



Ordinary Council  
Meeting  
September 2024  
Attachments

## Attachments

### **Minutes/Notes**

Ordinary Meeting of Council - August 2024

Great Eastern Country Zone – August 2024

### **Agenda Attachments**

- 9.1.1 Draft Council Policy Manual
- 9.1.2 Risk Management Procedures
- 9.2.1 Financial Reports - August 2024
- 9.2.2 Accounts for Payment - August 2024
- 9.3.1 Council Building Strategy
- 9.3.2 Regional Road Group 5 Year Strategy



# *Minutes*

## *Ordinary Meeting of Council*

### *15 August 2024*

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## 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open at 5.06pm

## 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 Newbury Cr L Rose	
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, Onida Truran and Kent Broad	
Leave of Absence:	Nil	

## 4. DECLARATION OF INTEREST

Cr Guerini declared a Financial Interest pursuant to Section 5.60A of the Local Government Act 1995 in agenda item 9.1.2, Proposed Renewable Energy Facility –Lots 231, 640, 620 and 622 in Southern Cross due to the proposed wind farm being partly on land used by the farm and will be paid yearly fees if it proceeds.

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

Nil

## 5.1. PUBLIC QUESTION TIME

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

**Question** The owners of the Southern Star Café have mentioned to Kaye that the buildings backing onto the café building have white ants and are generally in a bad state of repair, is there anything the Shire can do about these buildings?

**Answer** *The President, Cr Wayne Della Bosca, passed on the question onto Glen Brigg, EMI. Glen confirmed that as the buildings are privately owned, they are generally the owners' issues with the Shire only able to issue a notice but he and the CEO, Nic Warren, will confer to see what kind of solution they could come up with and come back with possible actions.*

## 6. PRESENTATIONS, PETITIONS, DEPUTATIONS

Kent Broad from Outback Carbon attended Council and gave a presentation on Outback Carbon.

Outback Carbon was co-founded by Harley Lacy and Kent Broad, the aim of restoring the carbon stocks across the Australian landscape making the landscapes more biodiverse and sustainable, through innovative carbon farming. Outback Carbon has been acquired by Mitsui E&P Australia whose goals are to net-zero emissions by 2050.

Outback Carbon works on the Agro farming model, in the Shire of Yilgarn five properties have been identified for carbon farming. Trees will be planted in twin rows with established perennials for grazing. The planting areas for the trees will only take up 75% of the farming land with the best land being left for cropping. With the planting of the trees water tanks will be installed for firefighting along with fencing to stop pests. Outback Carbon then have 25year permanence responsibility for the trees, with employees to maintain the areas. It is estimated that the trees, once planted, would not put any further pressure on the water supply with the planting system and furrows helping supply water to the plants.

Kent Broad then invited questions.

*Cr Della Bosca questioned the space intended between the rows of trees and the accuracy of having pasture grow in between due to the invasiveness of tree roots, and also if the model took into account the harsh climate in the Yilgarn as Cr Rose could confirm it is not easy to grow trees without extra care and water.*

*Cr Rose confirmed she had tried to grow trees on the family farm and found that without proper watering in the early years they did not survive due to the harsh climate.*

Kent Broad took these issues onboard and would look into them.

*Cr Granich inquired if Outback Carbon already owned the land in question?*

Kent Broad confirmed they did not the sale and lease was determined by the various approvals they would need first.

Cr Della Bosca thanked Kent Broad for his presentation.

Kent Broad left the meeting at 5.27pm

## 7. CONFIRMATION OF MINUTES

### 7.1 Ordinary Meeting of Council, Thursday, 18 July 2024

**93/2024**

***Moved Cr Guerini/Seconded Cr Rose***

***That the minutes from the Ordinary Council Meeting held on the 18 July 2024 be confirmed as a true record of proceedings.***

**CARRIED (7/0)**

*Cr's For: Della Bosca, Close, Bradford, Guerini, Granich, Newbury, Rose*

*Cr's Against: Nil*

### 7.2 Yilgarn History Museum Meeting, Wednesday, 3 July 2024

**94/2024**

***Moved Cr Granich/Seconded Cr Bradford***

***That the minutes from the Yilgarn History Museum meeting held on the 3 July 2024 be received.***

**CARRIED (7/0)**

*Cr's For: Della Bosca, Close, Bradford, Guerini, Granich, Newbury, Rose*

*Cr's Against: Nil*

7.3 Wheatbelt North-East Sub Regional Road Group (SRRG) Meeting, Tuesday, 23 July 2024

**95/2024**

***Moved Cr Close/Seconded Cr Granich***

***That the minutes from the Wheatbelt North-East SRRG meeting held on the 23 July 2024 be received.***

**CARRIED (7/0)**

*Cr's For: Della Bosca, Close, Bradford, Guerini, Granich, Newbury, Rose*

*Cr's Against: Nil*

7.4 Wheatbelt East Regional Organisation of Council (WEROC), Wednesday, 31 July 2024

**96/2024**

***Moved Cr Guerini/Seconded Cr Newbury***

***That the minutes from the WEROC meeting held on the 31 July 2024 be received.***

**CARRIED (7/0)**

*Cr's For: Della Bosca, Close, Bradford, Guerini, Granich, Newbury, Rose*

*Cr's Against: Nil*

## **8. DELEGATES' REPORTS**

Cr Della Bosca announced the following:

- Attended the Town Teams workshop on the 22 July 2024
- Attended the Wheatbelt North Eastern Sub Regional Road Group meeting on the 23 July 2024
- Attended the Wheatbelt East Regional Organisation of Councils on the 31 July 2024
- Attended the Merredin Apex Park Gran Opening on the 7 August 2024
- Attended the Strategic Community Plan workshop on the 12 August 2024

Cr Close announced the following:

- Attended the Wheatbelt North Eastern Sub Regional Road Group meeting on the 23 July 2024
- Attended the Mt Walton Intractable Waste Disposal Facility Community Liaison Committee meeting on the 27 July 2024
- Attended the Pox Eclipse meeting on the 1 August 2024
- Attended the Strategic Community Plan workshop on the 12 August 2024

Cr Bradford announced the following;

- Attended the Town Teams workshop on the 22 July 2024
- Attended the Festival of Small Halls on the 10 August 2024
- Attended the Strategic Community Plan workshop on the 12 August 2024

Cr Guerini announced the following;

- Attended the Mt Walton Intractable Waste Disposal Facility Community Liaison Committee meeting on the 27 July 2024
- Attended the Strategic Community Plan workshop on the 12 August 2024

Cr Rose announced the following;

- Attended the Town Teams workshop on the 22 July 2024
- Attended the Strategic Community Plan workshop on the 12 August 2024

Cr Newbury announced the following;

- Attended the Town Teams workshop on the 22 July 2024
- Attended the Strategic Community Plan workshop on the 12 August 2024

Cr Granich announced the following;

- Attended the Town Teams workshop on the 22 July 2024
- Attended the Strategic Community Plan workshop on the 12 August 2024

## 9.1 Officers Report – Chief Executive Officer

### 9.1.1 Waiver of Fees and Charges – Southern Cross Football Club

<b>File Reference</b>	<b>8.2.6.27</b>
<b>Disclosure of Interest</b>	<b>The CEO discloses an impartiality interest as the Colts Team Manager for the Southern Cross Football Club.</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

To submit to Council a request from the Southern Cross Football Club for the waiving of the hire fees for the Southern Cross Community Centre for their end of season function and an additional request to waive the annual fees for the 2024 season.

#### Background

The Southern Cross Football Club (the Club), have sought two waivers of fees and charges from the Shire of Yilgarn.

The first request for waiver is for the hire fees associated with use of the Southern Cross Community Centre, of which the Club is hiring on the 21<sup>st</sup> September 2024 for their end of year function.

The Club has sought two days hire to allow for set up and clean up, with the Shire's fees and charges for Private Function - Full Day being \$230/day, which equates to a total of \$460.

The Club has sought a waiver for the Community Centre due to the Sport Complex not being available due to the upgrade project and therefore being forced to find an alternative venue.

The second request is for the waiver of their Annual Fees, which is a token payment by the club to assist with costs associated with their use of the Southern Cross Sports Complex.

The original request from the Club sought a reimbursement for the annual fees applicable under the Shire's Fees and Charges, being \$3,600. The Club justified the request due to impacts on their season due to the upgrade works at the complex, stating:

*"...due to the project schedule we have found ourselves unable to use vital amenities of the complex. Because of this we would like to apply for a reimbursement or an adjusted payment for next year."*

The CEO sought the following clarifications on 29 July 2024:

- *Could you please clarify your comment that you have been “unable to use vital amenities of the complex” and detail exactly what you have had to go without and how this has impacted the club?*
- *I would also like to understand the financial impacts the complex upgrade has had on the footy clubs ability to either generate income based on previous years or how the project has required additional funding from the footy club, such that a waiver/reimbursement of fees would be justifiable?*

As of the publishing of this report, no response has been received from the football club.

### Comment

As per Shire Policy LGA 14, the CEO does not have delegated authority to consider the waiver requests, as they are above \$500, as such, Council must consider.

A waiver of the fees associated with the Southern Cross Community Centre seem reasonable given the circumstances. The Club normally utilise the Sports Complex Lounge for their end of year functions, of which is normally available free of charge due to their annual fee payment. However due to the complex upgrades, this venue will not be available, as such, the Club are forced to find an alternative venue. Therefore, providing another venue to the Club at no cost seems a reasonable compromise.

However, waiving of the annual fees for the Club are not so easily justified.

Maintenance of the Southern Cross Sports Complex is a significant undertaking for the Shire of Yilgarn. In 2023/2024 the Shire expended \$184,724.96 on the Sports Complex, and as per the breakdown below, oval maintenance was the most significant expense:

Sports Complex Operation:	\$40,682.45
Sports Complex Maintenance:	\$38,359.04
Southern Cross Oval:	\$105,683.47
<b>Total:</b>	<b>\$184,724.96</b>

As such, whilst the \$3,600 annual payment from the Football Club is appreciated, it is not a cost recovery exercise for the Shire of Yilgarn, with the community funding the majority of the costs associated with maintaining the facilities. As such, it is justifiable that whilst the club may have been impacted, they are still provided quality facilities at minimal expense.

Furthermore, whilst it is acknowledged operationally there have been impacts, the Shire has organised, at its own expense, substitute facilities for the Club to utilise whilst excluded from the Sport Complex ablutions and changerooms.

Access to the Lounge, kitchen and canteen have not been affected.

As there has been no further response from the Football Club, it is not seen as justifiable with the information available to provide a waiver of the annual fees.

## Statutory Environment

### Delegation Register

LGA14 Donations and Waiver of Hire Fees			
<b>Date Adopted:</b>	17 March 2016		
<b>Date Last Reviewed:</b>	21 April 2022		
<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		
<table border="1"> <tr> <td> <b>Legal (Parent):</b>  <ul style="list-style-type: none"> <li>- Local Government Act 1995 (As Amended) – Section 5.42</li> </ul> </td><td> <b>Legal (Subsidiary):</b>  <ul style="list-style-type: none"> <li>- Local Government Act 1995, Sections 6.12</li> </ul> </td></tr> </table>		<b>Legal (Parent):</b> <ul style="list-style-type: none"> <li>- Local Government Act 1995 (As Amended) – Section 5.42</li> </ul>	<b>Legal (Subsidiary):</b> <ul style="list-style-type: none"> <li>- Local Government Act 1995, Sections 6.12</li> </ul>
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### Extent of Delegation:

Council delegates its authority and power to the Chief Executive Officer 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

Waiving of Hire Fees, valued at \$460.00.

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Yilgarn community disadvantaged by location from many sport and cultural activities	Moderate (8)	A contribution in the form of a waiver of fees, assists with providing opportunities for Yilgarn community.
Financial Impact	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil

<b>Compliance</b>	Nil	Nil	Nil
<b>Reputational</b>	Reputation damage by not seizing an opportunity to adhere to the Strategic Community Plan in relation to Social outcomes	Low (3)	Waiver enables the shire to continue it's commitment to the Strategic Community Plan.
<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

97/2024

*Moved Cr Close/Seconded Cr Rose*

*That Council, by absolute majority:*

- 1. Waives the fees and charges associated with hire of the Southern Cross Community Centre by the Southern Cross Football Club for their end of year function, of which will include two days hire at \$230/day, equating to a total waiver of \$460.*

*AND*

- 2. Reject the Southern Cross Football Clubs request for a waiver of their annual fees for 2024, being \$3,600.*

**Notes:**

- 1. Council are to note the hire bond will still be payable.**
- 2. Council notes the following justifications for rejection of the annual fee waiver:**
  - a. The Club have been unable to detail their statement that they have been “unable to use vital amenities of the complex”;**
  - b. The Club have been unable to detail financial impacts of the impacts;**
  - c. The Shire, at its own expense and provision of staff time, have made suitable arrangements for ablutions and facilities, such that the club can continue to utilise the venue for the 2024 season.**

**CARRIED BY ABSOLUTE MAJORITY (6/1)**

**Cr's For:** Della Bosca, Close, Guerini, Granich, Newbury, Rose

**Cr's Against:** Bradford

Cr Guerini declared a Financial Interest pursuant to Section 5.60A of the Local Government Act 1995 in agenda item 9.1.2, Proposed Renewable Energy Facility –Lots 231, 640, 620 and 622 in Southern Cross due to the proposed wind farm being partly on land used by the farm and will be paid yearly fees if it proceeds.

Cr Guerini left the meeting at 5.35pm

## 9.1 Officers Report – Chief Executive Officer

### 9.1.2 Proposed Renewable Energy Facility –Lots 231, 640, 620 and 622 in Southern Cross

<b>File Reference</b>	<b>3.1.1.2</b>
<b>Author</b>	<b>Liz Bushby, Town Planning Innovations</b>
<b>Disclosure of Interest</b>	<b>Financial Interest as receive planning fees for advice to the Shire – Section 5.60A of <i>Local Government Act 1995</i></b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Author</b>	<b>Nic Warren- Chief Executive Officer</b>
<b>Attachments</b>	<b>1. Location Plan 2. Layout Plan</b>

### Purpose of Report

Council is to consider a planning application for a renewable energy facility (wind farm) on the abovementioned lots.

### Background

- Location**

The development is proposed to be located approximately 12 kilometres to the south east of the Southern Cross townsite. A location plan is included as Attachment 1.

- Relevant Applications**

An identical application was previously lodged in 2023 and was determined by a State Development Assessment Panel (DAP). The application was first considered by the DAP at a meeting held on the 20 December 2023, and was deferred to allow the applicant to address a number of matters including aerodrome aviation issues.

The application was again considered by the DAP at a meeting held on the 24 March 2024. The DAP refused the application for the following reasons:

- (a) The Aviation Assessment proposes procedural changes to be implemented for Runway 14/32 and Runway 09/27 of the Southern Cross aerodrome. No procedural changes are agreed to by the Shire of Yilgarn as the owner of the Southern Cross Aerodrome infrastructure and associated land.

Air Services Australia will not amend procedural changes for the aerodrome without agreement by the aerodrome owner.

- (b) The aviation changes required to facilitate the proposed development will result in ongoing maintenance costs of instrument approach procedures for Runway 14/32 and Runway 09/27 to a private supplier for the life of the development (and potentially beyond). There is too much uncertainty and risk over aviation implications for ongoing management of the Southern Cross Aerodrome infrastructure and land by the Shire of Yilgarn.
- (c) It would not be in the interest of orderly and proper planning to issue approval for development that requires changes to aerodrome procedures, without the consent of the aerodrome owner, being the Shire of Yilgarn.
- (d) The DAP agrees with Mr McQueen's submission dated 18 March 2024 at paragraph 12 that the Shire is a third party land-owner and operator of the Southern Cross Aerodrome.
- (e) The DAP considers that proposed condition 16 is futile and not valid because it is not enforceable on the Shire of Yilgarn as a third party land-owner and operator of the Southern Cross Aerodrome.
- (f) This development application proposes many significant elements that are inadequate, unresolved and which lack the level of certainty and finality that would be required of a valid planning consent. For example, the proposed turbine locations with a maximum potential variance of 500 metres lacks finality and certainty.
- (g) Approval of the wind farm without the Shire of Yilgarn's willing agreement (as the third party airstrip land owner and operator) would put in jeopardy and adversely impact the use of the airstrip as an important facility that provides for the social, economic, health, emergency and general amenity needs of the local community in the public interest.

