>	<b>(363,206)</b>	<b>231,151,920</b>

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



**SHIRE OF YILGARN  
STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2023**

	NOTE	2023 \$	2022 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	17,257,362	14,355,911
Trade and other receivables	5	678,977	887,316
Inventories	6	14,114	47,225
Other assets	7	1,069,179	186,237
<b>TOTAL CURRENT ASSETS</b>		<b>19,019,632</b>	<b>15,476,689</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables	5	62,288	54,233
Other financial assets	4(b)	81,490	77,805
Property, plant and equipment	8	33,139,865	30,098,152
Infrastructure	9	457,089,052	457,429,308
Right-of-use assets	11(a)	4,424	16,903
<b>TOTAL NON-CURRENT ASSETS</b>		<b>490,377,119</b>	<b>487,676,401</b>
<b>TOTAL ASSETS</b>		<b>509,396,751</b>	<b>503,153,090</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	12	570,069	1,098,194
Other liabilities	13	986,988	1,004,129
Lease liabilities	11(b)	1,326	9,260
Borrowings	14	97,695	96,588
Employee related provisions	15	425,957	471,302
<b>TOTAL CURRENT LIABILITIES</b>		<b>2,082,035</b>	<b>2,679,473</b>
<b>NON-CURRENT LIABILITIES</b>			
Lease liabilities	11(b)	2,979	7,054
Borrowings	14	662,883	760,578
Employee related provisions	15	62,432	76,369
Other provisions	16	242,524	134,316
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>970,818</b>	<b>978,317</b>
<b>TOTAL LIABILITIES</b>		<b>3,052,853</b>	<b>3,657,790</b>
<b>NET ASSETS</b>		<b>506,343,899</b>	<b>499,495,300</b>
<b>EQUITY</b>			
Retained surplus		66,181,494	62,425,958
Reserve accounts	28	9,762,740	9,215,647
Revaluation surplus	17	430,399,665	427,853,692
<b>TOTAL EQUITY</b>		<b>506,343,899</b>	<b>499,495,300</b>

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



**SHIRE OF YILGARN  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2023**

NOTE	2023 Actual \$	2022 Actual \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
<b>Receipts</b>		
Rates	4,464,818	4,293,254
Grants, subsidies and contributions	6,856,161	5,763,455
Fees and charges	2,438,200	2,101,362
Interest revenue	479,452	70,712
Goods and services tax received	0	11,372
Other revenue	949,501	782,330
	<u>15,188,132</u>	<u>13,022,485</u>
<b>Payments</b>		
Employee costs	(3,963,976)	(3,015,486)
Materials and contracts	(3,112,658)	(2,240,346)
Utility charges	(1,000,941)	(1,017,137)
Finance costs	(10,695)	(11,694)
Insurance paid	(335,304)	(316,549)
Goods and services tax paid	10,325	0
Other expenditure	(891,508)	(750,823)
	<u>(9,304,757)</u>	<u>(7,352,035)</u>
<b>Net cash provided by (used in) operating activities</b>	17(b) 5,883,375	5,670,450
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Payments for purchase of property, plant & equipment	8(a) (2,255,561)	(1,278,083)
Payments for construction of infrastructure	9(a) (3,610,266)	(3,694,538)
Capital grants, subsidies and contributions	2,352,021	2,602,788
Proceeds from sale of property, plant & equipment	640,482	439,932
Movements in Trust Funds	0	(179,247)
	<u>(2,873,324)</u>	<u>(2,109,148)</u>
<b>Net cash provided by (used in) investing activities</b>	(2,873,324)	(2,109,148)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Repayment of borrowings	27(a) (96,588)	(95,494)
Payments for principal portion of lease liabilities	27(b) (12,009)	(14,047)
	<u>(108,597)</u>	<u>(109,541)</u>
<b>Net cash provided by (used in) financing activities</b>	(108,597)	(109,541)
<b>Net increase (decrease) in cash held</b>	2,901,454	3,451,761
Cash at beginning of year	14,355,908	10,904,147
<b>Cash and cash equivalents at the end of the year</b>	17(a) <u>17,257,362</u>	<u>14,355,911</u>

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



**SHIRE OF YILGARN**  
**STATEMENT OF CHANGES IN EQUITY**  
**FOR THE YEAR ENDED 30 JUNE 2023**

	NOTE	RETAINED SURPLUS \$	RESERVE ACCOUNTS \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
<b>Balance as at 1 July 2021</b>		<b>62,297,887</b>	<b>5,678,524</b>	<b>200,366,966</b>	<b>268,343,377</b>
Comprehensive income for the period					
Net result for the period		3,665,194	0	0	3,665,194
Other comprehensive income for the period	17	0	0	227,486,726	227,486,726
Total comprehensive income for the period		3,665,194	0	227,486,726	231,151,920
Transfers from reserve accounts	28	42,700	(42,700)	0	0
Transfers to reserve accounts	28	(3,579,823)	3,579,823	0	0
<b>Balance as at 30 June 2022</b>		<b>62,425,958</b>	<b>9,215,647</b>	<b>427,853,692</b>	<b>499,495,297</b>
Comprehensive income for the period					
Net result for the period		4,302,628	0	0	4,302,628
Other comprehensive income for the period	17	0	0	2,545,973	2,545,973
Total comprehensive income for the period		4,302,628	0	2,545,973	6,848,601
Transfers from reserve accounts	28	1,234,022	(1,234,022)	0	0
Transfers to reserve accounts	28	(1,781,115)	1,781,115	0	0
<b>Balance as at 30 June 2023</b>		<b>66,181,494</b>	<b>9,762,740</b>	<b>430,399,665</b>	<b>506,343,899</b>

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



**SHIRE OF YILGARN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE YEAR ENDED 30 JUNE 2023**

	NOTE	2023 Actual \$	2023 Budget \$	2022 Actual \$
<b>OPERATING ACTIVITIES</b>				
<b>Revenue from operating activities</b>				
General rates	25	4,207,039	4,196,720	4,165,046
Grants, subsidies and contributions		6,911,256	2,130,466	5,281,044
Fees and charges		2,438,200	2,046,918	2,065,341
Interest revenue		479,452	381,255	70,712
Other revenue		949,501	722,023	782,330
Profit on asset disposals		54,569	26,462	16,976
Fair value adjustments to financial assets at fair value through profit or loss	4(b)	3,685	0	3,997
		<b>15,043,702</b>	<b>9,503,844</b>	<b>12,385,446</b>
<b>Expenditure from operating activities</b>				
Employee costs		(3,975,413)	(3,842,382)	(2,913,724)
Materials and contracts		(1,634,117)	(2,545,177)	(2,255,037)
Utility charges		(1,000,941)	(878,215)	(1,017,137)
Depreciation		(4,842,019)	(4,707,150)	(4,003,798)
Finance costs		(19,619)	(8,967)	(11,694)
Insurance		(335,304)	(333,166)	(316,549)
Other expenditure		(891,508)	(834,102)	(760,520)
Loss on asset disposals		(394,174)	(259,490)	(44,581)
		<b>(13,093,095)</b>	<b>(13,408,649)</b>	<b>(11,323,040)</b>
Non-cash amounts excluded from operating activities	26(a)	5,155,947	4,927,181	3,989,221
<b>Amount attributable to operating activities</b>		<b>7,106,554</b>	<b>1,022,376</b>	<b>5,051,627</b>
<b>INVESTING ACTIVITIES</b>				
<b>Inflows from investing activities</b>				
Capital grants, subsidies and contributions		2,352,021	3,541,599	2,602,788
Proceeds from disposal of assets		640,482	500,700	439,932
		<b>2,992,503</b>	<b>4,042,299</b>	<b>3,042,720</b>
<b>Outflows from investing activities</b>				
Purchase of property, plant and equipment	8(a)	(2,255,561)	(4,571,947)	(1,278,083)
Purchase and construction of infrastructure	9(a)	(3,610,266)	(4,297,033)	(3,828,854)
		<b>(5,865,827)</b>	<b>(8,868,980)</b>	<b>(5,106,937)</b>
Non-cash amounts excluded from investing activities	26(b)	8,924	0	134,316
<b>Amount attributable to investing activities</b>		<b>(2,864,400)</b>	<b>(4,826,681)</b>	<b>(1,929,901)</b>
<b>FINANCING ACTIVITIES</b>				
<b>Inflows from financing activities</b>				
Transfers from reserve accounts	28	1,234,022	1,112,469	42,700
		<b>1,234,022</b>	<b>1,112,469</b>	<b>42,700</b>
<b>Outflows from financing activities</b>				
Repayment of borrowings	27(a)	(96,588)	(97,140)	(95,494)
Payments for principal portion of lease liabilities	27(b)	(12,009)	0	(14,047)
Transfers to reserve accounts	28	(1,781,115)	(1,110,119)	(3,579,823)
		<b>(1,889,712)</b>	<b>(1,207,259)</b>	<b>(3,689,364)</b>
<b>Amount attributable to financing activities</b>		<b>(655,690)</b>	<b>(94,790)</b>	<b>(3,646,664)</b>
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>				
<b>Surplus or deficit at the start of the financial year</b>	26(c)	3,687,414	3,481,501	4,212,352
Amount attributable to operating activities		7,106,554	1,022,376	5,051,627
Amount attributable to investing activities		(2,864,400)	(4,826,681)	(1,929,901)
Amount attributable to financing activities		(655,690)	(94,790)	(3,646,664)
<b>Surplus or deficit after imposition of general rates</b>	26(c)	<b>7,273,878</b>	<b>(417,594)</b>	<b>3,687,414</b>