It should be noted that the DAP did not support having 'building envelopes' for the turbines, however TPI did support having an approved plan that allowed for some flexibility over turbine locations. This is not uncommon for these large scale wind farms as extensive geotechnical investigation needs to be undertaken for engineering of the concrete bases and each turbine.

Some flexibility within the site layout plan allows for those more detailed reports to be finalised which will inform the final turbine locations, and a final site plan will need to be lodged for separate approval as a condition of the development if approved by Council.

- **Relevant Council Decision (July 2024)**

The only real impediment to the previous DAP application being supported related to aviation issues, and the lack of a formal agreement with the Shire over the costs to change aerodrome procedures as a result of the wind turbine locations.

At the Ordinary Meeting of Council held on the 18 July 2024, Council resolved to formally endorse a Memorandum of Understanding with Southern Cross Wind Pty Ltd.

TPI has not been involved in this process but has been advised by the Shire Chief Executive Officer that all aviation matters and cost arrangements have been resolved through the MOU.

### Comment

- **Description of Application**

The development is proposed on four freehold rural lots comprising a total land area of approximately 1,464 hectares. The landholdings include Lots 231, 640, 620 and 622 which are located between Great Eastern Highway to the north, Emu Fence Road to the east, and Southern Cross Marvel Loch Road to the west.

The application proposes up to 10 wind turbines, up to 10 MWh of battery storage, solar array, and associated infrastructure including transformers, above and below ground cabling, roads, crane hardstands, switch rooms and communication equipment – refer Attachment 2: Layout Plan.

- **Zoning and Scheme requirements**

The subject lots are zoned ‘Rural/Mining’ under the Shire of Yilgarn Town Planning Scheme No 2 (the Scheme).

Clause 16 of the Scheme states that *“The Rural/Mining Zone is to be used for agricultural, residential and public recreation uses. Extractive industry (mining) occurs widespread in the rural area of the Shire but, owing to its high impact, needs to be approved by Council after satisfactory advertisement”*

Although the rural/mining zone objective is to be used for agricultural, residential and public recreation, Council has discretion to consider other land uses in accordance with ‘Table 1 – Zoning Table’ and / or Clause 18 of the Scheme.

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

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

Part of the planning assessment involves determining which land use definition from the Scheme ‘best fits’ the proposal.

There is a specific definition for ‘Renewable Energy Facility’ which is defined in the Scheme as *‘means premises used to generate energy from a renewable energy source and includes any building or other structure used in, or relating to, the generation of energy by a renewable resource. It does not include renewable energy electricity generation where the energy produced principally supplies a domestic and/or business premises and any on selling to the grid is secondary’*.

Where a land use is defined in the Scheme, and is not listed in Table 1, it is processed as what is referred to as a ‘Use Not Listed’.

Under Clause 18 (4) Council has three options for dealing with a ‘Use Not Listed’ as follows:

Option 1 - Determine that the 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.

Option 1 is not recommended as it would set a precedent for future renewable energy facilities to be dealt with as being ‘permitted’ in the zone.

Option 2 - Determine that the proposed 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.

Option 2 is recommended to allow for consultation. To expedite the process the application has been advertised for public comment.

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

Option 3 is not recommended as the proposal will not impact on the zone. The lot can continue to be used for agricultural activities.

- **Advertising**

It is important to note that the original DAP application was advertised twice for public comment in late 2023 and early 2024.

The current (same) application lodged to the Shire has been advertised for public comment by Shire Administration for 28 days. The application was also referred to key government agencies and service providers for 42 days.

The current application had to be re-advertised as (1) it is a new application and (2) to meet legislative requirements.

- **Submissions**

One submission from a local landowner has been received. Submissions on the current application are outlined in the table below.

Issue Raised	Officer comments
<b>1. Department of Mines, Industry Regulation and Safety (DMIRS)</b>	
Two tenements are affected by this proposal as there is a 6.19% encroachment on granted exploration licence held by Kula Gold Limited (Kula Gold) and a 4.25% encroachment on exploration licence application E 77/2676 held by Quattro Gold Pty Ltd.	Noted. The applicant is aware that Kuta Gold has had discussions with landowners over Access Agreements in early 2023.
The proposal overlies granite that is located to the North East of a highly mineralised greenstone unit that has historically been the focus of exploration and mining in this region. Consequently, the area affected by this proposal has been exposed to very little modern exploration. Due to recent changes in commodity focus for critical minerals and renewable energy, the under explored granite areas have become a new area of interest.	Since that time the owners of Lots 620, 622, 231 and 640 have signed options to lease their land with Southern Cross Wind in October 2023.
Recent preliminary exploration by Kula Gold (ASX:KGD) has identified significant lithium anomalism that warrants further investigation. One of the primary target areas is the Taliah prospect, which underlies the northern area of the wind farm proposal.	The applicant has advised that Southern Cross Wind have included clauses in their Exclusivity Agreement and Option to Lease which require the landowners to seek permission from the developer before they consent or agree to any person obtaining or being granted by any government agency any form of lease, licence, tenure or other statutory right to carry out work or investigations relating to any mineral, petroleum, energy or other resource located on, above or under the property.
	Noted.



Kula Gold have advised that while they do not have an objection to the proposed wind farm, they do require an Access Agreement to ensure no significant adverse impacts on their plans to explore, drill and mine the area. They will be drilling in the area in the near future, and hope to mine the area in the next five years.	Non-objection noted.  The issue of Kuta Gold securing any Access Agreement needs to be negotiated with any landowner and the wind farm developer.
Kula Gold do have Land Access Arrangements with some of the landowners, and has requested engagement by the applicant	The applicant has advised that the developer of the wind farm initially reached out to Kula Gold in December 2022, and there has been ongoing communication and a meeting held at the Kula Gold office on the 27 April 2023.
Overall, DMIRS is supportive of renewable projects and diversification of energy supply options, however, it is noted that the proposed development of the wind farm has the potential to impact exploration and potential future development of a lithium deposit, which is a critical mineral required for the State's transition to net zero. While State's resources are located where they naturally occur, infrastructure can be moved and designed to fit around known constraints.	Noted.  Council can only consider the application that is before it.  It is not the Shires role to determine whether mining is a 'better prospect' for the lots.
<b>2. Main Roads WA</b>	
Main Roads WA have recommended conditions requiring a Traffic Management Plan to be lodged to manage traffic throughout the construction phase.	A condition has been recommended requiring lodgement of a Traffic Management Plan, with a footnote that it will be referred to MRWA for endorsement.
MRWA also recommend a condition that 'No works are permitted within the Great Eastern Highway Road Reservation unless Main Roads has issued a Working on Roads Permit.'	TPI recommends this be a footnote rather than a condition, as MRWA approval to work within their road reserve is already required under separate legislation.  Where separate legislation requires separate approvals, it is generally not also imposed as a planning condition.
<b>3. Department of Planning, Lands and Heritage</b>	
A review of the Register of Places and Objects, as well as the DPLH Aboriginal Heritage Database, concludes that the subject area of the proposed Wind Farm does not intersect with any known Aboriginal heritage Places or Registered Sites.	Non Objection noted. There are no known Aboriginal heritage sites affected by the development
Based on the current information held by DPLH, no approvals under	Comment noted. The submission has been provided to the applicant.

the <i>Aboriginal Heritage Act 1972</i> (AHA) are required, and Aboriginal Heritage Conservation has no objection to the proposal. However, we would encourage that the Native Title Services Goldfields is consulted with regarding the proposal, being the representative body for native title claims in the region.	
Please note that limited Aboriginal heritage surveys have been completed over the subject land and, as such, it is unknown if there is Aboriginal cultural heritage present. Therefore, the proponent, Yilgarn Holdings Pty Ltd, needs to be made aware of its obligations under the AHA.	Comment noted. The submission has been provided to the applicant.
<b>4. Department of Biodiversity, Conservation and Attractions</b>	
The Department's Wheatbelt Region have considered the proposal. The proposal does not appear to have any direct impact on DBCA managed lands, nor from an initial desktop investigation directly impacting species under the Biodiversity Conservation Act. There are areas of native vegetation within these freehold lots which may require a native vegetation clearing permit, the Department of Water and Environmental Regulation coordinates advice on this.	Non Objection noted.
<b>5. Water Corporation</b>	
As no water connections have been proposed for in the submission we have no objection to the proposal.  There is a reticulated water main close to the lots and any works carried out near our assets requires approval.	Non Objection noted.
<b>6. Western Power</b>	
Western Power has advised they cannot provide general comment and directed the Shire to several webtools on line.	Non Objection noted.
<b>7. Rolie Blair. Bakers Hill postal address provided.</b>	
I oppose the application, firstly because these lots are zoned rural and under the Shire of Yilgarn's Local Planning Scheme No 2 District Zoning Scheme,	Objection noted. Land use permissibility is discussed in the body of this report.

<p>this is not permitted. Secondly, the consequences to the land in the future, as when the equipment reaches its use-by-date, 15-20 years, they are not recyclable, so what is the protocol and who is responsible for the removal of the facility, and will the land be returned to its original state? I would say not.</p>	<p>Decommissioning is addressed in the recommended conditions.</p>
--	--

- **Aviation Assessment**

The lot is within 10 nm MSA of the Southern Cross aerodrome. The applicant lodged an Aviation Assessment which outlines the implications for the Southern Cross aerodrome. The main considerations are summarised as follows:

- The Aviation Assessment identifies a need to change the procedures for the Great Southern Aerodrome which would effectively increase the Lowest Safe Altitude (LSALT).
- The LSALT for a particular airspace grid or air route, provides a minimum of 1000 ft clearance above the controlling (highest) obstacle within the relevant airspace grid or air route tolerances.
- The proposed solution is to implement an instrument approach at the developers cost, and with the Shires agreement.

The Shire ultimately has the final say over any procedural changes as they own the aerodrome. TPI has been advised that the Shire is satisfied that aviation issues have been resolved with the developer.

- **Visual and Landscape Impact**

The application is supported by a Visual Impact Assessment (VIA) which selects a series of 34 viewpoint locations representative of a viewer experience for assessment.

Out of the 34 viewpoints, 26 were identified as having either low, or low to moderate visibility.

When looking at the 20 kilometre Zone of Visual Influence (ZVI) the VIA identifies that:

- The visibility of the turbines becomes of less dominance at 17km to 18km.
- Because the land is gently undulating towards being flat, much of the investigation area shows high visibility to the proposed development.
- The Zone of Influence looks at the theoretical visibility of all ten turbines in the landscape. There is minor screening of the vicinity of the proposal behind mine tailings, mullock heaps, and in depressions at the far periphery of the project.

Consideration has been given to the landscape, proposed land use, separation distances, and relatively low number of turbines to be installed in assessing the level of visual impact.

The Visual Impact Assessment concludes that the visual impact of the proposal will be low to moderate in nature.

- **Noise**

Acceptable noise emissions in Western Australia are controlled through the Environmental Protection (Noise) Regulations 1997. There are different noise levels that are acceptable at lot boundaries, and to sensitive premises.

The only sensitive land uses for consideration in this locality are existing dwellings. The turbines will be setback a minimum of 2000 metres to any dwelling, which exceeds the recommended 1500 metre buffer under a current Position Statement on Renewable energy Facilities by the WA Planning Commission.

A Noise Impact Assessment has been prepared by a noise consultant. The assessment concludes that noise emissions at identified receiver locations (dwellings) are calculated at approximately 25 dB(A), which comply with the most stringent noise criteria of 35 dB(A) at all hub-heights and wind speeds.

The Noise Impact Assessment was referred to the Department of Water, Environment and Regulation (DWER) Noise Branch for advice as part of the previous DAP application process.

DWER has not lodged a new submission, however as part of the previous DAP process DWER confirmed that *'compliance with the requirements of the Noise Regulations is expected to be achieved at the residences identified in the Noise Impact Assessment, and likely to be achieved at the surrounding rural premises' boundaries*.

It should be noted that even if dwellings are constructed after the wind farm is constructed, the onus is still on the developer to continue to comply with the Environmental Protection (Noise) Regulations 1997, even if that means they have to alter operations or decommission any turbine that causes future noise nuisance.

The developer takes a commercial risk if they cannot continue to comply with the Environmental Protection (Noise) Regulations 1997 in the long term due to new development of sensitive land uses in the vicinity.

- **Conclusion**

As explained in the background section of this report, the main impediment to the application was a lack of up front agreement with the Shire due to aviation impacts. Although a legal

agreement has not been reached, the Shire Chief Executive Officer is satisfied that Councils interests are covered by the current Memorandum of Understanding,

### **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.

As the application is being processed as a 'Use Not Listed', it is classified as a 'complex application' under the Regulations. Public advertising must be for a minimum of 28 days.

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

### **Strategic Implications**

Nil.

### **Policy Implications**

There is no Council policy applicable to this report.

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

## Officer Recommendation and Council Decision

98/2024

*Moved Cr Close/Seconded Cr Rose*

*That Council:*

- A. *Determine that the proposed renewable energy facility 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.*

- B.** *Note the application has been advertised for public comment and that all submissions are summarised in the body of this report.*
- C.** *Approve the application for a Renewable Energy Facility on Lots 231, 640, 620 & 622 in Southern Cross subject to the following conditions and advice notes:*

**General**

- 1.** *This decision constitutes development approval only and is valid for a period of 5 years from the date of approval. If the subject development is not substantially commenced within the specified period, the approval shall lapse and be of no further effect.*
- 2.** *This approval is for a maximum of 10 wind turbines.*
- 3.** *All internal access roads are to be located, designed, constructed and drained to minimise the impact on local drainage systems, landscape and farming activities.*
- 4.** *All development shall generally be in accordance with any Development Layout Plan approved in accordance with Condition 7.*
- 5.** *All wind turbine towers are to be fully enclosed (to prevent birds perching or nesting).*
- 6.** *The maximum height of each wind turbine shall be 240 metres above ground level, measured from the base of the tower to the rotor tip at its maximum elevation.*

**General 'Prior to Commencement of Works' Conditions**

- 7.** *Prior to commencing any works, the applicant/developer is to lodge a final Development Layout Plan for separate written approval by the local government that;*
  - a)** *Is generally in accordance with the approval Layout Plan dated 15 August 2023;*
  - b)** *Identifies all final micro-siting locations for all wind turbines within 500 metres of the turbine locations identified on the attached Layout Plan dated 15 August 2023.*
  - c)** *Includes a final internal road and access plan;*
  - d)** *Clearly identifies the extent and dimensions of hardstand concrete areas for the foundations of each turbine including crane areas;*
  - e)** *Includes all permanent ancillary development, buildings or structures such as switch rooms, shipping containers for battery storage, transformers, and solar array.*
  - f)** *Outlines locations off all above or below ground cabling, above or below ground electricity reticulation / transmission lines; and includes*



*g) Any public access or viewing areas and associated car parking.*

**8. Prior to commencing any works, the applicant/developer and /or it's contractor is to lodge a Construction Management Plan for separate written approval by the local government. The Construction Management Plan must include the following details**

- a) Contact details of essential site personnel and projected construction timeframes;*
- b) A temporary construction sign with details of the project and a contact number;*
- c) A system to record, manage and report on noise complaints during construction of the development;*
- d) The location of temporary access / egress points and temporary service roads;*
- e) The location of any required hardstand areas;*
- f) Temporary buildings;*
- g) Adequate space within the development site for the parking of construction vehicles, workers vehicles, loading areas, stockpiling, and for the delivery and storage of building materials;*
- h) Waste Management;*
- i) The location of any concrete batching plant, water tanks and any construction compounds and materials storage / laydown areas;*
- j) A timetable for the removal of temporary development after completion of the construction phase;*
- k) The management of dust and other construction impacts including information on watering capabilities;*
- l) Consideration of activities on fire ban days.*

#### **Traffic Management**

**9. Prior to commencing any works, the developer is to lodge a Traffic Management Plan for approval by the local government. The Traffic Management Plan is to be prepared by a suitably qualified traffic consultant and in the context of the construction phase of the development is to include –**

- a) Haulage routes for the transport of turbines and significant raw materials required for construction (such as large quantities of sand/gravel);*
- b) Clear demarcation of local roads and any roads under the care and control of Main Roads WA;*
- c) Heavy vehicle movements scheduling;*
- d) Use of escort vehicles;*
- e) Interaction with other road uses, for example, school bus routes;*



- f) A Pre-Construction Road Condition Report along the agreed main haulage routes within the local government area, and the obligation to prepare a Post-Construction Road Condition Report once construction is complete.*
- g) An outline of all separate approvals required through Main Roads WA.*

*The extent of the main haulage route for a Pre-Construction and Post-Construction Road Condition Report is to be agreed to separately in writing by the developer and the local government.*

- 10. Any damage caused to the roads attributable to the construction phase of the development is to be rectified by the developer at their own cost to the standard identified in the Pre-Construction Road Condition Report to the satisfaction of the local government.*

**Implementation**

- 11. The developer is to implement the following approved plans, as they relate to the construction phase of the development, during construction –*
- a) the Construction Management Plan, required by Condition 8; and*
  - b) the Traffic Management Plan, required by Condition 9.*

**Temporary Development**

- 12. The development approval also grants temporary development approval for the following –*
- a) temporary service roads and car parks;*
  - b) crane hardstand areas;*
  - c) concrete batching plants;*
  - d) construction compounds;*
  - e) water tanks; and*
  - f) materials storage / laydown areas; and*
  - g) any other construction related infrastructure*

*shown on the Construction Management Plan required and approved separately under Condition 8.*

- 13. Any concrete batching plant shall be set back a minimum distance of 500 metres from any boundary shared with lots not the subject of this approval.*

### **Staging**

- 14. Where the developer intends undertaking the development in stages, a Staging Plan must be lodged with the local government at the same time as the Management Plans referred to in Conditions 8 and 9. The purpose of the Staging Plan is to determine the scope of information required in order to satisfy the conditions of approval as it relates to that stage.*

### **Aviation**

- 15. The developer shall implement the recommendations of the Aviation Impact Assessment dated the 1 February 2024 Version 0.3 which forms part of this approval.*
- 16. Prior to commencing any works, the applicant/developer is to advise the following entities regarding the construction of the wind turbines, including estimated dates of installation, details of exact locations and heights –*
- a) Civil Aviation Safety Authority (CASA);*
  - b) Air Services Australia;*
  - c) Royal Flying Doctor Service;*
  - d) Royal Australian Air Force;*
  - e) Maroomba Airlines and any known commercial operator using the existing aerodrome.*
  - f) The Shire of Yilgarn.*
- 17. The turbines identified as T1, T6 and T7 on the 'Development Layout Plan' approved under Condition 7 are to be provided with 2000cd aviation hazard lighting that meets international standards.*

### **Drainage**

- 18. A stormwater management plan shall be lodged for separate written approval of the local government prior to commencement of construction. Any approved stormwater management plan shall be implemented for the life of the development to the satisfaction of the local government.*

### **Decommissioning and Rehabilitation**

- 19. The wind turbines are to be decommissioned when they are disconnected from the power grid or when they no longer generate energy into the power grid. This condition does not apply where the wind farm or individual wind turbines is disconnected temporarily from the power grid, or is not generating energy, for maintenance.*

- 20. Prior to decommissioning the renewable energy facility, or any wind turbines in the wind farm, the applicant/developer is to lodge a Decommissioning and Rehabilitation Management Plan for approval by the local government. The Decommissioning and Rehabilitation Management Plan is to include –**
- a) a detailed decommissioning schedule or works with timeframes for each stage;**
  - b) a Traffic Management Plan;**
  - c) sufficient information that clearly outlines any below ground infrastructure to be retained on site and its treatment to allow for continued agricultural use;**
  - d) implementation of suitable mechanisms to alert prospective purchasers of retention of any below ground infrastructure which may affect future building locations or development.**
- 21. The applicant/developer is to implement the Decommissioning and Rehabilitation Management Plan during the decommissioning and rehabilitation process.**
- 22. All lots the subject of this development approval shall be returned to pre-development state following decommissioning, with the exception that underground infrastructure (such as footings and cables) may be retained below normal ploughing levels where retention allows for continued agricultural use.**
- 23. If any below ground infrastructure is retained on site following decommissioning, notifications are to be placed on the affected Certificates of Title to alert prospective purchasers that there are underground cables and or infrastructure on the land which may impact on future development or building locations, within 3 months of the wind farm being decommissioned. The Notifications are to be prepared and lodged at the cost of the Developer.**

**Footnotes:**

- (i) In regards to Condition 9 and 20b), please be advised that Main Roads WA has advised that they will need to approve any Traffic Management Plan that affects roads under their care and control. The Shire will refer any Traffic Management Plan to MRWA for endorsement.**
- (ii) No works are permitted within the Great Eastern Highway Road Reservation unless Main Roads has issued a Working on Roads Permit.**
- (iii) Heavy vehicle access and permit must be approved from Main Roads WA where the routes relating to the development application are not approved for the proposed heavy vehicle combinations. Main Roads is the relevant authority to issue such approvals.**

*This includes Over Size Over Mass (OSOM) permit and/or accreditation under the WA Heavy Vehicle Accreditation (WAHVA) Mass Management Module and approval for Accredited Mass Management Scheme (AMMS). Such approvals may be subject to any necessary intersection upgrades being undertaken at the applicant's expense to the satisfaction of Main Roads.*

*The applicant is advised to contact Main Roads Heavy Vehicle Services branch to ascertain any approval and permit requirements.*

- (iv) *The Shire has supported the Aviation Assessment based on a separate Memorandum of Understanding with the developer.*
- (v) *It should be noted that even if dwellings are constructed after the wind farm is constructed, the onus is still on the developer to continue to comply with the Environmental Protection (Noise) Regulations 1997, even if that means that operations have to be altered or decommissioning of any turbine that causes future noise nuisance.*

*The developer takes a commercial risk if they cannot continue to comply with the Environmental Protection (Noise) Regulations 1997 in the long term due to new development of sensitive land uses in the vicinity.*

**CARRIED (6/0)**

*Cr's For: Della Bosca, Close, Bradford, Granich, Newbury, Rose*  
*Cr's Against: Nil*

Cr Guerini rejoined the meeting at 5.48pm

## 9.2 Reporting Officer– Executive Manager Corporate Services

### 9.2.1 Financial Reports-July 2024

<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 July 2024

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

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

#### Comment

Nil

#### Statutory Environment

Local Government (Financial Management) Regulations 1996

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

(1A) In this regulation —

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

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

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

#### **Strategic Implications**

Nil

#### **Policy Implications**

Nil

## Financial Implications

Nil

## Risk Implications

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

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

**Officer Recommendation and Council Decision**

**99/2024**

***Moved Cr Close Seconded Cr Newbury***

***That Council endorse the various Financial Reports as presented for the period ending 31 July 2024.***

**CARRIED (7/0)**

*Cr's For: Della Bosca, Close, Bradford, Granich, Guerini, Newbury, Rose*

*Cr's Against: Nil*

unconfirmed



## 9.2 Reporting Officer– Executive Manager Corporate Services

### 9.2.2 Accounts for Payment – July 2024

<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 41284 to 41287 totalling \$626.70
- Municipal Fund - EFT 15450 to 15546 totalling \$1,043,787.88
- Municipal Fund – Cheques 2415 to 2433 totalling \$304,538.47
- Municipal Fund - Direct Debit Numbers:
  - 18967.1 to 18967.14 totalling \$5,481.46
  - 19006.1 to 19006.13 totalling \$25,456.28
  - 19025.1 to 19025.13 totalling \$25,456.82
- Trust Fund – EFT 15547 totalling \$10,638.40

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

#### Officer Recommendation and Council Decision

**100/2024**

**Moved Cr Guerini/Seconded Cr Rose**

***That council endorse the following payments paid in July 2024***

- ***Municipal Fund – Cheques 41284 to 41287 totalling \$626.70***
- ***Municipal Fund - EFT 15450 to 15546 totalling \$1,043,787.88***
- ***Municipal Fund – Cheques 2415 to 2433 totalling \$304,538.47***
- ***Municipal Fund - Direct Debit Numbers:***
  - ***18967.1 to 18967.14 totalling \$5,481.46***
  - ***19006.1 to 19006.13 totalling \$25,456.28***
  - ***19025.1 to 19025.13 totalling \$25,456.82***
- ***Trust Fund – EFT 15547 totalling \$10,638.40***

**CARRIED (7/0)**

**Cr's For:** Della Bosca, Close, Bradford, Granich, Guerini, Newbury, Rose

**Cr's Against:** Nil

### 9.3 Reporting Officer– Executive Manager Infrastructure

#### 9.3.1 Executive House Construction

<b>File Reference</b>	<b>6.6.7</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Absolute Majority</b>
<b>Author</b>	<b>Glen Brigg-Executive Manager Infrastructure</b>
<b>Attachments</b>	<b>Modular Homes WA Pricing</b>

#### Purpose of Report

For Council to consider quotes receive to construct One Executive house.

#### Background

Council allocated \$860,000 in the 2024/2025 budget to construct One New Executive House at 9-11 Libra Place Southern Cross. The construction of One Executive Home was advertised for tender on two separate occasions. Council supported the Officer's recommendation to rejected all tenders on both occasions on the 18<sup>th</sup> of May 2023 and the 20<sup>th</sup> of June 2024.

#### Comment

The lack of suitable tenders and options prompted staff to work with suitable modular house builders to move this project forward under the Local Government (Functions and General) Regulations 1996, which states:

#### ***11. When tenders have to be publicly invited***

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless sub regulation (2) states otherwise.*
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if—*
  - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*
  - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or*
  - (c) within the last 6 months —*
    - (i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no*

*tender was submitted that met the tender specifications or satisfied the value for money assessment; or*

*(ii) the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;*

*(d) the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government.*

The modular house builders who offered pricing to supply One Executive House are as follows:

TR Homes  
Ross Squires homes  
Prestige homes  
Total Home Frames  
Trans Homes  
Peak Homes  
Modular WA

Staff receive pricing from Modular WA for an Argyle style house for \$457,000 + \$49,200 (extra inclusions) + \$17,000 (delivery) a total of \$523,200 (EX GST). This pricing is within Councils 2024/2025 budget allocation and the premises best suits an executive style premises. The extra inclusions are items like a solar hot water system and air-conditioning,

Staff received quotations from other trades to fully complete the project. The estimated total is \$677,000 which includes earthworks, verandahs (front and back), carport, shed, concrete driveways, pathways, fencing and solar power.

### **Statutory Environment**

Local Government Act 1995 3.57 – tenders for providing goods or services and the Local Government (functions & general) Regulations, section 11

### **Strategic Implications**

Asset Management Practices

### **Policy Implications**

Finance Policy 3.5 Purchasing and Tendering  
Local Government (Functions and General) Regulations 1996

## Financial Implications

The 2024/25 budget makes provision of \$860,000 (GST exclusive) to construct one Executive House. Quotations, offered is within the budget allocation once fully established.

## Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Nil		Nil
Service Interruption	Nil		Nil
Compliance	Nil		Nil
Reputational	Nil		Nil
Property	Old housing stock, increases maintenance costs.	Moderate (6)	Renewal program ensures new housing stock and reduces maintenance costs.
Environment	Nil		Nil

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

## Officer Recommendation and Council Decision

**101/2024**

**Moved Cr Guerini/Seconded Cr Granich**

***That Council, by Absolute Majority in accordance Local Government Act 1995 and Local Government (Functions and General) Regulations 1996 accepts the quote for a total price of \$523,200 from Modular WA to construct and deliver One New Executive House on lot 9-11 Libra Place Southern Cross***

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

*Cr's For: Della Bosca, Close, Bradford, Granich, Guerini, Newbury, Rose*

*Cr's Against: Nil*

## 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

Nil

## 13 MEETING CLOSED TO THE PUBLIC-CONFIDENTIAL ITEMS

Nil

## 14 CLOSURE

As there was no further business to discuss, the Shire President declared the meeting closed at 5.55pm

I, Wayne Della Bosca, confirm the above Minutes of the Meeting held on Thursday, 15 August 2024, are confirmed on Thursday, 19 September 2024 as a true and correct record of the August 2024 Ordinary Meeting of Council.

Cr Wayne Della Bosca  
SHIRE PRESIDENT



# **Great Eastern Country Zone Minutes**

**Thursday, 15 August 2024**

**Hosted by the Shire of Kellerberrin  
Shire of Kellerberrin Recreation  
and Leisure Centre**

**Meeting commenced at 9:36am**

## ZONE STRATEGIC PRIORITIES

The following items are the Zone's priority issues, as resolved at the February 2024 Zone meeting:

- Regional Health Services to include:
  - Hospitals
  - Aged Care
  - Future of Nurse Practitioner Service
- St John Ambulance Service – Impact on Volunteers and the provision of the service generally.
- Regional Subsidiaries
- Transport – Road Network
- Telecommunications
- Education
- Review of GROH Housing and Regional Housing issues
- Waste Management
- Agricultural Land Use

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## ATTACHMENTS

The following are provided as attachments to the Minutes:

1. Item 5.1.1 Office of the Auditor General presentation
2. Item 7.2 Wheatbelt Development Commission report
3. Item 7.5 Water Corporation report

## 1. OPENING, ATTENDANCE AND APOLOGIES

### 1.1. OPENING

The Chair opened the meeting at 9:36am.