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



**SHIRE OF YILGARN  
FOR THE YEAR ENDED 30 JUNE 2023  
INDEX OF NOTES TO THE FINANCIAL REPORT**

Note 1	Basis of Preparation	9
Note 2	Revenue and Expenses	10
Note 3	Cash and Cash Equivalents	12
Note 4	Other Financial Assets	12
Note 5	Trade and Other Receivables	13
Note 6	Inventories	14
Note 7	Other Assets	15
Note 8	Property, Plant and Equipment	16
Note 9	Infrastructure	18
Note 10	Fixed Assets	20
Note 11	Leases	22
Note 12	Trade and Other Payables	24
Note 13	Other Liabilities	25
Note 14	Borrowings	26
Note 15	Employee Related Provisions	27
Note 16	Other Provisions	28
Note 17	Revaluation Surplus	29
Note 18	Restrictions Over Financial Assets	30
Note 19	Undrawn Borrowing Facilities and Credit Standby Arrangements	30
Note 20	Contingent Liabilities	31
Note 21	Capital Commitments	31
Note 22	Events Occurring After the End of the Reporting Period	32
Note 23	Related Party Transactions	33
Note 24	Other Significant Accounting Policies	35
<b>Information required by legislation</b>		
Note 25	Rating Information	36
Note 26	Determination of Surplus or Deficit	37
Note 27	Borrowing and Lease Liabilities	38
Note 28	Reserve accounts	40
Note 29	Trust Funds	41

**SHIRE OF YILGARN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023**

**1. BASIS OF PREPARATION**

The financial report comprises of general purpose financial statements for Shire of Yilgarn which is a Class 3 Local Government and the statements have been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

**Local Government Act 1995 requirements**

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied except for disclosure requirements of:

- AASB 7 Financial Instruments Disclosures
- AASB 16 Leases paragraph 58
- AASB 101 Presentation of Financial Statements paragraph 61
- AASB 107 Statement of Cash Flows paragraphs 43 and 45
- AASB 116 Property, Plant and Equipment paragraph 79
- AASB 137 Provisions, Contingent Liabilities and Contingent Assets paragraph 85
- AASB 140 Investment Property paragraph 75(f)
- AASB 1052 Disaggregated Disclosures paragraph 11
- AASB 1054 Australian Additional Disclosures paragraph 16

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 29 of the financial report.

**Judgements and estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets

**Initial application of accounting standards**

During the current year, the following new or revised Australian Accounting Standards and Interpretations were applied for the first time.

- AASB 2020-3 Amendments to Australian Accounting Standards - Annual Improvements 2018-2020 and Other Amendments
- AASB 2020-6 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current - Deferral of Effective Date
- AASB 2021-7a Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections [general editorials]
- AASB 2022-3 Amendments to Australian Accounting Standards - Illustrative Examples for Not-for-Profit Entities accompanying AASB 15

These amendments have no material impact on the current annual financial report

**New accounting standards for application in future years**

The following new accounting standards will have application to local government in future years:

- AASB 2014-10 Amendments to Australian Accounting Standards - Sale or Contribution of Assets between an Investor and its Associate or Joint Venture
- AASB 2020-1 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current
- AASB 2021-2 Amendments to Australian Accounting Standards - Disclosure of Accounting Policies or Definition of Accounting Estimates  
This standard will result in a terminology change for significant accounting policies
- AASB 2021-7c Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]
- AASB 2022-5 Amendments to Australian Accounting Standards - Lease Liability in a Sale and Leaseback
- AASB 2022-6 Amendments to Australian Accounting Standards - Non-current Liabilities with Covenants
- AASB 2022-7 Editorial Corrections to Australian Accounting Standards and Repeal of Superseded and Redundant Standards
- AASB 2022-10 Amendments to Australian Accounting Standards - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities

The amendment may result in changes to the fair value of non-financial assets. The impact is yet to be quantified.

Except as described above these amendments are not expected to have any material impact on the financial report on initial application.

**SHIRE OF YILGARN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023**

**2. REVENUE AND EXPENSES**

**(a) Revenue**

**Contracts with customers**

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Timing of revenue recognition
Grants, subsidies and contributions	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations
Fees and charges - licences, registrations, approvals	Building, planning, development and animal management.	Single point in time	Full payment prior to issue	None	On payment of the licence, registration or approval
Fees and charges - waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	On entry to facility
Fees and charges - airport landing charges	Permission to use facilities and runway	Single point in time	Monthly in arrears	None	On landing/departure event
Fees and charges - sale of stock	Aviation fuel, kiosk and visitor centre stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	At point of sale
Other revenue - private works	Contracted private works	Single point in time	Monthly in arrears	None	At point of service

Consideration from contracts with customers is included in the transaction price.

**Revenue Recognition**

Revenue recognised during the year under each basis of recognition by nature of goods or services is provided in the table below:

**For the year ended 30 June 2023**

Nature	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	0	0	4,155,738	51,301	4,207,039
Grants, subsidies and contributions	0	0	0	6,911,256	6,911,256
Fees and charges	2,438,179	0	0	21	2,438,200
Service charges	157,792	0	0	(157,792)	0
Interest revenue	0	0	0	479,452	479,452
Other revenue	789,109	0	0	160,392	949,501
Capital grants, subsidies and contributions	0	1,441,852	0	910,169	2,352,021
<b>Total</b>	<b>3,385,080</b>	<b>1,441,852</b>	<b>4,155,738</b>	<b>8,354,799</b>	<b>17,337,469</b>

**For the year ended 30 June 2022**

Nature	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	0	0	4,165,046	0	4,165,046
Grants, subsidies and contributions	0	0	0	5,281,044	5,281,044
Fees and charges	2,065,341	0	0	0	2,065,341
Interest revenue	0	0	0	70,712	70,712
Other revenue	782,330	0	0	0	782,330
Capital grants, subsidies and contributions	0	2,602,788	0	0	2,602,788
<b>Total</b>	<b>2,847,671</b>	<b>2,602,788</b>	<b>4,165,046</b>	<b>5,351,756</b>	<b>14,967,261</b>

**SHIRE OF YILGARN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**2. REVENUE AND EXPENSES (Continued)**

**(a) Revenue (Continued)**

Note	2023 Actual \$	2022 Actual \$
<b>Interest revenue</b>		
Interest on reserve account funds	311,291	23,336
Trade and other receivables overdue interest	30,069	35,120
Other interest revenue	138,092	12,256
	479,452	70,712