### 1.2. ATTENDANCE

MEMBERS	2 Voting Delegates from each Member Council
Shire of Bruce Rock	Cr Stephen Strange ( <b>State Council Representative</b> )
Shire of Cunderdin	Deputy President Cr Tony Smith
	Mr Stuart Hobley, Chief Executive Officer, non-voting
Shire of Dowerin	President Cr Robert Trepp
	Mr Brian Jones, A/ Chief Executive Officer, non-voting
Shire of Kellerberrin	Cr Dennis Reid
	Mr Raymond Griffiths, Chief Executive Officer (voting delegate)
Shire of Koorda	President Cr Jannah Stratford
	Mr Zac Donovan, Chief Executive Officer, non-voting
Shire of Merredin	Mr Craig Watts, Chief Executive Officer, non-voting
Shire of Mount Marshall	President Cr Tony Sachse ( <b>Zone Chair</b> )
Shire of Mukinbudin	President Cr Gary Shadbolt
Shire of Narembeen	President Cr Scott Stirrat
	Mr Ben Forbes, Executive Manager Corporate Services
Shire of Nungarin	President Cr Pippa de Lacy
	Mr David Nayda, A/Chief Executive Officer, non-voting
Shire of Tammin	Deputy President Cr Tanya Nicholls
Shire of Trayning	Ms Leanne Parola, Chief Executive Officer, (appointed by Council as a voting delegate for August Zone meeting)

<b>Shire of Wyalkatchem</b>	President Cr Owen Garner
	Deputy President Cr Christy Petchell
	Cr Rod Lawson Kerr (observer)
	Ms Sabine Taylor, Chief Executive Officer, non-voting

<b>GUESTS</b>	
<b>Office of the Auditor General</b>	Mr Grant Robinson, Assistant Auditor General
<b>Main Roads WA</b>	Mr Mohammad Siddiqui, Regional Manager Wheatbelt

<b>WALGA</b>
Ms Kathy Robertson, Manager Association and Corporate Governance
Ms Negar Nili, Policy Officer Transport and Roads
Ms Meghan Dwyer, Executive Officer Governance
Ms Nicole Matthews, Executive Manager Policy (electronically)

### 1.3. APOLOGIES

#### MEMBERS

<b>Shire of Bruce Rock</b>	President Cr Ram Rajagopalan
	Mr John Merrick, A/Chief Executive Officer, non-voting
<b>Shire of Cunderdin</b>	President Cr Alison Harris
<b>Shire of Dowerin</b>	Deputy President Cr Nadine McMorran
<b>Shire of Kellerberrin</b>	Deputy President Cr Emily Ryan
<b>Shire of Kondinin</b>	President Cr Kent Mouritz
	Deputy President Cr Bev Gangell
	Mr David Burton, Chief Executive Officer, non-voting
<b>Shire of Merredin</b>	President Cr Mark McKenzie
	Deputy President Cr Renee Manning
<b>Shire of Mount Marshall</b>	Deputy President Cr Nick Gillett
	Mr Ben McKay, Chief Executive Officer, non-voting
<b>Shire of Mukinbudin</b>	Ms Tanika McLennan, A/Chief Executive Officer, non-voting
<b>Shire of Narembeen</b>	Ms Rebecca McCall, Chief Executive Officer, non-voting
<b>Shire of Nungarin</b>	Deputy President Cr Gary Coumbe
<b>Shire of Tammin</b>	Cr Nick Caffell
	Ms Joanne Soderlund, Chief Executive Officer, non-voting

<b>Shire of Trayning</b>	President Cr Melanie Brown
	Cr Michelle McHugh
<b>Shire of Westonia</b>	President Cr Mark Crees
	Deputy President Cr Ross Della Bosca
	Mr Bill Price, Chief Executive Officer, non-voting
<b>Shire of Yilgarn</b>	President Cr Wayne Della Bosca
	Deputy President Cr Bryan Close
	Mr Nic Warren, Chief Executive Officer, non-voting

<b>GUESTS</b>	
<b>Regional Development Australia WA</b>	Mr Josh Pomykala, Director Regional Development
<b>CBH Group</b>	Ms Kellie Todman, Manager Governance and Industry Relations
<b>Wheatbelt Development Commission</b>	Ms Renee Manning, Principal Regional Development Officer – Central East
<b>Water Corporation</b>	Ms Rebecca Bowler, Manager Customer & Stakeholder – Goldfields & Agricultural Region

<b>MEMBERS OF PARLIAMENT</b>	
Mr Rick Wilson MP, Member for O'Connor	
Hon Martin Aldridge MLC, Member for Agricultural Region	
Hon Steve Martin MLC, Member for the Agricultural Region	
Hon Mia Davies MLA, Member for Central Wheatbelt	

<b>WALGA</b>	
Mr James McGovern, Manager Governance & Procurement	
Ms Tracey Peacock, Regional Road Safety Advisor	

## 2. ACKNOWLEDGEMENT OF COUNTRY

We, the Great Eastern Country Zone of WALGA acknowledge the continuing connection of Aboriginal people to Country, culture and community, and pay our respects to Elders past and present.

## 3. DECLARATIONS OF INTEREST

Nil.

## 4. ANNOUNCEMENTS

Nil

## 5. GUEST SPEAKERS / DEPUTATIONS

---

### 5.1. SPEAKERS FOR THE AUGUST ZONE MEETING

---

#### 5.1.1. Office of the Auditor General

*Mr Grant Robinson, Assistant Auditor General*

Mr Grant Robinson presented on the conduct of Local Government audits, provided commentary on audit findings recently reported to Parliament, future financial audit priorities and performance audit planning, and optimal use of the Audit Readiness Better Practice Guide.

The presentation is attached (Attachment 1).

**The Zone meeting adjourned for a short break before reconvening.**

## 6. MEMBERS OF PARLIAMENT

Nil

## 7. AGENCY REPORTS

---

### 7.1. DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES

---

The DLGSC report was submitted for the Zone with the Agenda.

**Noted.**

---

### 7.2. WHEATBELT DEVELOPMENT COMMISSION

---

*Renee Manning, Principal Regional Development Officer – Central East was an apology for the meeting.*

The Wheatbelt Development Commission report was circulated to all CEO's and Delegates prior to the meeting and is provided as an attachment (Attachment 2).

**Noted.**

---

### 7.3. REGIONAL DEVELOPMENT AUSTRALIA WHEATBELT

---

*Josh Pomykala, Director Regional Development was an apology for the meeting.*

The RDAW report was submitted for the Zone with the Agenda.

**Noted.**



---

#### **7.4. MAIN ROADS WESTERN AUSTRALIA**

---

*Mohammad Siddiqui, Regional Manager Wheatbelt*

The MRWA report was submitted for the Zone with the Agenda. Mr Siddiqui spoke to the report.

Mr Siddiqui also provided some information on a MRWA project currently underway to assess the results of bringing maintenance works back in house to MRWA - "Realisation of In House Maintenance". The project aims to assess the results transparently and be able to report on them. Initial results indicate that there have been benefits, including reduced costs and increased satisfaction.

**Noted.**

---

#### **7.5. WATER CORPORATION**

---

*Rebecca Bowler, Manager Customer and Stakeholder was an apology for the meeting.*

The Water Corporation report has been submitted and is attached (Attachment 3).

*The following matters were brought forward in the meetings proceedings.*

### **11. WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION BUSINESS**

---

#### **11.3. STATE COUNCIL AGENDA ITEMS – 4 SEPTEMBER 2024**

---

Ms Nicole Matthew, WALGA Executive Manager Policy joined the meeting via audio to provide the Zone with an overview of State Council Agenda items 8.2, 8.3 and 8.4 and answer any questions from the Zone.

---

#### **11.1. STATE COUNCILLOR REPORT**

---

*Cr Stephen Strange*

Cr Strange provided an update to the meeting on various WALGA matters including:

- The endorsement of the WALGA 2024-2025 WALGA Budget
- The WALGA CEO Performance Review
- WALGA Election Campaign
- The Local Government House Trust buyout of the WALGA building (170 Railway Parade, West Leederville)
- The Local Government Awards night.
- A presentation to State Council from Mr Leon McIvor, Deputy Director General, Housing and Assets, Department of Communities about housing initiatives. Mr McIvor advised that the Department was open to hearing housing proposals from Local Governments.

## RESOLUTION

**Moved:** Shire of Dowerin  
**Seconded:** Shire of Nungarin

**That the State Councillor Report be received.**

**CARRIED**

*The meeting returned to the order of business.*

## 8. MINUTES

---

### 8.1. CONFIRMATION OF MINUTES FROM THE GREAT EASTERN COUNTRY ZONE MEETING HELD ON 13 JUNE 2024

---

The Minutes of the Great Eastern Country Zone meeting held on 13 June 2024 have previously been circulated to Member Councils.

## RESOLUTION

**Moved:** Shire of Wyalkatchem  
**Seconded:** Shire of Dowerin

**That the Minutes of the meeting of the Great Eastern Country Zone held on 13 June 2024 be confirmed as a true and accurate record of the proceedings subject to the following amendment**

- **Record Cr Christy Petchell, Shire of Wyalkatchem as an apology, not an attendee**

**CARRIED**

---

### 8.2. BUSINESS ARISING FROM THE MINUTES OF THE GREAT EASTERN COUNTRY ZONE MEETING HELD ON 13 JUNE 2024

---

Nil

---

### 8.3. MINUTES OF THE GREAT EASTERN COUNTRY ZONE EXECUTIVE COMMITTEE MEETING HELD ON 7 AUGUST 2024

---

The Minutes of the Great Eastern Country Zone Executive Committee meeting held on 7 August 2024 were provided as an attachment to the Agenda.

The Executive Committee requested updates on several matters, which were dealt with in this Agenda:

- Presentation from the Officer of the Auditor General – Presentation from Mr Grant Robinson at item 5.

- Update on the roll out of Automatic Transfer Unit (ATU's) and other technology factors for telecommunications – The Wheatbelt Development Commission provided a written update to the Zone.
- WALGA staff attend to provide an update on WALGA actions in regard to priority agriculture areas and renewable energy, and the WALGA state election campaign.
- Software updates and cybersecurity requirements for Local Governments. Following discussion with the CEO of Shire of Westonia, there is no item required for the Zone to consider.
- A Local Government Convention update is provided at item 9.6.

## RESOLUTION

**Moved: Shire of Nungarin**

**Seconded: Shire of Narembeen**

**That the Minutes of the Great Eastern Country Zone Executive Committee meeting held on 6 August 2024 be received.**

**CARRIED**

## 9. ZONE BUSINESS

---

### 9.1. OFFICE OF THE AUDITOR GENERAL AUDIT FEES RESPONSE

---

*Submitted by the Shire of Koorda*

#### Background

At its Ordinary Council Meeting held on 17 July 2024, the Shire of Koorda considered an item: OAG Audit Fees Response. The Council made the following resolution:

*That Council;*

- 1. Request Zone, advocate that Council be advised of fee when it is known to the OAG*
- 2. Request break down of fee that is OAG and Contract Auditor fee*
- 3. Reiterate State Council Motion to see the Parliamentary enquiry*

The item considered by the Shire of Koorda was provided as an attachment to the Agenda.

#### Executive Officer Comment

At the WALGA State Council meeting held on 10 July 2024, State Council considered an Emerging Issue on this item, submitted by Cr Phillip Blight, Central Country Zone.

State Council made the following resolution:

*That State Council:*

- 1. Objects to the Office of the Auditor General's audit fees increases for the 2023-24 audits of accounts and annual financial report of Local Governments; and*
- 2. Requests the Legislative Council's Standing Committee on Estimates and Financial Operations to conduct an Inquiry into the OAG's performance of audits and increased audit fees to Local Governments.*

The item considered by State Council was provided as an attachment to the Agenda.

WALGA has written to the Standing Committee on Estimates and Financial Operations requesting a meeting between to discuss the request further.

## **RESOLUTION**

**Moved:** Shire of Koorda  
**Seconded:** Shire of Cunderdin

**That the Great Eastern Country Zone write to the Officer of the Auditor General, Minister for Local Government and the Standing Committee on Estimates and Financial Operations, supporting WALGA State Council's resolution requesting an Inquiry into the OAG's performance of audits and increased audit fees to Local Governments.**

**CARRIED**

---

### **9.2. UPDATE TO ASSOCIATE OFFICER FOR THE ZONES AUSTRALIAN TAXATION OFFICE (ATO) ONLINE PORTAL**

---

*By Yuhan Richards, Finance Manager*

#### **Background**

Managing the Zones for taxation, registration, and annual reporting requirements occurs through the ATO online services. To ensure adequate cover of authorised officers, the Zone is requested to approve the access to the following WALGA Finance team member:

#### **Associates**

Richard Andrew Murray      Chief Financial Officer

## **RESOLUTION**

**Moved:** Shire of Nungarin  
**Seconded:** Shire of Tammin

**That the Great Eastern Country Zone authorise Richard Andrew Murray as Associate for the Great Eastern Country Zone.**

**CARRIED**

---

### **9.3. CONSULTATION OPPORTUNITIES**

---

#### **Draft Regional Education Strategy**

On 22 July, the Department of Education released a [draft Regional Education Strategy](#). The Strategy aims to provide a framework to guide more effective delivery of regional education, focusing on improved educational and wellbeing opportunities across four pillars:

Pillar 1: Build the capability of our regional workforce

Pillar 2: Expand curriculum delivery

Pillar 3: Strengthen support for student wellbeing  
Pillar 4: Develop partnerships to create opportunity

Country Zones and Local Governments are strongly encouraged to provide feedback on the strategy, particularly given the relevance of the Strategy to matters raised by the Great Southern Zone with support from other country zones.

The consultation period closes on Friday, 20 September 2024.

[More information is available here.](#)

In addition WALGA is currently working with the Department of Education to facilitate direct engagement with regional sector and will advise on the details shortly.

### **Western Australia's Waste Avoidance and Resource Recovery Strategy 2030**

The Waste Authority is leading a review of the Western Australia's Waste Avoidance and Resource Recovery Strategy 2030 (waste strategy). The review provides an opportunity to reflect on how we are performing, what is working, and what we could do differently.

In 2023, the Waste Authority sought feedback on the [Directions paper](#), which set out key areas it proposed to focus on in the review. Consultation feedback was provided through surveys and written submissions, and informed development of the revised waste strategy, which is now open for 12 weeks of public consultation.

The revised [waste strategy](#) and 1-page priority summaries can be accessed at the bottom of this page.

The updated waste strategy is available to review and provide feedback until 5:00pm on Wednesday, 21 August.

**Noted.**

---

## **9.4. WALGA STATE BUDGET SUBMISSION – EMERGENCY MANAGEMENT**

---

WALGA advocates on behalf of the Local Government sector to secure ongoing funding through budget allocations at a State and Federal level.

This involves providing Government with a submission of initiatives that will deliver significant benefits to communities across Western Australia.

When Federal and State Budgets are handed down, WALGA provides analysis, focusing on what the announcements and funding initiatives mean for Local Governments in Western Australia.

WALGA's Budget Submission 2024-25 sought funding for a range of initiatives to bolster the resilience of our communities to natural disasters, including increased funding for the Local Government Grant Scheme, Community Emergency Services Managers, bushfire mitigation activities, emergency planning and preparedness, building back better and improving road access in bushfire prone areas.

Despite strong advocacy by WALGA and Local Governments, the State Government has again not allocated any additional funding in the Budget for Community Emergency Services Managers (CESMs) in this year's Budget. WALGA's Budget Submission called for increased Emergency Services Levy funding to be provided to fully fund existing and additional CESMs. WALGA will continue to advocate that all interested Local Governments should have access to the CESM Program.

The full copy of the WALGA State Budget Submission 2024-25 and the WALGA analysis, please visit the [State Budget 2024-25 page on the WALGA website](#). Information on the [Federal Budget 2024-25](#) is also available.

**Noted.**

---

## 9.5. WALGA STATE ELECTION CAMPAIGN

---

### Background

Following a State Council workshop in March, significant progress has been made with the WALGA State Election campaign. The 2025 State Election Priorities document has been prepared, a microsite built and public campaign planned. WALGA will share social media assets for Local Governments to personalise for issues facing their community and liaise towards the end of August and September regarding local stories that can strengthen WALGA's advocacy in key areas.

The key areas are:

#### Communities of the Future

- Climate Resilient
  - Urban Tree Canopy
  - Responding the Polyphagous Shot-hole Borer Biosecurity Emergency
  - Disaster-Resilient Infrastructure
  - Coastal Management
- Disaster Ready
  - Consolidated Emergency Services Act
  - Emergency Service Funding
  - More CESMS
  - Effective Local Emergency Management Arrangements
  - Address Gaps in Telecommunications Coverage and Resilience
  - State Government Funding for the Underground Power Program
- Low Carbon
  - Energy
  - Transport: Public EV charging infrastructure
  - Waste
  - Industries of the Future
- Safer Communities
  - Safer Roads: Save lives and reduce injury on high-speed local roads
  - Safer Student Crossings

- Connected & Inclusive
  - Renew our Libraries
  - Meeting growing demand for sport and recreation facilities
  - Increase investment in arts and cultural facilities
  - More accessible community infrastructure
  - Active Travel
  - Housing
  - Addressing Housing Supply
  - Overcoming Housing Workforce Constraints

#### Local Government for the Future

- Local Government Reform
  - Review of Fees and Charges
  - Rating Exemptions
- Efficient Regulation
  - Aboriginal Heritage
  - Biosecurity
  - Native Vegetation
  - Public Health
- Local Planning
- Workforce Development

**Noted.**

---

## 9.6. WALGA HONOURS RECIPIENTS

---

*By Chantelle O'Brien, Governance Support Officer*

### Background

WALGA celebrated their 2024 Honours awards recipients at an event on Friday, 2 August at Winthrop Hall. For the first time, a WALGA awards event was held solely to acknowledge and appreciate the extraordinary efforts of Elected Members and Local Government Officers in service of their Local Government, the sector and the community.

There were 46 recipients of Honours awards in the 2024 program, including two Local Government Medal recipients. Four new WALGA Life Members were also inducted.

3 Honours recipients were from the Great Eastern Country Zone:

Cr Eileen O'Connell	Shire of Nungarin	Eminent Services Award
Mr Rodney Forsyth	Shire of Kellerberrin	Eminent Service Award
Mr Darren Mollenoyux	(ex) Shire of Bruce Rock	Local Government Officers Distinguished Service Award

Congratulations to all Honours recipients!

Nominations for the 2025 Honours Program will open early next year.

**Noted.**

---

## 9.7. LOCAL GOVERNMENT CONVENTION 2024 AND WALGA AGM

---

### **Local Government Convention**

The Local Government Convention is being held at the Perth Convention and Exhibition Centre from Tuesday, 8 October to Thursday, 10 October.

The Convention brings together Elected Members, suppliers, Council officers and key stakeholders as part of a unique program of professional development, networking and business opportunities.

The theme of this year's Convention is Innovation Ecosystem. Innovation Ecosystem speaks to the ability of WALGA and the sector to foster dynamic change within the fabric of WA through collaboration, promotion and daring to think big.

It will evoke new ideas, heightened passion for communities and facilitate connections for ongoing skills and ideas sharing within the Local Government sector.

It serves the purpose of highlighting the rich expertise base within WALGA available as a resource to members and the benefits that can be leveraged for all of WA when we work as a collective.

To register for the Convention use the following link: [LGC24 Registration](#).

### **WALGA AGM and Member Motions**

WALGA's 2024 Annual General Meeting (AGM) will be held during with the Local Government Convention, at 2:30pm on Wednesday, 9 October. An important feature of the AGM is the opportunity provided for member Local Governments to submit a Member Motion, and to seek the support of the sector in important matters of policy. Guidelines for submitting Member Motions can be found [here](#). The deadline for the submission of Member Motions is 5:00pm on 23 August.

CEOs have been provided with information to register Voting Delegates and Proxies. Registrations should be completed by 5:00pm on 27 September.

**Noted.**

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## 9.8. WHEATBELT ZONE FORUM 2024

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The Avon-Midland Country Zone has invited the GECZ to the Wheatbelt Forum, being held on Friday, 23 August at the Northam Recreation Centre.

The WALGA Avon-Midland Country Zone is bringing together Local Governments and other stakeholders from across to region to engage on key issues including road safety and funding, emergency management, housing, cybersecurity and renewable energy.

The program for the Forum was provided as an attachment to the Agenda. Cr Sachse will be participating in the Panel session.



Please use the following link to register: [Wheatbelt Forum Registration - Wheatbelt Forum Registration \(eventsair.com\)](#) by COB 16 August.

**Noted.**

## **10. ZONE REPORTS**

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### **10.1. CHAIR REPORT**

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*President Cr Tony Sachse*

The Zone Executive met on Wednesday, 7 August. The minutes of the meeting were attached with the Agenda.

The Executive discussed upcoming speakers.

Since the meeting, the Office of the Auditor General has confirmed their attendance.

The Executive requested a representative from WALGA to attend to speak on updates regarding Agricultural Land Use and Emergency Management State Budgeting with regards to DFES and Community Emergency Service Managers (CESM's).

A written update regarding the roll out of Mobile Telephone Base Automatic Transfer Units (ATU's) for generator back up will be provided by the Wheatbelt Development Commission.

The Zone has received correspondence from the Pilbara Country Zone regarding the Live Sheep Export by Sea Bill/Act. This correspondence was attached to the Agenda.

Thank you to our visiting politicians and all the Agency representatives for presenting today.

And a reminder to all, the Avon-Midland Country Zone have invited the Zone to their Wheatbelt Zone Forum (see item 9.7).

Thanks also to the Shire of Kellerberrin for hosting us today.

### **RESOLUTION**

**Moved:** Shire of Wyalkatchem

**Seconded:** Shire of Kellerberrin

**That the Zone Chair's report be received.**

**CARRIED**

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## 10.2. WHEATBELT DISTRICT EMERGENCY MANAGEMENT COMMITTEE (DEMC)

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*President Cr Tony Sachse*

The last meeting of the Wheatbelt DEMC was on 12 June. At the time of writing the minutes are not yet available.

The 2024 [Regional Telecommunications Review](#) closed on 31 July.

The Regional Telecommunications Review takes place every 3 years. This year, the Independent Review Committee is interested in hearing about:

- the suitability of telecommunications during emergency situations
- how emerging technologies could improve connectivity
- ways telecommunications can support regional development.

A report on the findings and recommendations of the Review will be presented to the Government by December 2024.

The Wheatbelt Operational Area Support Group (OASG)/ISG is now meeting on an as needed basis, and has not met over recent months.

### RESOLUTION

**Moved:** Shire of Mukinbudin

**Seconded:** Shire of Dowerin

**That the Wheatbelt District Emergency Management Committee Report be received.**

**CARRIED**

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## 10.3. REGIONAL HEALTH ADVOCACY GROUP

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*President Cr Alison Harris is an apology for the meeting.*

The written report was provided as an attachment to the Agenda.

### RESOLUTION

**Moved:** Shire of Cunderdin

**Seconded:** Shire of Narembeen

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

**CARRIED**

## RESOLUTION

**Moved:** Shire of Koorda  
**Seconded:** Shire of Kellerberrin

**That the Great Eastern Country Zone approach Cr Alison Harris to ask whether she would be interested in filling the vacant role on the District Leadership Group (as noted in the report).**

**CARRIED**

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### 10.4. WALGA ROADWISE

*Tracey Peacock, Regional Road Safety Advisor was an apology for the meeting.*

The WALGA RoadWise report was submitted for the Zone with the Agenda.

## 11. WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION BUSINESS

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### 11.1. STATE COUNCILLOR REPORT

*Cr Strange provided his State Councillor Report earlier in the meeting.*

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### 11.2. STATUS REPORT

Agenda Item	Zone Resolution	WALGA Response
11 April 2024 Zone Agenda <b>Item 9.1.2 Agricultural Land Use</b>	<p>That the Great Eastern Country Zone recommend that WALGA</p> <ol style="list-style-type: none"><li>1. In considering Agricultural Land Use, establishes and promotes policy templates to guide Local Governments for their individual adoption 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.</li><li>2. Within the Policy includes such uses but not limited to tree planting for offsets or carbon, renewable energy generation and transmission.</li><li>3. Investigates potential impacts to local government rates on rural land, that has approved long term tree planting for different purposes, for example</li></ol>	<p>Draft advocacy positions in relation to planning for renewable energy facilities; the need for improvements to the State planning framework to provide sufficient statutory protections for areas that have been identified as High Quality Agricultural Land; and for the State Government to develop a robust and comprehensive framework for engagement with Local Government and communities to manage impacts and realise community benefits from projects are included in the September State Council Agenda as items for decision.</p> <p>WALGA has raised these issues with the Minister for the Environment; Energy; Climate Action and Powering WA.</p>

	<p>but not limited to planting for carbon offsets, planting for clearing offsets, or planting for renewable fuels; and renewable energy investments.</p> <p>4. Provides advice to local government on what Policies or Special Area Rates should be considered for the land affected.</p>	
<p>11 April 2024 Zone Agenda <b>Item 9.1.1 Enhanced and Alternative Education Opportunities for Regional WA</b></p>	<p>That the Great Eastern Country Zone:</p> <ol style="list-style-type: none"> <li>1. Supports the call to action to reduce regional disadvantage in educational opportunities;</li> <li>2. Agrees to write to the Minister for Education requesting action; and</li> <li>3. Requests the WALGA Secretariat to advocate to State Government on this matter.</li> </ol>	<p>WALGA notes that the Great Eastern Country Zone supports the call to action raised by the Great Southern Zone to reduce regional disadvantage in educational opportunities and that the Zone will write to the Minister for Education on the matter.</p> <p>WALGA understands that the Great Southern Zone received a response to their letter to the Minister of Education on this issue on 24 April 2024. The letter references a number of initiatives including a \$71 million funding boost for the School of Isolated and Distance Education, a proposed expansion of VET certificates in the coming years, Education and Training Participation Plans, the support provided by the School of Special Educational Needs: Behaviour and Engagement located in Albany, the recently announced federally funded two new Regional University Study Hubs, further financial investment in the attraction and retention payments/packages, and a developing Regional Education Strategy.</p> <p>WALGA is also aware that the Great Southern Zone has raised these issues directly with Department of Education representatives at recent Zone meetings.</p>

		<p>WALGA notes that 2024-25 State Budget included an additional \$10 million for the School of Isolated and Distance Education.</p> <p>WALGA is continuing to advocate broadly on issues that intersect with regional education such as Government Regional Officer Housing (GROH). WALGA has written to the Department of Communities Deputy Director General, Housing and Assets on this matter. Department of Communities officials will present on the GROH program at the July Strategic Forum.</p> <p>On the 22 July, the Department of Education released a draft <a href="#">Regional Education Strategy</a>. The Strategy aims to provide a framework to guide more effective delivery of regional education, focusing on improved educational and wellbeing opportunities across four pillars:  Pillar 1: Build the capability of our regional workforce  Pillar 2: Expand curriculum delivery  Pillar 3: Strengthen support for student wellbeing  Pillar 4: Develop partnerships to create opportunity</p> <p>Country zones and Local Governments are strongly encouraged to provide feedback on the strategy, particularly given the relevance of the Strategy to matters raised by the Great Southern Zone with support from other country zones.</p> <p>The consultation period closes on Friday 20 September 2024. <a href="#">More information is available here.</a></p> <p>WALGA has partnered with the Department of Education to</p>
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		facilitate an information and feedback session on the Strategy priority pillars. The session will be held online on Wednesday 21 August 2:30 -3.:30pm. A registration link will be sent via LG Direct.
13 June 2024 Zone Agenda <b>Item 7.2 Wheatbelt Development Commission (Housing Needs within the Wheatbelt Region)</b>	The Great Eastern Country Zone request that WALGA lobby the State Government to fund the Wheatbelt Development Commission to conduct feasibility studies for programs (including Government Regional Officer Housing) to meet housing needs within the Wheatbelt region (including Great Eastern Country Zone Local Governments).	<p>The Deputy Director General, Housing and Assets presented at the 10 July 2024 State Council Strategic Forum. The presentation included an offer to Local Governments to submit expressions of interest for partnership on social and affordable housing as well the Government Regional Officer Housing program, including those that request variations to the current program parameters – such as rent returns or interest free loans.</p> <p>WALGA continues to advocate for State Government to optimize partnership opportunities with Local Government that make capital investment in housing supply viable.</p>

**Noted.**

### **11.3. STATE COUNCIL AGENDA ITEMS – 4 SEPTEMBER 2024**

#### **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.

Zone delegates to consider the Matters for Decision contained in the WA Local Government Association State Council Agenda and put forward resolutions to Zone Representatives on State Council

The full State Council Agenda was provided as an attachment to the Agenda and can be found on the [WALGA website](#).

### 11.3.1. State Council Matters for Decision

## 8.1 LOCAL GOVERNMENT ELECTIONS ANALYSIS 2015-2023

*By Emma Heys, Governance Specialist*

### WALGA RECOMMENDATION

That WALGA advocate to the State Government:

1. *For an independent Local Government election audit, focusing on the Western Australia Electoral Commission's (WAEC) cost allocation methods and costing applications used, to confirm that marginal cost recovery principles are applied and that the costing program is being effectively managed.*
2. *For the requirement for the WAEC to develop and implement Service Level Agreements with Local Governments, similar to those agreements currently used in New South Wales and Victorian Local Government elections and that includes:*
  - a. *transparency of costing methodology,*
  - b. *direct engagement with Local Governments pre and post elections, and*
  - c. *the roles and responsibilities of the WAEC and Local Governments in the conduct of elections.*
3. *For the introduction of a provision for private service providers to enter the market for the conduct of Local Government elections.*
4. *For a mandated WAEC Report to Parliament specific to Local Government elections post each election cycle, outlining costs, results, voter turnout and matters for improvement both in the conduct of elections and the legislation, if relevant.*

### EXECUTIVE SUMMARY

- This report presents the findings of a comprehensive review and analysis of five election cycles up to and including the 2023 Local Government election against the backdrop of legislative reforms to the Local Government electoral process in Western Australia.
- With a focus on postal elections conducted exclusively by the Western Australian Electoral Commission (WAEC), the analysis has found evidence of the rising cost of conducting Local Government elections in Western Australia.
- Elected Member feedback, costs vs service comparisons and engagement by the sector with WALGA's governance services over the 2023 Local Government election period, are the basis for the recommendations as outlined above.
- The Governance Policy Team considered this item at its meeting of 7 August and endorsed the position for consideration by State Council

## 8.2 ENERGY TRANSITION ENGAGEMENT AND COMMUNITY BENEFIT FRAMEWORK ADVOCACY POSITION

*By Daniel Thomson, Manager Economics*

### WALGA RECOMMENDATION

That State Council endorse a new Energy Transition Engagement and Community Benefit Framework Advocacy Position as follows:

*It is essential that the energy transition currently underway delivers economic opportunities, ensures reliable and affordable electricity, and the greatest possible benefits for the community.*

*WALGA calls on the State Government to develop a comprehensive framework to manage the impact of the energy transition that includes local engagement and the realisation of community benefits from energy transition projects as a priority.*

### EXECUTIVE SUMMARY

- Western Australia's energy industry is transforming to achieve the goal of net zero emissions by 2050.
- In Western Australia there is no framework that provides a consistent approach to how proponents of major energy projects consult with local communities and how they can share in the benefits.
- WALGA will advocate for the State Government to develop a framework to guide consultation and benefit sharing with local communities during the energy transition.
- A joint meeting of the Environment Policy Team and Infrastructure Policy Team held on 10 July endorsed the position for consideration by State Council.
- This draft advocacy position should be considered in conjunction with the accompanying draft WALGA advocacy positions Renewable Energy Facilities (Item 8.3) and Priority Agriculture (Item 8.4).