**(b) Expenses**

**Auditors remuneration**

- Audit of the Annual Financial Report	31,300	28,000
- Other services – grant acquittals	0	2,127
	31,300	30,127

**Employee Costs**

Employee benefit costs	3,975,413	2,913,724
Other employee costs		
	3,975,413	2,913,724

**Finance costs**

Interest and financial charges paid/payable for lease liabilities and financial liabilities not at fair value through profit or loss	10,695	11,694
Other provisions	8,924	0
	19,619	11,694

**Other expenditure**

Impairment losses on other receivables	0	9,697
Sundry expenses	891,508	750,823
	891,508	760,520

**SHIRE OF YILGARN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**3. CASH AND CASH EQUIVALENTS**

Note	2023	2022
	\$	\$
Cash at bank and on hand	17,257,362	14,355,911
<b>Total cash and cash equivalents</b>	<b>17,257,362</b>	<b>14,355,911</b>
Held as		
- Unrestricted cash and cash equivalents	6,550,015	4,181,853
- Restricted cash and cash equivalents	10,707,347	10,174,058
18	<b>17,257,362</b>	<b>14,355,911</b>

**SIGNIFICANT ACCOUNTING POLICIES**

**Cash and cash equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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 financial position.

**Restricted financial assets**

Restricted financial asset balances are not available for general use by the local government due to externally imposed restrictions. Restrictions are specified in an agreement, contract or legislation. This applies to reserve accounts, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement and for which no liability has been recognised.

**4. OTHER FINANCIAL ASSETS**

**(b) Non-current assets**

Financial assets at fair value through profit or loss

2023	2022
\$	\$
81,490	77,805
<b>81,490</b>	<b>77,805</b>
77,805	73,808
3,685	3,997
<b>81,490</b>	<b>77,805</b>

**Financial assets at fair value through profit or loss**

Units in Local Government House Trust - opening balance

Movement attributable to fair value increment

Units in Local Government House Trust - closing balance

Fair value of financial assets at fair value through profit or loss is determined from the net asset value of the units held in the Trust at balance date as compiled by WALGA.

**SIGNIFICANT ACCOUNTING POLICIES**

**Other financial assets at amortised cost**

The Shire 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.

Fair values of financial assets at amortised cost are not materially different to their carrying amounts, since the interest receivable on those assets is either close to current market rates or the assets are of a short term nature. Non-current financial assets at amortised cost fair values are based on discounted cash flows using a current market rates. They are classified as level 2 fair values in the fair value hierarchy (see Note 24 (i)) due to the observable market rates).

Interest received is presented under cashflows from operating activities in the Statement of Cash Flows where it is earned from financial assets that are held for cash management purposes.

**Financial assets at fair value through profit or loss**

The Shire has elected to classify the following financial assets at fair value through profit or loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has elected to recognise as fair value gains and losses through profit or loss.

**SHIRE OF YILGARN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**5. TRADE AND OTHER RECEIVABLES**

Note	2023	2022
	\$	\$
<b>Current</b>		
Rates and statutory receivables	289,416	517,329
Trade receivables	299,137	273,328
GST receivable	74,291	84,616
Allowance for credit losses of rates and statutory receivables	(4,452)	(4,452)
Rate refund suspense	0	1,738
ESL payable	20,585	14,757
	678,977	887,316
<b>Non-current</b>		
Pensioner deferred rates	62,288	54,233
	62,288	54,233

**Disclosure of opening and closing balances related to contracts with customers**

Information about receivables from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:

Note	30 June 2023 Actual	30 June 2022 Actual	1 July 2021 Actual
	\$	\$	\$
Contract assets	7	1,063,123	
Total trade and other receivables from contracts with customers		1,063,123	178,731
			41,270

**SIGNIFICANT ACCOUNTING POLICIES**

**Rates and statutory receivables**

Rates and statutory receivables are non-contractual receivables arising from statutory requirements and include amounts due from ratepayers for unpaid rates and service charges and other statutory charges or fines.

Rates and statutory receivables are recognised when the taxable event has occurred and can be measured reliably.

**Trade receivables**

Trade receivables are amounts receivable from contractual arrangements with customers for goods sold, services performed or grants or contributions with sufficiently specific performance obligations as part of the ordinary course of business.

**Other receivables**

Other receivables are amounts receivable from contractual arrangements with third parties other than contracts with customers including grants for the construction of recognisable non financial assets.

**Measurement**

Trade and other receivables are recognised initially at the amount of the transaction price, unless they contain a significant financing component, and are to be recognised at fair value.

**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.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

**SHIRE OF YILGARN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**6. INVENTORIES**

Current	Note	2023	2022
		\$	\$
Fuel and materials		14,114	47,225
		14,114	47,225
The following movements in inventories occurred during the year:			
<b>Balance at beginning of year</b>		47,225	21,516
Inventories expensed during the year		(28,097)	0
Additions to inventory		(5,014)	25,709
<b>Balance at end of year</b>		14,114	47,225

**SIGNIFICANT ACCOUNTING POLICIES**

**General**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**Land held for resale**

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

**Land held for resale (Continued)**

Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the council's intentions to release for sale.

**SHIRE OF YILGARN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023**

**7. OTHER ASSETS**

**Other assets - current**

Accrued income  
Contract assets

	2023	2022
	\$	\$
	6,056	7,506
	1,063,123	178,731
	1,069,179	186,237

**Land classified as held for sale**

During the year council elected to dispose of vacant land on Main Street. The land is currently being marketed for sale. The property is to be disposed of by public auction in August 2023, with a number of parties having already shown an interest in the property.

**SIGNIFICANT ACCOUNTING POLICIES**

**Other current assets**

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

**Non-current assets held for sale**

Assets are classified as held for sale where the carrying amount will be recovered through a sale rather than continuing use and the asset is available for immediate sale with a sale being highly probable.

**Contract assets**

Contract assets primarily relate to the Shire's right to consideration for work completed but not billed at the end of the period.

Impairment of assets associated with contracts with customers are detailed at Note 2(b).

**Non-current assets held for sale (Continued)**

Non-current assets classified as held for sale are valued at the lower of the carrying amount and fair value less costs to sell.

The fair value of land and buildings was determined using the sales comparison approach using comparable properties in the area. This is a level 2 measurement as per the fair value hierarchy set out in Note 24(i).

**SHIRE OF YILGARN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**8. PROPERTY, PLANT AND EQUIPMENT**

**(a) Movements in Balances**

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land	Buildings - non-specialised	Buildings - specialised	Total land and buildings	Furniture and equipment	Plant and equipment	Buildings - work in progress	Total property, plant and equipment
	\$	\$	\$		\$	\$	\$	\$
<b>Balance at 1 July 2021</b>	1,262,000	4,087,267	18,338,186	23,687,453	114,019	6,285,868	0	30,087,340
Additions	0	39,319	162,341	201,660	39,625	1,036,798		1,278,083
Depreciation	0	(94,405)	(420,479)	(514,884)	(20,018)	(319,156)	0	(854,058)
Transfers	0	0	0	0	54,322	0		54,322
<b>Balance at 30 June 2022</b>	1,262,000	4,032,181	18,080,048	23,374,229	187,949	6,535,973	0	30,098,151
<b>Comprises:</b>								
Gross balance amount at 30 June 2022	1,262,000	4,588,586	20,651,484	26,502,070	243,160	7,705,915	0	34,451,145
Accumulated depreciation at 30 June 2022	0	(556,405)	(2,571,437)	(3,127,842)	(55,211)	(1,169,942)	0	(4,352,995)
<b>Balance at 30 June 2022</b>	1,262,000	4,032,181	18,080,047	23,374,228	187,949	6,535,973	0	30,098,152
Additions		107,829	398,770	506,599	22,507	1,719,580	6,875	2,255,561
Disposals	(40,000)	0	(226,686)	(266,686)	0	(713,399)	0	(980,085)
Revaluation increments / (decrements) transferred to revaluation surplus	405,000	(573,898)	2,814,155	2,645,257	0	0	0	2,645,257
Depreciation	0	(95,112)	(425,786)	(520,898)	(22,374)	(335,746)	0	(879,018)
<b>Balance at 30 June 2023</b>	1,627,000	3,471,000	20,640,500	25,738,500	188,082	7,206,408	6,875	33,139,867
<b>Comprises:</b>								
Gross balance amount at 30 June 2023	1,627,000	4,122,518	23,550,524	29,300,042	265,666	8,532,106	6,875	38,104,689
Accumulated depreciation at 30 June 2023	0	(651,518)	(2,910,024)	(3,561,542)	(77,584)	(1,325,698)	0	(4,964,824)
<b>Balance at 30 June 2023</b>	1,627,000	3,471,000	20,640,500	25,738,500	188,082	7,206,408	6,875	33,139,865