## 8.3 RENEWABLE ENERGY FACILITIES ADVOCACY POSITION

*By Kieran McGovern, Policy Officer Planning*

### WALGA RECOMMENDATION

That State Council endorse a new Renewable Energy Facilities Advocacy Position as follows:

*The growth in the number, size, and complexity of renewable energy facilities across Western Australia is expected to continue as energy generation and other traditional industries de-carbonise their facilities and operations. The renewable energy state planning framework requires changes to ensure it is fit for purpose to guide the ongoing development of this sector.*



*WALGA calls on the State Government to:*

- 1. Adopt a new State Planning Policy for renewable energy facilities, to replace the existing Position Statement: Renewable energy facilities, that:*
  - a. Facilitates the orderly development of renewable energy facilities across Western Australia;*
  - b. Outlines the key planning and environmental considerations, for the location, siting, design and operation of renewable energy facilities and their associated infrastructure;*
  - c. Provides a framework that clearly stipulates the minimum required documentation and technical reports that need to be submitted with proposals for renewable energy facilities;*
  - d. Supports the development of Local Planning Policies by Local Governments to further guide locally appropriate planning consideration of renewable energy facilities;*
  - e. Provides a clear relationship with:*
    - i. State Planning Policy 2.5 - Rural planning and Development Control Policy 3.4 - Subdivision of rural land, to ensure planning decisions adequately balance the need to protect and preserve rural land for rural purposes;*
    - ii. State Planning Policy 2.4 - Planning for Basic Raw Materials to ensure proposals for renewable energy facilities consider their impact on basic raw material supply at the earliest stage of the planning process; and*
    - iii. State Planning Policy 2.9 - Planning for Water to ensure water resources impacted by renewable energy facilities are identified and adequately managed.*
  - f. Includes policy measures to address:*
    - i. concerns relating to the location of these facilities and their associated infrastructure on agricultural land, their proximity to lot boundaries, town sites and sensitive land uses, and potential impact on airport operations and rural activities;*
    - ii. planning for renewable energy facilities in industrial areas in relation to the coordination of these facilities, their appropriateness in the 'General Industry' zone and impacts and suitable location on heavy industry sites;*
    - iii. the need for local engagement and the realisation of community benefits from the development of renewable energy facilities.*
- 2. Review the definition of 'renewable energy facility' considering the increasing size and scope of facilities and consider creating definitions based on the scale of the facility (Utility-scale and other), and the form of facility (solar energy and wind energy).*
- 3. Provide guidance to Local Governments on the consideration of green hydrogen production facilities on rural land where it is an incidental use to a renewable energy facility.*

## EXECUTIVE SUMMARY

- A 2023 WALGA Annual General Meeting resolution and subsequent resolution by the Great Eastern Country Zone requested *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.*
- The Central Country Zone resolved to request WALGA to advocate to the State Government *to develop a more comprehensive and effective approach to guide the management and placement of renewable energy facilities; including but not limited to wind, solar, battery renewable diesel and associated infrastructure.*
- The existing State Government *Position Statement: Renewable energy facilities* does not adequately address these concerns, leading to inconsistent application and approvals of renewable energy facilities across the State.
- WALGA will advocate for the existing *Position Statement: Renewable energy facilities* to be amended and elevated to a State Planning Policy, including more nuanced provisions which provide greater guidance to Local Governments and applicants, and allow for renewable energy land uses to be classified as either small or large facilities.
- A joint meeting of the Environment Policy Team and Infrastructure Policy Team on 10 July endorsed the position for consideration by State Council.
- This draft advocacy position should be considered in conjunction with accompanying draft WALGA advocacy positions Energy Transition Engagement and Community Benefit Framework (Item 8.2) and Priority Agriculture (Item 8.4).

## 8.4 PRIORITY AGRICULTURE ADVOCACY POSITION

*By Kieran McGovern, Policy Officer Planning*

### WALGA RECOMMENDATION

That State Council endorse a new Priority Agriculture Advocacy Position as follows:

*The state planning framework should provide sufficient statutory protections for areas identified as high quality agricultural land.*

*WALGA calls on the State Government to:*

1. *Amend the Planning and Development (Local Planning Schemes) Regulations 2015 to:*
  - a. *Create a new model zone under Schedule 1, Part 3, Clause 16 for land identified as high quality agricultural land known as the 'Priority Agriculture' zone, with the following objectives:*
    - i. *to retain priority agricultural land for agricultural purposes; and*
    - ii. *limit the introduction of sensitive land uses which may compromise existing, future and potential agricultural production.*
  - b. *Define 'Priority Agriculture' zone under Schedule 2, Part 1, Clause 1 to align with the definition provided in State Planning Policy 2.5 - Rural planning.*

2. *Review the areas which have been identified by the Department of Primary Industries and Regional Development as high quality agricultural land and expand the extent of mapping to address the whole of Western Australia.*
3. *Undertake a 'health check' of State Planning Policy 2.5 - Rural planning and Development Control Policy 3.4 - Subdivision of rural land, in consultation with relevant stakeholders.*

## EXECUTIVE SUMMARY

- A 2023 WALGA Annual General Meeting resolution and subsequent resolution by the Great Eastern Country Zone have requested *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.*
- WALGA prepared a *Research Paper: Protection of Productive Agricultural Land* that provides policy context, previous WALGA advocacy and analysis of State and Local Government approaches to agricultural land use protections.
- This work identified that a lack of consistency between the sub-regional planning strategies across the different regions of WA has impeded the implementation of best practice planning controls into local planning frameworks, and thus inconsistent application across the State.
- This advocacy position recommends statutory protections of areas that have been identified as high quality agricultural land, through amending the *Planning and Development (Local Planning Schemes) Regulations 2015* to include a model zone for 'Priority Agriculture'. This will provide the ability for Local Governments to adopt the model zone into their local planning schemes.
- A joint meeting of the Environment Policy Team and Infrastructure Policy Team endorsed the position for consideration by State Council on 10 July 2024.
- This draft advocacy position should be considered in conjunction with accompanying draft WALGA advocacy positions Energy Transition Engagement and Community Benefit Framework (Item 8.2) and Renewable Energy Facilities (Item 8.3).

## 8.5 PLANNING PRINCIPLES AND REFORM ADVOCACY POSITION

*By Coralie Claudio, Senior Policy Advisor Planning*

### WALGA RECOMMENDATION

That State Council:

1. Retire Advocacy Position 6.2 Planning Reform; and
2. Replace Advocacy Position 6.1 Planning Principles with the following:

#### *6.1 Planning Principles and Reform*

1. *The Local Government sector supports an efficient and effective planning system guided by legislation, policy, and processes that:*
  - a. *facilitates the creation of sustainable and liveable communities and places;*

- b. has a focus on strategic planning that delivers on long-term objectives and outcomes that balance social, environmental, cultural, and economic interests;*
  - c. is easy to understand, accessible and transparent;*
  - d. recognises the diversity of Western Australia and ensures that local environment, context, communities and character are appropriately reflected in planning frameworks and decision making;*
  - e. ensures decisions are made by the level of government closest to and most impacted by a planning proposal; and*
  - f. establishes consistent planning frameworks and streamlines planning processes where there is a demonstrated benefit in doing so.*
- 2. Reforms to the planning system should:*
- a. be guided by the above principles;*
  - b. deliver community benefit;*
  - c. promote system efficiency, including through the use of technology;*
  - d. be evidence-based and informed by robust, transparent data;*
  - e. proceed at an appropriate pace to enable effective implementation;*
  - f. be informed by engagement with the community; and*
  - g. be amended only with WALGA involvement and/or consultation/involvement with Local Government.*

## EXECUTIVE SUMMARY

- It is proposed that the Advocacy Positions 6.1 Planning Principles and 6.2 Planning Reform be replaced with a new contemporary combined position that reflects the current planning system and planning reform agenda.
- The updated position identifies key elements that would create an effective and efficient planning system and how planning reform can be developed, prioritised, and implemented to achieve this.
- The updated position has been informed by feedback from Local Government officers, including WALGA's Planning Advisory Group and previous WALGA submissions on State Government planning reform initiatives.
- The Environment Policy Team endorsed the advocacy position at their meeting on 29 July.

## 8.6 PRODUCT STEWARDSHIP POLICY STATEMENT AND ADVOCACY POSITION

*By Rebecca Brown, Policy Manager, Environment and Waste*

### WALGA RECOMMENDATION

That State Council:

1. Rescind the existing Extended Producer Responsibility Policy Statement and Advocacy Position 7.5 Extended Producer Responsibility.
2. Endorse a new Product Stewardship Advocacy Position as follows:

1. *Industry should take responsibility (physical and/or financial) for the waste that it generates through the entire life cycle of the products it produces through the implementation of effective product stewardship. Without effective Product Stewardship, there will be increasing costs for the community, resource recovery targets will be difficult to reach and a transition to a circular economy is unlikely.*
2. *Effective Product Stewardship is characterised by:*
  - a. *Producers and importers taking responsibility for post consumption product impacts.*
  - b. *Schemes covering the entire cost of product recycling or recovery, including transport.*
  - c. *Leveraging existing Schemes and collection locations.*
  - d. *Being easy and convenient for the community to access.*
  - e. *Having equitable national coverage and access for all, including regional and remote locations.*
  - f. *Being evidence based.*
  - g. *Consistent regulation and implementation across Australia using national Product Stewardship legislation.*
  - h. *Timely action and industry cooperation during Scheme development and implementation.*
  - i. *Being demand based and aiming to recover the maximum amount of material, rather than being limited by targets.*
  - j. *No additional cost to consumers when the product is disposed of post consumption.*
3. *Local Government calls on the Commonwealth Government to implement effective Product Stewardship schemes for all products that drive environmentally and socially sustainable outcomes through the design, manufacture and distribution of products that can be more easily reused, repaired, recovered or recycled.*
4. *If national action is not progressed within a reasonable timeframe, or in a way that meets the needs of the Western Australian community, then Local Government supports a State based approach to Product Stewardship.*

## EXECUTIVE SUMMARY

- The [Extended Producer Responsibility \(EPR\) Policy Statement](#) was first endorsed in 2004 and reviewed and amended in 2008.
- The Statement outlines the rationale for Local Government support for EPR, as a way of ensuring producers take responsibility for their products at the end of life, and some of the key elements of successful Schemes.
- WALGA's [Local Government Principles for Product Stewardship](#) was endorsed in 2022. The Principles provided more detail on key design elements for Schemes and have been used to inform advocacy.
- Following discussion at the April Municipal Waste Advisory Council (MWAC) and Officers Advisory Group meetings it was agreed to review the EPR Policy Statement and incorporate the Local Government Principles into a new Product Stewardship Policy Statement and Advocacy Position.

- The Product Stewardship Policy Statement and Advocacy Position has been updated to:
  - Include a greater focus on the potential for Product Stewardship to influence the design of products, as well as their post consumption disposal.
  - Identifying the increasing cost burden on Local Government and the community of increasing complex products.
  - Focus on ensuring all products have a clear and funded end of life pathway.
- The MWAC endorsed the new Policy Statement and Advocacy Position in June.

## 8.7 SUBMISSION ON THE DRAFT STATE WASTE STRATEGY

*By Rebecca Brown, Policy Manager, Environment and Waste*

### WALGA RECOMMENDATION

That State Council endorse the Draft State Waste Strategy Submission.

### EXECUTIVE SUMMARY

- The [Draft State Waste Strategy](#) (Draft Strategy) and [State Waste Infrastructure Plan](#) were released on 29 May. This follows the release of the [Strategy Directions Paper](#) in May 2023. WALGA provided a comprehensive [Submission](#) on the Directions Paper.
- Given the significant impact of the Strategy on Local Government, WALGA was granted an extension to the deadline to allow the draft submission to be considered by WALGA Zones and State Council.
- The focus of the Draft Strategy is:
  - Better outcomes for regional and Aboriginal communities
  - Increasing our focus on waste avoidance
  - Better management of priority materials
  - Realising the economic potential of recycling
  - Contingency planning and climate resilience.
- New Targets are also proposed for each of the Avoid, Recover and Protect areas.
- WALGA's draft submission on the Draft Strategy was informed by Local Government written feedback and feedback received at a webinar held on 19 July.
- This Municipal Waste Advisory Council (MWAC) endorsed the draft submission on 31 July 2024.

### RESOLUTION

**Moved:** Shire of Trayning

**Seconded:** Shire of Kellerberrin

**That the Zone supports all WALGA recommendations in the Matters for Decision as contained in the September 2024 State Council Agenda and as listed above.**

**CARRIED**

### **11.3.2. Policy Team and Committee Reports**

#### **9.1 ENVIRONMENT POLICY TEAM REPORT**

*By Nicole Matthews, Executive Manager Policy*

##### **WALGA RECOMMENDATION**

That State Council note the report from the Environment Policy Team to the 4 September 2024 meeting.

#### **9.2 GOVERNANCE POLICY TEAM REPORT**

*By Tony Brown, Executive Director Member Services*

##### **WALGA RECOMMENDATION**

That State Council note the report from the Governance Policy Team meeting for the 4 September 2024 meeting.

#### **9.3 INFRASTRUCTURE POLICY TEAM REPORT**

*By Ian Duncan, Executive Manager, Infrastructure*

##### **WALGA RECOMMENDATION**

That State Council:

1. Note the report from the Infrastructure Policy Team to the 4 September 2024 meeting.
2. Determine to retire the following Advocacy Positions:
  - a. 5.2.4 Seat Belt Legislation
  - b. 5.8 Ports
  - c. 5.12 Infrastructure WA

## 9.4 PEOPLE AND PLACE POLICY TEAM REPORT

*By Nicole Matthews, Executive Manager Policy*

### WALGA RECOMMENDATION

That State Council:

1. Note the report from the People and Place Policy Team to the 4 September 2024 meeting.
2. Determine to:
  - a. retain the following Advocacy Positions with amendment:
    - i. 3.2.1 Local Public Health Plans
  - b. rescind the following Advocacy Position:
    - i. 3.5 Crime Prevention

## 9.5 MUNICIPAL WASTE ADVISORY COUNCIL (MWAC) REPORT

*By Rebecca Brown, Policy Manager, Environment and Waste*

### WALGA RECOMMENDATION

That State Council note the report from the Municipal Waste Advisory Council to the 4 September 2024 meeting.

## RESOLUTION

**Moved:** Shire of Nungarin  
**Seconded:** Shire of Wyalkatchem

**That the Zone:**

1. notes all Policy Team and Committee Reports as contained in the September 2024 State Council Agenda; and
2. supports the WALGA recommendations in the Infrastructure and People and Place Policy Team Reports as contained in the September 2024 State Council Agenda and as listed above.

**CARRIED**



### **11.3.3. Matters for Noting/Information**

- 10.1 Local Government Legislative Reform
- 10.2 Report on Local Government Road Assets and Expenditure 2022/23

#### **RESOLUTION**

**Moved: Shire of Wyalkatchem**  
**Seconded: Shire of Tammin**

**That the Zone notes all Matters for Noting/Information as contained in the September 2024 State Council Agenda.**

**CARRIED**

### **11.3.4. Key Activity Reports**

- 11.1.1 Report on Key Activities, Advocacy Portfolio
- 11.1.2 Report on Key Activities, Infrastructure Portfolio
- 11.1.3 Report on Key Activities, Member Services Portfolio
- 11.1.4 Report on Key Activities, Policy Portfolio

#### **RESOLUTION**

**Moved: Shire of Narembeen**  
**Seconded: Shire of Wyalkatchem**

**That the Zone notes all Key Activity Reports as contained in the September 2024 State Council Agenda.**

**CARRIED**

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## **11.4. WALGA PRESIDENT'S REPORT**

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The WALGA President's Report was provided as an attachment to the Agenda.

#### **RESOLUTION**

**Moved: Shire of Tammin**  
**Seconded: Shire of Nungarin**

**That the WALGA President's Report be received.**

**CARRIED**

## **12. EMERGING ISSUES**

The Shire of Mukinbudin requested WALGA provide a report to the Zone on Environmental, Social and Governance (ESG) reporting, through the Executive Committee.

## **13. NEXT MEETING**

The next Executive Committee meeting will be held on Tuesday, 5 November 2024 commencing at 8:00am, via MTeams.

The next Great Eastern Country Zone meeting will be held on Thursday, 14 November commencing at 9:30am. This meeting will be hosted by the Shire of Merredin.

## **14. CLOSURE**

There being no further business the Chair closed the meeting at 12:20pm.



# Shire of Yilgarn

## Council Policy Manual

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# 1 Members of Council

## 1.1 Delegates Moving Motions

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

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

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

### 1.2 WALGA – Nominations to Boards & Committees

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

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



## 1.3 Use of Council's Common Seal

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

### **OBJECTIVE:**

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

### **POLICY:**

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

### **PROCESS:**

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

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

Shire President

Chief Executive Officer

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

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

## 1.4 Elected Members Entitlements

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

### **INTRODUCTION:**

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

### **PURPOSE:**

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

### **ALLOWANCES:**

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

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

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

### **REIMBURSEMENTS:**

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

The CEO is responsible for managing reimbursements.