**SHIRE OF YILGARN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023**

**8. PROPERTY, PLANT AND EQUIPMENT (Continued)**

**(b) Carrying Value Measurements**

(i) Asset Class Fair Value	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
<b>Land and buildings</b>					
Land	Level 2	Market Approach using recent observable market data or similar properties	Independent registered Valuers	June 2023	Price per hectare
Buildings - non-specialised	Level 2	Market Approach using observable market data or similar properties	Independent registered Valuers	June 2023	Price per square metre
Buildings - specialised	Level 2	Market Approach using observable market data or similar properties	Independent registered Valuers	June 2023	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

(ii) <b>Cost</b>					
<b>Furniture and equipment</b>		Cost	Cost		Asset purchase cost
<b>Plant and equipment</b>		Cost	Cost		Asset purchase cost

SHIRE OF YILGARN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

9. INFRASTRUCTURE

(a) Movements in Balances

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - Roads	Other infrastructure - footpaths	Other infrastructure - drainage	Other infrastructure - refuse site	Other infrastructure - sewerage	Other infrastructure - townscape	Other infrastructure - parks and ovals	Other infrastructure - aerodromes	Other infrastructure - other (inc. digital infrastructure)	Total Infrastructure
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Balance at 1 July 2021</b>	214,407,013	1,446,136	1,591,684	283,745	3937412	31,645	249,643	875,699	6,480,524	229,303,501
Additions	3,273,891	63,461	0	134,316	0	0	0	0	357,186	3,828,854
Revaluation increments / (decrements) transferred to revaluation surplus	196,470,488	(504,657)	32,112,928	(90,830)	39331	90,229	150,892	34,950	(816,606)	227,486,725
Depreciation	(2,783,374)	(37,340)	(39,820)	(1,013)	-12043	(874)	(14,435)	(25,349)	(221,202)	(3,135,450)
Transfers	0	0	0	0	0	0	0	0	(54,322)	(54,322)
<b>Balance at 30 June 2022</b>	411,368,018	967,600	33,664,792	326,218	3,964,700	121,000	386,100	885,300	5,745,580	457,429,308
<b>Comprises:</b>										
Gross balance at 30 June 2022	571,233,717	2,524,521	35,206,929	348,415	4,109,651	125,208	420,550	987,100	6,340,896	621,296,987
Accumulated depreciation at 30 June 2022	(159,865,699)	(1,556,921)	(1,542,137)	(22,197)	(144,951)	(4,208)	(34,450)	(101,800)	(595,316)	(163,867,679)
<b>Balance at 30 June 2022</b>	411,368,018	967,600	33,664,792	326,218	3,964,700	121,000	386,100	885,300	5,745,580	457,429,308
Additions	3,328,173	0	120,997	0	73,382	0	75,318	0	12,396	3,610,266
Depreciation	(3,178,683)	(33,135)	(442,670)	(323)	(12,609)	(4,454)	(21,925)	(26,315)	(230,408)	(3,950,522)
<b>Balance at 30 June 2023</b>	411,517,508	934,465	33,343,119	325,895	4,025,473	116,546	439,493	858,985	5,527,568	457,089,052
<b>Comprises:</b>										
Gross balance at 30 June 2023	574,577,094	2,524,520	35,327,925	348,415	4,183,032	125,208	495,869	987,100	6,353,295	624,922,458
Accumulated depreciation at 30 June 2023	(163,059,586)	(1,590,055)	(1,984,806)	(22,520)	(157,559)	(8,662)	(56,376)	(128,115)	(825,727)	(167,833,406)
<b>Balance at 30 June 2023</b>	411,517,508	934,465	33,343,119	325,895	4,025,473	116,546	439,493	858,985	5,527,568	457,089,052

SHIRE OF YILGARN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

9. INFRASTRUCTURE (Continued)

(b) Carrying Value Measurements

Asset Class	Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
<b>(i) Fair Value</b>					
<b>Infrastructure - Roads</b>	Level 3	Cost approach using depreciated replacement cost	Independent valuation	June 2022	Construction costs and current condition (Level 2), residual and remaining useful life assessments (Level 3 inputs)
<b>Other infrastructure - footpaths</b>	Level 3	Cost approach using depreciated replacement cost	Independent valuation	June 2022	Construction costs and current condition (Level 2), residual and remaining useful life assessments (Level 3 inputs)
<b>Other infrastructure - drainage</b>	Level 3	Cost approach using depreciated replacement cost	Independent valuation	June 2022	Construction costs and current condition (Level 2), residual and remaining useful life assessments (Level 3 inputs)
<b>Other infrastructure - refuse site</b>	Level 3	Cost approach using depreciated replacement cost	Independent valuation	June 2022	Construction costs and current condition (Level 2), residual and remaining useful life assessments (Level 3 inputs)
<b>Other infrastructure - sewerage</b>	Level 3	Cost approach using depreciated replacement cost	Independent valuation	June 2022	Construction costs and current condition (Level 2), residual and remaining useful life assessments (Level 3 inputs)
<b>Other infrastructure - townscape</b>	Level 3	Cost approach using depreciated replacement cost	Independent valuation	June 2022	Construction costs and current condition (Level 2), residual and remaining useful life assessments (Level 3 inputs)
<b>Other infrastructure - parks and ovals</b>	Level 3	Cost approach using depreciated replacement cost	Independent valuation	June 2022	Construction costs and current condition (Level 2), residual and remaining useful life assessments (Level 3 inputs)
<b>Other infrastructure - aerodromes</b>	Level 3	Cost approach using depreciated replacement cost	Independent valuation	June 2022	Construction costs and current condition (Level 2), residual and remaining useful life assessments (Level 3 inputs)
<b>Other infrastructure - other (inc. digital infrastructure)</b>	Level 3	Cost approach using depreciated replacement cost	Independent valuation	June 2022	Construction costs and current condition (Level 2), residual and remaining useful life assessments (Level 3 inputs)

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

**SHIRE OF YILGARN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**10. FIXED ASSETS**

**(a) Depreciation**

**Depreciation rates**

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

<b>Asset Class</b>	<b>Useful life</b>
Land - freehold land	Not depreciated
Buildings - non-specialised	30 to 75 years
Buildings - specialised	30 to 75 years
Furniture and equipment	4 to 20 years
Plant and Equipment (Major Plant)	15 to 30 years
Plant and Equipment (Minor Plant)	5 to 20 years
Buildings - work in progress	
Infrastructure - roads	15 to 150 years
Infrastructure - footpath	10 to 80 years
Infrastructure - laneways	20 to 80 years
Infrastructure - aerodrome	10 to 30 years
Infrastructure - urban stormwater drainage	5 to 80 years
Infrastructure - parks and ovals	10 to 40 years
Infrastructure - refuse sites	Not depreciated
Infrastructure - sewerage	60 to 100 years
Infrastructure - townscape	20 to 35 years
Infrastructure - digital equipment	3 to 8 years
Infrastructure - other	10 to 80 years

**SHIRE OF YILGARN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**10. FIXED ASSETS (Continued)**

**SIGNIFICANT ACCOUNTING POLICIES**

**Fixed assets**

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value (as indicated), less any accumulated depreciation and impairment losses.

**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 recognised at fair value. Assets held at cost are depreciated and assessed for indicators of impairment annually.

**Initial recognition and measurement between mandatory revaluation dates for assets held at fair value**

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.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, 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.

Individual assets that are land, buildings, infrastructure and investment properties acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next revaluation consistent with *Financial Management Regulation 17A(4)*.

**Revaluation**

The fair value of land, buildings, infrastructure and investment properties is determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the Shire.

At the end of each period, the carrying amount for each asset class is reviewed and, where appropriate, the fair value is updated to reflect current market conditions consistent with *Financial Management Regulation 17A(2)* which requires land, buildings infrastructure, investment properties and vested improvements to be shown at fair value.

**Revaluation (continued)**

For property, plant and equipment and infrastructure, increases in the carrying amount arising on revaluation of asset classes are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss. Subsequent increases are then recognised in profit or loss to the extent they reverse a net revaluation decrease previously recognised in profit or loss for the same class of asset.

**Depreciation**

The depreciable amount of all property, plant and equipment and infrastructure, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

**Depreciation on revaluation**

When an item of property, plant and equipment and infrastructure is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- (i) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset.
- (ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

**Amortisation**

All intangible assets with a finite useful life, are amortised on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use.

The residual value of intangible assets is considered to be zero and the useful life and amortisation method are reviewed at the end of each financial year.

Amortisation is included within depreciation in the Statement of Comprehensive Income and in Note 10(a).

**Impairment**

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

**Gains or losses on disposal**

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the Statement of Comprehensive Income in the period in which they arise.

**SHIRE OF YILGARN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**11. LEASES**

**(a) Right-of-Use Assets**

Movement in the balance of each class of right-of-use asset between the beginning and the end of the current financial year.

Note	Right-of-use assets - plant and equipment \$	Right-of-use assets Total \$
<b>Balance at 1 July 2021</b>	24,609	24,609
Additions	6,584	6,584
Depreciation	(14,290)	(14,290)
<b>Balance at 30 June 2022</b>	16,903	16,903
<b>Balance at 30 June 2022</b>	16,903	16,903
Depreciation	(12,479)	(12,479)
<b>Balance at 30 June 2023</b>	4,424	4,424
<b>Balance at 30 June 2023</b>	4,424	4,424

The following amounts were recognised in the statement of comprehensive income during the period in respect of leases where the entity is the lessee:

	2023 Actual \$	2022 Actual \$
Depreciation on right-of-use assets	(12,479)	(14,290)
Finance charge on lease liabilities	(1,176)	(1,081)
<b>Total amount recognised in the statement of comprehensive income</b>	(13,655)	(15,371)
Total cash outflow from leases	(13,185)	(15,128)
<b>(b) Lease Liabilities</b>		
Current	1,326	9,260
Non-current	2,979	7,054
	27(b) 4,305	16,314

**Secured liabilities and assets pledged as security**

Lease liabilities are effectively secured, as the rights to the leased assets recognised in the financial statements revert to the lessor in the event of default.

**SIGNIFICANT ACCOUNTING POLICIES**

**Leases**

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 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 that are classified as short-term leases (i.e. a lease with a 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.

Details of individual lease liabilities required by regulations are provided at Note 27(b).

**Right-of-use assets - measurement**

Right-of-use assets are measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not recognised in the Statement of Financial Position). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

Refer to Note 10 under revaluation for details on the significant accounting policies applying to vested improvements.

**Right-of-use assets - depreciation**

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shorter. Where a lease transfers ownership of the underlying asset, or the cost of the right-of-use asset reflects that the Shire anticipates to exercise a purchase option, the specific asset is depreciated over the useful life of the underlying asset.

**SHIRE OF YILGARN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023**

**11. LEASES (Continued)**

**(c) Lessor - Property, Plant and Equipment Subject to Lease**

The table below represents a maturity analysis of the undiscounted lease payments to be received after the reporting date.

**Amounts recognised in profit or loss for Property, Plant and Equipment Subject to Lease**

	2023 Actual	2022 Actual
Rental income	70,135	70,394

The Shire leases houses to staff and aged persons with rent payable weekly or fortnightly. These leases are classified as operating leases as they do not transfer substantially all of the risks and rewards incidental to the ownership of the assets. The staff houses are not considered investment property as they are leased for use in the supply of services to the community. The aged persons housing are not considered investment property as the primary purpose is provision of community housing.

**SHIRE OF YILGARN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023**

**12. TRADE AND OTHER PAYABLES**

**Current**

Sundry creditors  
Prepaid rates  
Accrued payroll liabilities  
ATO liabilities  
Bonds and deposits held  
Trust Funds

	2023	2022
	\$	\$
	163,731	773,397
	118,762	88,896
	133,401	113,217
	80,827	30,292
	3,230	0
	70,118	92,392
	570,069	1,098,194

**SIGNIFICANT ACCOUNTING POLICIES**

**Financial liabilities**

Financial liabilities are initially recognised at fair value when the Shire becomes a party to the contractual provisions of the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised Financial liabilities are derecognised where the related profit or loss.

**Trade and other payables**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year 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, amounts of trade and other payables are occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises income for the prepaid rates that have not been refunded.

**SHIRE OF YILGARN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023**

**13. OTHER LIABILITIES**

**Current**

Contract liabilities  
Unearned Revenue

	2023	2022
	\$	\$
	944,607	958,411
	42,381	45,718
	986,988	1,004,129
<b>Reconciliation of changes in contract liabilities</b>		
Opening balance	958,411	321,233
Additions	944,607	958,411
Revenue from contracts with customers included as a contract liability at the start of the period	(958,411)	(321,233)
	944,607	958,411

Performance obligations in relation to capital grant/contribution liabilities are satisfied as project milestones are met or completion of construction or acquisition of the asset.

**SIGNIFICANT ACCOUNTING POLICIES**

**Contract liabilities**

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

**Capital grant/contribution liabilities**

Capital grant/contribution liabilities represent the Shire's obligations to construct recognisable non-financial assets to identified specifications to be controlled by the Shire which are yet to be satisfied. Capital grant/contribution liabilities are recognised as income when the obligations in the contract are satisfied.

Fair values for non-current capital grant/contribution liabilities, not expected to be extinguished within 12 months, are based on discounted cash flows of expected cashflows to satisfy the obligations using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 24(i)) due to the unobservable inputs, including own credit risk.

**SHIRE OF YILGARN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**14. BORROWINGS**

	Note	2023			2022		
		Current	Non-current	Total	Current	Non-current	Total
<b>Secured</b>		\$	\$	\$	\$	\$	\$
Debentures		97,695	662,883	760,578	96,588	760,578	857,166
<b>Total secured borrowings</b>	27(a)	97,695	662,883	760,578	96,588	760,578	857,166

**Secured liabilities and assets pledged as security**

Debentures, bank overdrafts and bank loans are secured by a floating charge over the assets of the Shire of Yilgarn. Other loans relate to transferred receivables. Refer to Note 5.

The Shire of Yilgarn has complied with the financial covenants of its borrowing facilities during the 2023 and 2022 years.

**SIGNIFICANT ACCOUNTING POLICIES**

**Borrowing costs**

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

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.

Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 24(i)) due to the unobservable inputs, including own credit risk.

**Risk**

Details of individual borrowings required by regulations are provided at Note 27(a).

**SHIRE OF YILGARN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**15. EMPLOYEE RELATED PROVISIONS**

**Employee Related Provisions**

	2023	2022
	\$	\$
<b>Current provisions</b>		
<b>Employee benefit provisions</b>		
Annual leave	239,183	287,735
Long service leave	186,774	183,567
	425,957	471,302
<b>Total current employee related provisions</b>	425,957	471,302
<b>Non-current provisions</b>		
<b>Employee benefit provisions</b>		
Long service leave	62,432	76,369
	62,432	76,369
<b>Total non-current employee related provisions</b>	62,432	76,369
<b>Total employee related provisions</b>	488,389	547,671

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave and associated on costs for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

Annual leave liabilities are classified as current, as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period.