## 1.5 Media Policy

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

### PURPOSE:

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

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

### INTRODUCTION:

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

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

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

### DEALING WITH MEDIA ENQUIRIES:

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

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

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

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

Information that Council officers wish to communicate to the media is to be sent to the Chief

Executive Officer for editing, photographic support and policy proofing before it is publicly issued.

### **SPEAKING TO THE MEDIA:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **INTERNET AND WEB PAGE COMMUNICATIONS:**

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

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

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

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

### **SOCIAL MEDIA**

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

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

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

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

### **COMMUNITY NEWSLETTER:**

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

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

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

The newsletter should carry a disclaimer in the following terms:

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

### **EMERGENCY COMMUNICATION:**

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

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

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

### **PRIVATE SOCIAL MEDIA OR ONLINE COMMUNICATIONS**

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

### 1.6 Related Parties Disclosures

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

#### INTRODUCTION:

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

#### PURPOSE:

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

#### BACKGROUND:

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

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

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

#### IDENTIFICATION OF RELATED PARTIES:

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

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

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



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

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

### **IDENTIFICATION OF RELATED PARTY TRANSACTIONS:**

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

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

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

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

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



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

### **DISCLOSURE REQUIREMENTS:**

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

#### **1. Ordinary Citizen Transactions (OCTs)**

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

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

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

#### **2. All other transactions**

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

#### **3. Frequency of disclosures**

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

#### **4. Confidentiality**

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

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

5. Materiality

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

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

## 1.7 Council Forum / Briefing Session

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

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

The following Forum Procedure Applies Forum Procedure

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

### 1.8 Induction for Councillors

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

#### **OBJECTIVES:**

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

#### **POLICY STATEMENT:**

##### **Introduction**

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

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

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

#### **PRINCIPLES:**

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

#### **PROVISIONS:**

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

## 1.9 Continuing Professional Development of Council Members

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

### 1 General Purpose and Principles

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

### 2 Induction and Regulatory Prescribed Training

- A. The Shire of Yilgarn will implement induction procedures designed to allow new Council appointees to gain knowledge about the Shire of Yilgarn and the principles of Local Government so they may participate fully and actively in Council Meetings and decision making at the earliest opportunity following their appointment.
- B. Such induction procedures may relate to and assist Councillors to gain a better understanding of:
  - The Shire of Yilgarn's financial, strategic, operational, and risk management position;
  - Their rights, duties and responsibilities as Councillors;
  - The role of Councils committees;
  - The Shire of Yilgarn's culture and values;
  - Council and Committee meeting arrangements; and
  - Good practice protocols and constraints concerning interactions with other Councillors, the CEO, officers, staff, constituents and stakeholders.
- C. Without limiting the generality of 2(a) and (b) of this Policy, each Council member must also complete training in accordance with regulations prescribed under s.5.126 of the Act.
- D. In compliance with s.5.127 of the Act:
  - i. The Shire of Yilgarn must prepare a report for each financial year on the training completed by Council members in compliance with s.5.126 of the Act in the financial year; and
  - ii. The CEO must publish the report on the Shire of Yilgarn's official website within 1 month after the end of the financial year to which the report relates.

### 3 Evaluation/Review

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

### 4 Professional Development

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

### 5 Oversight Committee

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

- This Policy;
- Its review and amendments from time to time;
- The process and outcome of the evaluation and review mentioned in paragraph 3 of this Policy;
- Appropriate professional development, education and training opportunities for

consideration by Councillors;

- Professional development, education and training opportunities to be funded by and/or made available to Councillors by the Shire of Yilgarn;
- Reporting in the terms of this Policy.

### **6 Councillor Disclosure of Professional Development undertaken**

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

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

### **7 Reporting by the Shire of Yilgarn**

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

### **8 Policy Review/Amendment**

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



## 1.10 Attendance at Events and Functions

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

### Introduction

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

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

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

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

### **Definitions**

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

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

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

### **1. Provision of tickets to events**

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

### 2. Attendance at pre-approved events

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

- a) Shire organised events.
- b) Events that are a free event to members of the public.
- c) Shire sponsored major events. \*
- d) Events where the CEO or Councillor is a representative on an external committee or organisation and the CEO or Councillor is in attendance for the purposes of fulfilling their role on the external committee or organisation.
- e) Where the ticket to an event is from a specified entity under r 20B LG (Admin) Regulations 1996, which includes:
  - Western Australian Local Government Association (WALGA);
  - Australian Local Government Association (ALGA);
  - Local Government Professional Australia WA (LG Pro);
  - Department of a Public Service;
  - Commonwealth, State or Territory government department;
  - Local government or regional local government.

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

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

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

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

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

- 2.3. Council approves attendance by the Shire President at events (pre-approved events) where the Shire President is performing any of the following functions:
- a) presenting at the event
  - b) participating as a member in a panel
  - c) opening or launching an event or facility
  - d) presenting or accepting awards or prizes to others on behalf of the Shire
  - e) or any other civic or ceremonial duty on behalf of the Shire

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

- 2.4. Council approves attendance by the CEO at events (pre-approved events) where the CEO is performing any of the following functions:
- a) presenting at an event
  - b) participating as a member in a panel
  - c) accepting an award on behalf of the Shire

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

- 2.6. In relation to attendance at pre-approved events in accordance with parts 2.1-2.4 above,

the following applies in respect to payment of expenses associated with attendance:

- a) The Shire may pay reasonable expenses associated with attendance by the CEO or Councillor, such as travel and accommodation expenses, within the expenditure limitations prescribed in the current Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members under the Salaries and Allowances Act 1975: section 7B ('Determination'), if adequate funds are available in the allocated budget. Accommodation expenses will only be paid for events outside of the Shire.
  - b) The Councillor may seek reimbursement of reasonable expenses associated with attendance, (such as travel and accommodation expenses), in accordance with the Councillor Entitlements Policy and Determination, if adequate funding is available in the budget. Accommodation expenses will only be reimbursed for events outside of the Shire.
- 2.7. If the CEO or Councillor is invited to attend an event that is not a pre-approved event under part 2.1-2.4 above, or are not authorised to attend the event under part 2.1-2.4 above, then:
- a) the CEO or Councillor can request approval to attend the event in accordance with part 3 below; or
  - b) pay for the ticket to attend the event at own expense.

### **3. Attendance at events requiring approval**

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

- k) The likely community perception of the CEO or Councillor attending the event.
- l) Whether the ticket can be paid for to avoid the acceptance of a gift and risk of influenced (or perception of influenced) decision-making.

3.3. Approval is required in respect of:

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

#### 4. Partners

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

#### 5. Disclosure requirements relating to tickets accepted as gifts

- 5.1. Where, in accordance with part 2 and 3 of this Policy, the CEO or Councillor has accepted:
  - a) a ticket free of charge where members of the public are required to pay;
  - b) a ticket where a benefit is received, such as dinner and beverages, but there is no purchase price for the ticket;
  - c) a ticket at a discounted rate; or
  - d) a ticket where they have provided partial consideration in money's worth through the performance of a function at the event;and the value of the benefit received is over \$300 (or is one of a series of gifts received by the same donor in a 12 month period over the value of \$300), the CEO or Councillor is required to make a gift disclosure under the gift provisions s5.87A and 5.87B. The disclosure will be published on the gift register on the Shire's website (s5.89A LGA).
- 5.2. In accordance with part 4.1(b) above, where a Councillor or the CEO has accepted a ticket for their partner to attend an event where a benefit is received, such as dinner and beverages, but there is no purchase price for the ticket and the ticket for the partner cannot be purchased by the CEO or Councillor, then if the total value of the benefit received by the CEO/Councillor and partner is over \$300 (or is one of a series of gifts received by the same donor in a 12 month period over the value of \$300), the CEO/Councillor is required to make a gift disclosure under the gift provisions s5.87A and 5.87B. The disclosure will be published on the gift register on the Shire's website (s5.89A LGA).
- 5.3. The gift disclosure by a Councillor must be made to the CEO (or Shire President in the case of the CEO disclosing the gift) within 10 days of the Councillor or CEO receiving the ticket, and is to include, under s5.87C LGA:
  - a) a description of the gift;
  - b) the name and address of the person who gave the gift;

- c) the date on which the gift was received;
  - d) the estimated value of the gift at the time it was made; and
  - e) the nature of the relationship between the person who made the gift and the person who received it.
- 5.4. A ticket is excluded from the conflict of interest provisions if attendance to the event has been approved in accordance with this Policy (s5.62(1B) LGA). The Councillor or CEO is not required to complete a disclosure of interest if the donor has a matter before Council.

## 1.11 Risk Management Policy

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

### POLICY OBJECTIVES

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

### POLICY STATEMENT

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

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

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

### POLICY STATEMENT

The following points provide detail on the objective specifics:

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

### KEY POLICY DEFINITIONS

**Risk:** Effect of uncertainty on objectives.

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

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

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

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

### ROLES & RESPONSIBILITIES

The CEO is responsible for the:

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

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

### RISK ASSESSMENT AND ACCEPTANCE CRITERIA

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

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

### MONITOR & REVIEW

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

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



## RISK ASSESSMENT AND ACCEPTANCE CRITERIA

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

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

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

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

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

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

## 1.12 Conducting Electronic Meetings and Attendance by Electronic Means

Section:	Members of Council
Date Adopted:	19 September 2024
Document Control:	
Previous Policy Number:	

### Policy Objective

To establish the Local Government's decision making framework enabling electronic attendance at in-person meetings and for the conduct of meetings by electronic means.

This policy is to be read in conjunction with the Local Government Act 1995 ('the Act') and Regulations 14C, 14CA, 14D and 14E of the Local Government (Administration) Regulations 1996.

### Definitions

- Electronic Means refers to the approved electronic requirements to access an in-person meeting or attend an electronic meeting, encompassing hardware and software requirements to enable instantaneous communication [Admin.r.14CA(3)]. The electronic means must be determined before the suitability of a location and equipment can be assessed as part of a request to attend electronically to an in-person meeting or to an electronic meeting.
- Members refers to a council member and any other person appointed as a member of a committee under Section 5.10 of the Act.

### Policy Statement

#### 1. Electronic Attendance at an In-Person Meeting [Administration Regulations 14C and 14CA]

- (1) For efficiency and the avoidance of unnecessary inconvenience, Members are to submit requests for electronic attendance at the earliest opportunity, but in any case, requests must be received so that there is sufficient time for the request to be considered and the necessary technology and meeting protocols to be implemented.
- (2) A request for electronic attendance at an in-person meeting:
  - a. Is to be provided to the Mayor/President;
  - b. Where the Mayor/President is unavailable to approve a request, the request is to be considered by Council (the request is to be moved, seconded and approved);
  - c. Where the Mayor/President rejects a request, the requester may ask Council to re-consider the request; and
  - d. The Mayor/President may refer their own request to the Deputy Mayor/President, [acting under Section 5.34 of the Act]; or alternatively, may refer the request to Council for decision.

Note: for committees, a request for electronic attendance to an in-person committee meeting can only be approved by the Mayor/President or Council (not the relevant committee). Similarly, a request for a committee to be held as an electronic meeting (outside of a declared emergency)

must first be approved by Council.

- (3) Where a request meets the following criteria, approval will not be unreasonably withheld:
  - a. The electronic means of instantaneous communication, and the location and equipment from which the Member seeks to attend the meeting, are determined as suitable for the Member to effectively engage in deliberations and communications throughout the meeting [Admin.r.14C(5)];
  - b. The Member has made a declaration prior to the meeting, or that part of the meeting, that will be closed, that confidentially can be maintained. In the absence of such a declaration, the Member is prohibited from participation in the meeting, or that part of the meeting, that is closed [Admin.r.14CA(5)]; and
  - c. The approval does not exceed prescribed limitations for the number of meetings attended by that Member by electronic means [Admin.r.14C(3) and r.14C(4)].
- (4) Records of requests and decisions about requests must be retained:
  - a. Where the Mayor/President makes the decision, the record is retained as a Local Government record (e.g. email communication) in accordance with the Local Government's Record Keeping Plan and protocols established by the CEO; and
  - b. Where Council makes the decision, the decision must be recorded in the minutes [Admin.r.11(d)].
- (5) The CEO shall ensure that necessary administrative and technological support is readily available to facilitate attendance by electronic means at any meeting, on the basis that approvals may be given at any reasonable time prior to commencement of the meeting by the Mayor/President or during the meeting itself by Council for a Council meeting.

## **2. Conducting a Meeting by Electronic Means [Administration Regulation 14D and 14E]**

- (1) Ordinary meetings will primarily be held as in-person meetings.
- (2) Where a declared public health or state of emergency, or associated directions, are in effect that prevent an in-person meeting being held, the Mayor/President or the Council can approve a meeting to be held by electronic means:
  - Meetings held by electronic means in these circumstances are not subject to, or included in, the prescribed limitation on the number of meetings held by electronic means [Admin.r.14D(2)(a)(b)].
- (3) Where it is otherwise considered expedient or necessary (and there is no declared emergency), the Council may resolve to authorise the meeting to be held by electronic means [Admin.r.14D(2)(c)], subject to:
  - a. The prescribed limitation is not exceeded on the number of electronic meetings allowed [Admin.r.14D(2A)];
  - b. The CEO has been consulted, before the electronic means by which the meeting is to be held is determined by the Mayor/President or Council resolution [Admin.r.14D(3)(4)];
  - c. The decision has given due regard to whether the location from which each Member seeks to attend the meeting and the equipment each Member intends to use, are suitable to ensure each Member is able to effectively engage in deliberations and communications throughout the meeting; and
  - d. Each Member has made a declaration prior to the meeting, or that part of the meeting, that is closed, that confidentially can be maintained [Admin.r.14D(6)]. In the absence of

such a declaration, a Member is prohibited from participation in the meeting, or that part of the meeting, that is closed.

- (4) Where a meeting is authorised to be held as an electronic meeting, the CEO must ensure details are:
- a. published on the Local Government's Official webpage [Admin.r.12];
  - b. provided in the Notice of Meeting/Agenda; and
  - c. broadly promoted to ensure community awareness, such as through social media, newsletters, on noticeboards, etc.

Note: In the case of a Band 1 or 2 council or committee, where the meeting must be 'open to members of the public', then the council or committee must 'publicly broadcast the meeting on a website or the meeting or a broadcast of the meeting is otherwise accessible to the public' [Admin.r.14E(3A)(b)].

### 3. Participating in Meetings by Electronic Means

- (1) Presiding at Meeting – Where the Mayor/President is approved to attend an in-person meeting by electronic means, the Mayor/President may choose to defer to the Deputy Mayor/President [acting under Section 5.34 of the Act] for the purpose of presiding at the meeting.
- (2) Conduct – Members are to be familiar with their Meeting Procedure/Standing Orders and Code of Conduct requirements, in particular, protecting confidential information and appropriate communication practices, when participating in a meeting by electronic means.
- (3) Meeting Procedures – Where provisions of a Meeting Procedures/Standing Orders are not applicable to an electronic meeting environment, the Presiding Member may need to consider modification or suspension of the inconsistent subject provisions.
- (4) External Parties Participating in Closed Meetings – Where external parties are invited to participate in a closed part of an electronic meeting (such as auditor attending an Audit Committee electronic meeting), before being approved to attend by a resolution of the meeting, they are to first confirm they have met the electronic means, location and equipment suitability requirements of this policy, including maintaining confidentiality.