**SIGNIFICANT ACCOUNTING POLICIES**

**Employee benefits**

The Shire's obligations for employees' annual leave, long service leave and other employee leave entitlements are recognised as employee related provisions in the Statement of Financial Position.

**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 statement of financial position.

**Other long-term employee benefits**

Long-term employee benefits provisions 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.

**SHIRE OF YILGARN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**16. OTHER PROVISIONS**

	Note	Make good provisions \$	Total \$
<b>Opening balance at 1 July 2022</b>			
Non-current provisions		134,316	134,316
		134,316	134,316
Additional provision	17	99,284	99,284
Finance Costs		8,924	8,924
<b>Balance at 30 June 2023</b>		<b>242,524</b>	<b>242,524</b>
<b>Comprises</b>			
Non-current		242,524	242,524
		242,524	242,524

**Other provisions**

Amounts which are expected to be paid out within 12 months of the reporting date are classified as current. Exact timing of payment of non-current obligations is unable to be reliably estimated as it is dependent on factors beyond the control of the local government.

**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.

**SHIRE OF YILGARN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**17. REVALUATION SURPLUS**

	<b>2023</b>	<b>Total</b>	<b>2023</b>	<b>2022</b>	<b>Total</b>	<b>2022</b>
	<b>Opening</b>	<b>Movement on</b>	<b>Closing</b>	<b>Opening</b>	<b>Movement on</b>	<b>Closing</b>
	<b>Balance</b>	<b>Revaluation</b>	<b>Balance</b>	<b>Balance</b>	<b>Revaluation</b>	<b>Balance</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Revaluation surplus - Land and Buildings	12,466,588	2,645,257	15,111,845	12,466,588	0	12,466,588
Revaluation surplus - Plant and equipment	2,322,193	0	2,322,193	2,322,192	0	2,322,192
Revaluation surplus - Infrastructure	413,064,911	(99,284)	412,965,627	185,578,186	227,486,726	413,064,912
	<b>427,853,692</b>	<b>2,545,973</b>	<b>430,399,665</b>	<b>200,366,966</b>	<b>227,486,726</b>	<b>427,853,692</b>

**SHIRE OF YILGARN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023**

**18. RESTRICTIONS OVER FINANCIAL ASSETS**

	Note	2023 Actual \$	2022 Actual \$
The following classes of financial assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:			
- Cash and cash equivalents	3	10,707,347	10,174,058
		10,707,347	10,174,058
The restricted financial assets are a result of the following specific purposes to which the assets may be used:			
Restricted reserve accounts	28	9,762,740	9,215,647
Contract liabilities	13	944,607	958,411
<b>Total restricted financial assets</b>		10,707,347	10,174,058

**19. UNDRAWN BORROWING FACILITIES AND CREDIT STANDBY ARRANGEMENTS**

**Loan facilities**

Loan facilities - current		97,695	96,588
Loan facilities - non-current		662,883	760,578
<b>Total facilities in use at balance date</b>		760,578	857,166

**Unused loan facilities at balance date**

**SHIRE OF YILGARN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023**

**20. CONTINGENT LIABILITIES**

The Shire of Yilgarn currently operates the Southern Cross airport, located at Lot 88 on plan 161201, Southern Cross, 6426. The site has a known contamination issue due to a pesticide leak from 2012, which the Shire has an obligation to remediate in the future.

These future remediation costs form contingent liabilities to the Shire of Yilgarn, as until the Shire conducts an investigation to determine the scope and risk of the contamination, the timing and costs cannot be reliably measured.

Further, there are four other contaminated sites within the district that are owned by the Shire of Yilgarn. These sites do not form a contingent liability to the Shire; management does not consider the Shire to be liable for the remediation costs, as all sites are contaminated by pumping stations and associated infrastructure operated by Water Corporation.

The other contaminated sites are:

- Lot 1588 on plan 127359, Carrabin, 6423
- Lot 350 on plan 55290, Ghooli, 6426
- Parcel 70083, Ghooli, 6426
- Parcel 74577, Ghooli, 6426

**21. CAPITAL COMMITMENTS**

**Contracted for:**

Plant & equipment purchases

**Plant and Equipment Purchases**

- Caterpillar 299 D3XE Track Skid Steer
- Caterpillar 444 Backhoe
- Toyota Hilux - YL13 (works vehicle)
- Toyota Hilux - YL150 (EMI vehicle)
- Toyota Hilux - YL252 (EHO vehicle)
- Toyota Hilux - YL333 (works vehicle)
- Toyota Hilux - YL38 (works vehicle)
- Toyota Hilux - YL50 (works vehicle)

	<b>2023</b>	<b>2022</b>
	\$	\$
	401,465	410,348
	401,465	410,348
	217,635	0
	183,830	0
	0	54,260
	0	58,174
	0	76,234
	0	74,722
	0	73,479
	0	73,479
	401,465	410,348

**SHIRE OF YILGARN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023**

**22. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD**

The Shire had no reportable events occurring after the end of the reporting period.

**SHIRE OF YILGARN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**23. RELATED PARTY TRANSACTIONS**

**(a) Elected Member Remuneration**

Fees, expenses and allowances to be paid or reimbursed to elected council members.

Note	2023 Actual \$	2023 Budget \$	2022 Actual \$
President's annual allowance	12,000	12,000	12,000
President's meeting attendance fees	9,800	9,000	10,200
President's annual allowance for ICT expenses	1,180	1,180	1,180
	<u>22,980</u>	<u>22,180</u>	<u>23,380</u>
Deputy President's annual allowance	3,000	3,000	3,000
Deputy President's meeting attendance fees	6,200	6,200	5,600
Deputy President's annual allowance for ICT expenses	0	1,180	1,180
	<u>9,200</u>	<u>10,380</u>	<u>9,780</u>
All other council member's meeting attendance fees	24,000	31,000	25,600
All other council member's annual allowance for ICT expenses	5,900	5,900	7,940
All other council member's travel and accommodation expenses	6,050	8,000	4,794
	<u>35,950</u>	<u>44,900</u>	<u>38,334</u>
23(b)	<u>68,130</u>	<u>77,460</u>	<u>71,494</u>

**(b) Key Management Personnel (KMP) Compensation**

The total of compensation paid to KMP of the Shire during the year are as follows:

Note	2023 Actual \$	2022 Actual \$
Short-term employee benefits	555,536	750,387
Post-employment benefits	79,473	88,582
Employee - other long-term benefits	48,039	67,254
Council member costs	68,130	71,494
23(a)	<u>751,178</u>	<u>977,717</u>

*Short-term employee benefits*

These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to council members which may be separately found in the table above.

*Post-employment benefits*

These amounts are the current-year's cost of the Shire's superannuation contributions made during the year.

*Other long-term benefits*

These amounts represent annual leave and long service leave entitlements accruing during the year.

*Council member costs*

These amounts represent payments of member fees, expenses, allowances and reimbursements during the year.

**SHIRE OF YILGARN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**23. RELATED PARTY TRANSACTIONS**

**Transactions with related parties**

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guarantees exist in relation to related parties at year end.

In addition to KMP compensation above the following transactions occurred with related parties:

	<u>2023</u> <u>Actual</u> \$	<u>2022</u> <u>Actual</u> \$
Sale of goods and services	14,214	8,825
Purchase of goods and services	332,001	366,770
Short term employee benefits - other related parties	139,332	55,600
<b>Amounts payable to related parties:</b>		
Trade and other payables	0	24,177

**Related Parties**

**The Shire's main related parties are as follows:**

*i. Key management personnel*

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any council member, are considered key management personnel and are detailed in Notes 23(a) and 23(b)

*ii. Other Related Parties*

An associate person of KMP employed by the Shire under normal employment terms and conditions.

Any entity that is controlled by or over which KMP, or close family members of KMP, have authority and responsibility for planning, directing and controlling the activity of the entity, directly or indirectly, are considered related parties in relation to the Shire.

Outside of normal citizen type transactions with the Shire, there were no other related party transactions involving key management personnel and/or their close family members and/or their controlled (or jointly controlled) entities.

*iii. Entities subject to significant influence by the Shire*

There were no such entities requiring disclosure during the current or previous year.

24. OTHER SIGNIFICANT ACCOUNTING POLICIES

**a) Goods and services tax (GST)**

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.

**b) Current and non-current classification**

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

**c) Rounding off figures**

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

**d) Comparative figures**

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) Statement of Financial Position as at the beginning of the preceding period in addition to the minimum comparative financial report is presented.

**e) Budget comparative figures**

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

**f) Superannuation**

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

**g) Fair value of assets and liabilities**

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

**h) Interest revenue**

Interest revenue is calculated by applying the effective interest rate to the gross carrying amount of a financial asset measured at amortised cost except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

**i) Fair value hierarchy**

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

**Level 1**

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

**Level 2**

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

**Level 3**

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

**Valuation techniques**

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

**Market approach**

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

**Income approach**

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

**Cost approach**

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

**j) Impairment of assets**

In accordance with Australian Accounting Standards the Shire's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

**SHIRE OF YILGARN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**25. RATING INFORMATION**

**(a) General Rates**

<b>RATE TYPE</b>		<b>2022/23</b>	<b>2022/23</b>	<b>2022/23</b>	<b>2022/23</b>	<b>2022/23</b>	<b>2022/23</b>	<b>2022/23</b>	<b>2021/22</b>		
<b>Rate Description</b>	<b>Basis of valuation</b>	<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Actual Rateable Value*</b>	<b>Actual Rate Revenue</b>	<b>Actual Interim Rates</b>	<b>Actual Total Revenue</b>	<b>Budget Rate Revenue</b>	<b>Budget Interim Rate</b>	<b>Budget Total Revenue</b>	<b>Actual Total Revenue</b>
		\$		\$	\$	\$	\$	\$	\$	\$	\$
Mine Sites	Gross rental valuation	0.159734	4	529,565	84,590	0	84,590	84,590	0	84,590	84,168
Single Persons Quarters	Gross rental valuation	0.159734	10	816,219	130,378	0	130,378	130,378	0	130,378	129,728
Residential	Gross rental valuation	0.113458	388	3,391,640	383,705	0	383,705	384,809	0	384,809	386,450
Commercial	Gross rental valuation	0.079568	34	981,205	78,367	0	78,367	78,367	0	78,367	77,975
Rural	Unimproved valuation	0.014745	352	128,190,117	1,892,360	0	1,892,360	1,890,163	0	1,890,163	1,880,752
Mining-tenement	Unimproved valuation	0.159060	364	9,911,612	1,590,161	0	1,590,161	1,576,541	0	1,576,541	1,568,662
<b>Total general rates</b>			1,152	42	4,159,561	0	4,159,561	4,144,848	0	4,144,848	4,127,735
<b>Minimum payment</b>											
		<b>Rate in \$</b>									
Mine Sites	Gross rental valuation	400	3	2,408	1,200	0	1,200	1,200	0	1,200	1,200
Single Persons Quarters	Gross rental valuation	400	2	1,075	800	0	800	800	0	800	800
Residential	Gross rental valuation	500	117	148,402	58,500	0	58,500	58,500	0	58,500	58,000
Commercial	Gross rental valuation	400	7	20,061	2,800	0	2,800	2,800	0	2,800	2,800
Rural	Unimproved valuation	400	41	305,145	16,400	0	16,400	16,400	0	16,400	16,000
Mining-tenement	Unimproved valuation	400	241	274,674	95,600	0	95,600	96,400	0	96,400	90,000
<b>Total minimum payments</b>			411	751,765	175,300	0	175,300	176,100	0	176,100	168,800
<b>Total general rates and minimum payments</b>			1,563	751,807	4,334,861	0	4,334,861	4,320,948	0	4,320,948	4,296,535
<b>Ex-gratia Rates</b>											
CBH Receival Bins		0.07240			49,837		36,050	35,772		35,772	35,871
<b>Total amount raised from rates (excluding general rates)</b>			0	0	49,837	0	36,050	35,772	0	35,772	35,871
Discounts							(163,872)			(160,000)	(167,360)
<b>Total Rates</b>							<b>4,207,039</b>			<b>4,196,720</b>	<b>4,165,046</b>

The rate revenue was recognised from the rate record as soon as practicable after the Shire resolved to impose rates in the financial year as well as when the rate record was amended to ensure the information in the record was current and correct.

\*Rateable Value at time of raising of rate.

**SHIRE OF YILGARN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**26. DETERMINATION OF SURPLUS OR DEFICIT**

		2022/23 Budget	2021/22
	2022/23 (30 June 2023)	(30 June 2023)	(30 June 2022)
Note	Carried Forward)	Carried Forward)	Carried Forward)
	\$	\$	\$
<b>(a) Non-cash amounts excluded from operating activities</b>			
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .			
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	(54,569)	(26,462)	(16,976)
Less: Fair value adjustments to financial assets at fair value through profit or loss	(3,685)	(3,997)	(3,997)
Add: Loss on disposal of assets	394,174	259,490	44,581
Add: Depreciation	4,842,019	4,707,150	4,003,798
10(a)			
Non-cash movements in non-current assets and liabilities:			
Financial assets at amortised cost	0		
Pensioner deferred rates	(8,055)	(9,000)	32,772
Assets held for sale	0		
7			
Employee benefit provisions	(13,937)		(70,957)
<b>Non-cash amounts excluded from operating activities</b>	5,155,947	4,927,181	3,989,221
<b>(b) Non-cash amounts excluded from investing activities</b>			
The following non-cash revenue or expenditure has been excluded from amounts attributable to investing activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .			
<b>Adjustments to investing activities</b>			
Movement in non-current capital expenditure provisions	8,924	0	134,316
<b>Non-cash amounts excluded from investing activities</b>	8,924	0	134,316
<b>(c) Surplus or deficit after imposition of general rates</b>			
The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.			
<b>Adjustments to net current assets</b>			
Less: Reserve accounts	28 (9,762,740)	(9,213,323)	(9,215,647)
Add: Current liabilities not expected to be cleared at end of year			
- Current portion of borrowings	14 97,695	97,695	96,588
- Current portion of lease liabilities	11(b) 1,326	1,326	9,260
<b>Total adjustments to net current assets</b>	(9,663,719)	(9,114,302)	(9,109,799)
<b>Net current assets used in the Statement of Financial Activity</b>			
Total current assets	19,019,632	10,267,660	15,476,686
Less: Total current liabilities	(2,082,035)	(1,570,952)	(2,679,473)
Less: Total adjustments to net current assets	(9,663,719)	(9,114,302)	(9,109,799)
<b>Surplus or deficit after imposition of general rates</b>	7,273,878	(417,594)	3,687,414

SHIRE OF YILGARN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

27. BORROWING AND LEASE LIABILITIES

(a) Borrowings

Purpose	Note	Actual							Budget			
		Principal at 1 July 2021	New Loans During 2021-22	Principal Repayments During 2021-22	Principal at 30 June 2022	New Loans During 2022-23	Principal Repayments During 2022-23	Principal at 30 June 2023	Principal at 1 July 2022	New Loans During 2022-23	Principal Repayments During 2022-23	Principal at 30 June 2023
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
WA Treasury, Southern Cross swimming pool		952,660	0	(95,494)	857,166	0	(96,588)	760,578	854,999	0	(97,140)	757,859
<b>Total</b>		952,660	0	(95,494)	857,166	0	(96,588)	760,578	854,999	0	(97,140)	757,859

Borrowing Finance Cost Payments

Purpose	Note	Loan Number	Institution	Interest Rate	Date final payment is due	Actual for year ending 30 June 2023	Budget for year ending 30 June 2023	Actual for year ending 30 June 2022
						\$	\$	\$
WA Treasury, Southern Cross swimming pool		0001	WA Treasury Corporation	1.1426%	10/09/2030	(9,519)	8,967	10,613
<b>Total</b>						(9,519)	8,967	10,613
<b>Total Finance Cost Payments</b>						<b>(9,519)</b>	<b>8,967</b>	<b>10,613</b>

SHIRE OF YILGARN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

27. BORROWING AND LEASE LIABILITIES (Continued)

(b) Lease Liabilities

Purpose	Note	Actual							Budget					
		Principal			Principal at 30 June 2022	Principal			Principal at 1 July 2022	Principal				
		Principal at 1 July 2021	New Leases During 2021-22	Repayments During 2021-22		New Leases During 2022-23	Repayments During 2022-23	Principal at 30 June 2023		New Leases During 2022-23	Repayments During 2022-23	Principal at 30 June 2023		
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$				
Right of Use assets		23,776	6,584	(14,047)	16,314	0	(12,009)	4,305						
<b>Total Lease Liabilities</b>	11(b)	23,776	6,584	(14,047)	16,314	0	(12,009)	4,305	0	0	0	0	0	

Lease Finance Cost Payments

Purpose	Note	Lease Number	Institution	Interest Rate	Date final payment is due	Actual for year ending 30 June 2023	Budget for year ending 30 June 2023	Actual for year ending 30 June 2022	Lease Term
						\$	\$	\$	
Right of Use assets			Various	2.30%	30/10/2026	(1,176)		(1,081)	
<b>Total Finance Cost Payments</b>						(1,176)	0	(1,081)	

**SHIRE OF YILGARN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**28. RESERVE ACCOUNTS**

	2023 Actual Opening Balance	2023 Actual Transfer to	2023 Actual Transfer (from)	2023 Actual Closing Balance	2023 Budget Opening Balance	2023 Budget Transfer to	2023 Budget Transfer (from)	2023 Budget Closing Balance	2022 Actual Opening Balance	2022 Actual Transfer to	2022 Actual Transfer (from)	2022 Actual Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by legislation/agreement</b>												
(a) Leave reserve	297,148	11,181		308,329	297,148	1,040		298,188	295,937	1,211		297,148
(b) Plant reserve	894,945	233,677	(113,850)	1,014,772	894,945	203,132		1,098,077	891,301	3,644		894,945
(c) Building reserve	2,649,632	99,711		2,749,343	2,649,632	9,274		2,658,906	1,144,951	1,504,681		2,649,632
(d) Aerodrome reserve	296,452	11,155		307,607	296,452	1,038		297,490	295,244	1,208		296,452
(e) Sewerage upgrade reserve	1,156,795	43,533		1,200,328	1,156,795	4,049		1,160,844	654,121	502,674		1,156,795
(f) Mt Hampton/Dulyalbin water supply reserve	54,691	23,342		78,033	54,691	7,691		62,382	48,843	5,848		54,691
(g) Recreation facility reserve	597,900	22,500		620,400	597,900	2,093		599,993	346,483	251,417		597,900
(h) Homes for the aged reserve	401,940	15,126		417,066	401,940	1,407		403,347	400,304	1,636		401,940
(i) Southern Cross refuse disposal site reserve	242,947	9,143		252,090	242,947	850		243,797	241,958	989		242,947
(j) Community bus reserve	129,093	4,858		133,951	129,093	452		129,545	128,567	526		129,093
(k) Museum reserve	24,827	4,625		29,452	24,853	3,087		27,940	35,431	4,396	(15,000)	24,827
(l) Health services (capital) reserve	212,247	7,987		220,234	212,247	743		212,990	238,970	977	(27,700)	212,247
(m) Unspent grant funding reserve	943,522	7,703	(951,225)	0	943,522	0	(943,522)	0	0	943,522		943,522
(n) HVRIC reserve	584,839	252,487	(168,947)	668,379	584,839	156,047	(168,947)	571,939	443,296	141,543		584,839
(o) Youth development reserve	111,543	4,197		115,740	111,543	390		111,933	111,089	454		111,543
(p) Tourism reserve	253,916	9,555		263,471	253,916	889		254,805	252,883	1,033		253,916
(q) Health services (operations) reserve	108,981	4,101		113,082	108,981	381		109,362	108,571	410		108,981
(r) Yilgarn bowls and tennis club reserve	54,074	8,702		62,776	54,074	6,855		60,929	40,575	13,499		54,074
(s) Standpipe upgrade reserve	200,155	7,532		207,687	200,155	701		200,856	0	200,155		200,155
(t) Mineral Resources Contributions	0	1,000,000		1,000,000	0	710,000		710,000	0			0
	<b>9,215,647</b>	<b>1,781,115</b>	<b>(1,234,022)</b>	<b>9,762,740</b>	<b>9,215,673</b>	<b>1,110,119</b>	<b>(1,112,469)</b>	<b>9,213,323</b>	<b>5,678,524</b>	<b>3,579,823</b>	<b>(42,700)</b>	<b>9,215,647</b>
	9,215,647	1,781,115	(1,234,022)	9,762,740	9,215,673	1,110,119	(1,112,469)	9,213,323	5,678,524	3,579,823	(42,700)	9,215,647

All reserves are supported by cash and cash equivalents and financial assets at amortised cost and are restricted within equity as Reserve accounts.

**SHIRE OF YILGARN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**29. TRUST FUNDS**

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

Description	1 July 2022	Amounts Received	Amounts Paid	30 June 2023
	\$	\$	\$	\$
Police Licensing	(44)	803	0	759
Builders Levy	16,374	583	(284)	16,673
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	20,000	0		20,000
	<u>117,939</u>	<u>31,235</u>	<u>(79,057)</u>	<u>70,117</u>



# Auditor General

## INDEPENDENT AUDITOR'S REPORT 2023 Shire of Yilgarn

To the Council of the Shire of Yilgarn

### Opinion

I have audited the financial report of the Shire of Yilgarn (Shire) which comprises:

- the Statement of Financial Position as at 30 June 2023, and the Statement of Comprehensive Income, Statement of Changes in Equity, Statement of Cash Flows and Statement of Financial Activity for the year then ended
- Notes comprising a summary of significant accounting policies and other explanatory information.

In my opinion, the financial report is:

- based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2023 and its financial position at the end of that period
- in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

### Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial report section below.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

### Other information

The Chief Executive Officer (CEO) is responsible for the preparation and the Council for overseeing the other information. The other information is the information in the entity's annual report for the year ended 30 June 2023, but not the financial report and my auditor's report.

My opinion on the financial report does not cover the other information and accordingly, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report, or my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I did not receive the other information prior to the date of this auditor's report. When I do receive it, I will read it and if I conclude that there is a material misstatement in this information, I am required to communicate the matter to the CEO and Council and request them to correct the misstated information. If the misstated information is not corrected, I may need to retract this auditor's report and re-issue an amended report.

## **Responsibilities of the Chief Executive Officer and Council for the financial report**

The CEO of the Shire is responsible for:

- keeping proper accounts and records
- preparation and fair presentation of the financial report in accordance with the requirements of the Act and, to the extent that they are not inconsistent with the Act, the Accounting Standards
- managing internal control as required by the CEO to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for:

- assessing the Shire's ability to continue as a going concern
- disclosing, as applicable, matters related to going concern
- using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

## **Auditor's responsibilities for the audit of the financial report**

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at [https://www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf).

## **My independence and quality management relating to the report on the financial report**

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQM 1 *Quality Management for Firms that Perform Audits or Reviews of Financial Reports and Other Financial Information, or Other Assurance or Related Services Engagements*, the Office of the Auditor General maintains a comprehensive system of quality management including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

## **Matters relating to the electronic publication of the audited financial report**

This auditor's report relates to the financial report of the Shire of Yilgarn for the year ended 30 June 2023 included in the annual report on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report. It does not provide an opinion on any other information which may have been hyperlinked to/from the annual report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to contact the Shire to confirm the information contained in the website version.



Patrick Arulsingham  
Senior Director Financial Audit  
Delegate of the Auditor General for Western Australia  
Perth, Western Australia  
1 December 2023



## Contact Us

For further information contact:



23 Antares Street, Southern Cross, WA, 6426



08 9049 1001



[www.yilgarn.wa.gov.au](http://www.yilgarn.wa.gov.au)