### 4. Electronic Means – Regulation 14CA and 14D

The following protocols are necessary to enable an authorisation for attendance by, or holding a meeting by, electronic means, which may include:

- (1) **Location** – Members must confirm that the location from which they attend is safe, quiet, private, devoid of distractions, and where a meeting is closed to the public, a place where confidentiality can be maintained. Location requirements must be satisfied before authorisation is given to a Member to attend any meeting by electronic means;

Members must ensure they are in a quiet space whereby background noise will not interfere with the undertaking of the meeting.

- (2) **Equipment** – Members seeking to attend a meeting via electronic means must ensure their equipment has the required software, hardware and connectivity requirements for attendance at the meeting prior to the meeting commencing.

Members must have video, microphone and audio capabilities, and unless instructed otherwise by the Presiding Member, must keep all features on for the duration of the meeting.

- (3) **External Parties Participating in Closed Meetings** – Approval for an external party to attend by electronic means a closed part of a meeting will be subject to the same policy provisions relevant to: approved electronic means, location and confidentiality. For clarity, these provisions do not apply to participation in public question time.



## 2 Bushfire

### 2.1 Bush Fire Advisory Committee Policy

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

#### **OBJECTIVE:**

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

#### **OPERATIONAL GUIDELINES**

##### **Name**

Shire of Yilgarn Bush Fire Advisory Committee.

##### **Governing Legislation**

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

##### **Membership**

Membership consist of:

##### *VOTING MEMBERS:*

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

If dual positions, only one vote per individual.

##### *NON-VOTING MEMBERS:*

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

##### **Vision**

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

##### **Terms of Reference**

- Continue to review current fire-fighting practices to improve operational effectiveness.
- Ensure that all fire-fighting appliances are in a state of operational readiness.
- Improve communication and co-ordination in fire-fighting activities.
- Promote fire safety to the community through public education and involvement.
- Continue to review and upgrade plans and other key documents

- Continue to improve the command and control of incidents.
- Continue to support and encourage volunteer participation.
- Continue to work in partnership with other organisations.
- Support and promote the safety and health of volunteers.
- Develop and implement training structures, systems and procedures in conjunction with DFES to support the community.
- Provide support and guidance to Bush Fire Brigades in the Shire of Yilgarn.

### **Meetings**

#### *ANNUAL GENERAL MEETING*

The Annual general Meeting is to be held in April.

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

Note: The chairperson shall be the CBFCO

#### *COMMITTEE MEETINGS*

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

#### *QUORUM*

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

#### *VOTING*

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

#### *MINUTES*

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

#### *MEETINGS*

Meetings shall be generally open to the public.

#### *MEMBERS INTEREST TO BE DISCLOSED*

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

#### *SECRETARIAT*

A Shire Staff Officer appointed by the CEO will fulfil the role of non-voting secretary who will also

be responsible for preparation and distribution of agendas and minutes.

### *CHAIRPERSON*

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

### *MEETING ATTENDANCE FEES*

Nil

### *DELEGATED AUTHORITY*

Nil

## 3 Finance

### 3.1 Surplus Funds Investment

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

#### **POLICY:**

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

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

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

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

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

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

#### **PROCESS:**

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

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

## 3.2 Resourcing Employee Entitlements

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

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

The value of this Reserve must mirror the value of:

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

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

## 3.3 Reserve Portfolio Rationale

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

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

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

### 3.4 Purchasing and Tendering

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

#### 1. PURCHASING

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

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

##### 1.1 OBJECTIVES

The Shire’s purchasing activities will achieve:

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

##### 1.2 ETHICS & INTEGRITY

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

##### 1.3 VALUE FOR MONEY

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

The Shire will apply value for money principles when assessing purchasing decisions and

acknowledges that the lowest price may not always be the most advantage.

### 1.3.1 Assessing Value for Money

Assessment of value for money will consider:

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

## 1.4 PURCHASING THRESHOLDS AND PRACTICES

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

### 1.4.1 Policy Purchasing Value Definition

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

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

The calculated estimated Purchasing Value will be used to determine the applicable



threshold and purchasing practice to be undertaken.

### 1.4.2. Purchasing from Existing Contracts

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

### 1.4.3. Table of Purchasing Thresholds and Practices

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

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

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

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

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

### 1.4.4 Exemptions

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

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

### 1.4.5 Inviting Tenders Under the Tender Threshold

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

This decision will be made after considering:

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

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

### 1.4.6 Other Procurement Processes

#### 1.4.6.1 *Expressions of Interest*

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

In these cases, the Shire may consider conducting an EOI process, preliminary to any

Request for Tender process, where the purchasing requirement is:

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

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

#### *1.4.6.2 Request for Proposal*

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

### **1.4.7 Emergency Purchases**

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

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

### **1.4.8 Sole Source of Supply**

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

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

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

### **1.4.9 Anti-Avoidance**

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

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

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

### **1.5 Variations**

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

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

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

## **2. SUSTAINABLE PROCUREMENT**

### 2.1 LOCAL ECONOMIC BENEFIT

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

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

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

### 2.2 PURCHASING FROM DISABILITY ENTERPRISES

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

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

### 2.3 PURCHASING FROM ABORIGINAL BUSINESSES

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

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

A qualitative weighting will be used in the evaluation of quotes and tenders to provide advantages to businesses registered in the current Aboriginal Business Directory WA,



in instances where not directly contracted.

### **2.4 PURCHASING FROM ENVIRONMENTALLY SUSTAINABLE BUSINESSES**

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

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

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

## **3. PANELS OF PRE-QUALIFIED SUPPLIERS**

### **3.1 OBJECTIVES**

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

Part of the consideration of establishing a panel includes:

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

### **3.2 ESTABLISHING AND MANAGING A PANEL**

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

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

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

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

which applications will be assessed and accepted.

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

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

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

### **3.3 DISTRIBUTING WORK AMONGST PANEL MEMBERS**

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

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

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

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

Panel will not operate for a period exceeding 12 months.

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

### **3.4 PURCHASING FROM THE PANEL**

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

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

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

## **4. PURCHASING POLICY NON-COMPLIANCE**

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

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

Where a breach is substantiated it may be treated as:

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

## **5. RECORD KEEPING**

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

### 3.5 Regional Price Preference

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

#### OBJECTIVES

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

#### POLICY

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

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

##### Stipulated Area

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

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

##### Stipulated Area

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

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

##### Stipulated Area

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

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

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

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

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

### 3.6 Recovery of Fines and Costs from Sundry Debtors

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

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

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

Recovery Actions include:

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

### 3.7 Use of Council Transaction Card

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

#### PURPOSE:

To provide the Chief Executive Officer with a framework of principles to guide the use and management of Transaction Card facilities and which:

- Ensures efficient and effective procurement and payment operations.
- Minimises the risk of misuse, fraudulent or corrupt use.
- Defines allowable and prohibited uses.
- Defines management and oversight obligations.
- Defines Cardholder duty of care and responsible use obligations.

#### SCOPE

This policy provides an in-principle framework to guide the Chief Executive Officer when fulfilling their statutory duties for establishing and implementing appropriate systems and procedures for incurring expenditure and making payments specific to Transaction Cards.

#### DEFINITIONS

**“Cardholder”** means an employee who has been authorised by the CEO to incur expenditure by means of a Transaction Card.

**“Transaction Card”** means a card facility (which may include; credit, store, parking, cab-charge and fuel cards) approved for use in lieu of cash transactions, to incur expenditure for goods and services for the purposes of the Shire of Yilgarn business activities only in accordance with relevant Shire of Yilgarn Policies.

#### POLICY STATEMENT

#### MANAGEMENT OVERSIGHT AND REPORTING

##### Legislation

- 1 Section 6.5(a) of the *Local Government Act 1995* prescribes the Chief Executive Officer’s (CEO) duty to ensure that proper accounts and records of the transactions and affairs of the Local Government are kept in accordance with regulations.

- 2 The *Local Government (Financial Management) Regulations 1996* prescribe:
  - Regulation 5, the Chief Executive Officer's duties to ensure efficient systems and procedures are established for the proper authorisation of incurring of liabilities and the making of payments.
  - Regulation 11(1)(a) and (2) of the requires Local Government to develop procedures that ensure effective security for the authorisation and payment of accounts and for the authorised use of payment methods, including credit cards.

### **Determining When Transaction Card Facilities are Appropriate**

1. Transaction Card facilities may be implemented and maintained where the card facility provides benefit to the Shire of Yilgarn operations by ensuring:
  - Goods and services can be obtained in a timely and efficient manner to meet the business needs of the Shire of Yilgarn;
  - Financial management and accounting standards are met; and
  - Purchasing and payment functions are secure, efficient and effective.
2. Transaction Card facility providers will only be acceptable where, in the opinion of the CEO, they:
  - Provide appropriate and sufficient statement, administration and acquittal controls that enable the Shire of Yilgarn to sufficiently administer the facility; and
  - Provide the Shire of Yilgarn with protection and indemnification from fraudulent unauthorised transactions.

### **Management Oversight**

The Chief Executive Officer shall determine and implement systems and procedures adequate to ensure:

- Assessment and selection of Transaction Card facilities suitable to the efficient and effective operations of the Shire of Yilgarn;
- Authorisation and appointment of suitably eligible Cardholders;
- Cardholder duties and responsibilities are documented and Cardholders provided with training; and
- Monitoring and auditing of Transactional Card activities is planned and reported.

### **Reporting**

The CEO will ensure that acquitted transaction statements for each Transaction Card facility are provided to Council as part of the monthly financial reporting regime.

### **Misuse, Misconduct and Fraudulent Use**

Any alleged misuse of Transaction Cards will be investigated, and may be subject to



disciplinary procedures. Where there is reasonable suspicion of misconduct or fraudulent activity arising from Transaction Card facilities the matter will be reported to the appropriate regulatory agency, subject to the requirements of the *Public Sector Management Act 1994* and the *Corruption, Crime and Misconduct Act 2003*.

### **PRINCIPLES FOR TRANSACTION CARD USAGE**

#### **Allowable Transactions**

1. Transaction Card facilities may only be used where:
  - The expenditure is directly arising from a Shire of Yilgarn operational business activity for which there is an Annual Budget provision;
  - The expenditure is in accordance with legislation, the Shire of Yilgarn Procurement of Goods and Services Policy, Code of Conduct and any conditions or limitations applicable to the individual Cardholder.
  - The procurement of the required goods or services is impractical or inefficient if undertaken via a purchase order or is not able to be obtained other than by a Transaction Card;
  - Supplier surcharges (fees) on transactions are minimised and only allowable where the alternative method of obtaining the supply (i.e. by purchase order) is more onerous, not cost effective or there is no alternative mode of supply.
  - Hospitality expenditure may only occur when it is in accordance with any Shire of Yilgarn Policy or is undertaken with the express written permission of the CEO.
  - Official travel, accommodation and related expenses may only occur in accordance with Shire of Yilgarn policies and procedures;
  - Accounts payable payments are made under the direction of the Manager Finance;
  - A sufficient record of each transaction is obtained and retained in the local government record.
2. Allowable transaction modes include:
  - In-person and over the counter retail purchases;
  - Telephone or facsimile purchasing;
  - Mail order purchasing and subscriptions;
  - Internet purchasing.

#### **Prohibited Transactions**

1. The Shire of Yilgarn prohibits the use of Transaction Card facilities for:
  - Cash advances;
  - Incurring expenses which are personal or private (i.e. any expenditure which is not an approved Local Government activity);
  - Making deposits onto the Card, whether to offset misuse or otherwise;
  - Incurring Capital expenditure;
  - Incurring expenditure for goods or services which are subject to a current supplier

contract;

- Incurring expenses which are not in accordance with legislation, the Shire of Yilgarn Procurement of Goods and Services Policy, the Annual Budget and/or the conditions or limitations relevant to the individual Cardholder;
- Splitting expenditure to avoid compliance with the Procurement of Goods and Services Policy or to negate limits or conditions applicable to the Cardholder; and
- Incurring expenses for the primary purpose of obtaining personal advantage through the transaction (i.e. membership or loyalty rewards).

2. For clarity, Elected Members are prohibited from using Shire of Yilgarn Transaction Cards as the *Local Government Act 1995* does not provide authority for an Elected Member to incur liabilities on behalf of the Local Government. The Act limits Local Governments to only paying Elected Member allowances and reimbursing Elected Member expenses.

### **Cardholder duty of care and responsible use obligations**

1. A Cardholder is required to:
  - Keep the Transaction Card and access information in a safe manner; protected from improper use or loss.
  - Only use the Transaction Card for allowable purposes and not for prohibited purposes.
  - Obtain, create and retain Local Government records that evidence transactions.
  - Acquit the reconciliation of Transaction Card usage in the required format and within required timeframes. The onus is on the cardholder to provide sufficient detail for each transaction to avoid any potential perception that a transaction may be of a personal nature.
  - Return the Transaction Card to the Shire of Yilgarn before termination of employment, inclusive of reconciliation records.
  - Reimburse the Shire of Yilgarn the full value of any unauthorised, prohibited or insufficiently reconciled expenditure.
2. Benefits obtained through use of a Transaction Card (i.e. membership or loyalty rewards) are the property of the Shire of Jerramungup and may only be used for Shire of Jerramungup business purposes. Such benefits must be relinquished by the Cardholder to the Shire of Jerramungup. Under no circumstances may such benefits be retained as a personal benefit.

### **Transaction evidence**

1. A sufficient transaction record must include the following minimum information:
  - Invoice and/or receipt that includes; the date, company name, address, ABN, amount and any GST amount included;
  - Where an invoice and/or receipt cannot be obtained, the Cardholder must provide a Statutory Declaration, in accordance with the *Oaths, Affidavits and*

*Statutory Declarations Act 2005*, detailing the nature of the expense and sufficient information to satisfy the requirements of subclause (a) above.

2. Where a Transaction Card is used to incur an expense for hospitality, the transaction record must include for the purposes of Fringe Benefits Tax calculations and probity:
  - the number of persons entertained;
  - the names of any employees in that number; and
  - the purpose of providing the entertainment or hospitality.

### PROCEDURE FOR AUTHORISATION OF CREDIT CARD PURCHASES:

The holder of a Council credit card shall reconcile the charges raised to the tax invoices held, provide a brief explanation as to the nature of the charges incurred and the appropriate cost allocation for such charge and then sign a statement to confirm that the charges raised were for business purposes. The completed and reconciled statement and tax invoices are to be returned to the Finance Officer within five working days.

The Finance Officer shall submit the completed and reconciled statements to the Executive Manager Corporate Services for review.

The Executive Manager Corporate Services is to submit the reviewed statements to the CEO for review and authorisation.

Credit Card transactions are to be itemised in the Monthly Account for Payments, and tabled with Council for endorsement at each Ordinary Council meeting.

### FORM FOR ACCEPTANCE OF TRANSACTION CARD CONDITIONS OF USE

I declare that I have read and have accepted the Council policy and procedures concerning the use of the following Council issued transaction card/s.

☐ Council Credit Card

☐ Council Fuel Card

Transaction Card Holders Name: .....

Transaction Card Holders Signature: .....

Date .....

### 3.8 Rates and Charges Recovery Policy (Including Financial Hardship Provisions)

Section:	Finance
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Finance Policy 3.9

#### OBJECTIVE:

The purpose of this policy is to outline the Shire of Yilgarn's process for efficient collection of outstanding rates and service charges.

#### 1. Rates

Rates and Charges should be levied before **the end of** August in each year and are payable either in full within 35 days or by **two or** four equal instalments on the due dates as determined by Council in accordance with the regulation.

Any instalment not paid by the due date falls into arrears and is subject to interest charges. Council can take recovery action against all ratepayers with overdue rates and charges.

There will be no general distinction made for pensioners or any class of ratepayer, with each case being individually dealt with according to the circumstances. Council is aware that at different times ratepayers may experience genuine hardship in meeting rate payments and upon application suitable arrangements for the payment of rates will be considered.

#### PROCEDURE:

- All owners are issued with a Rates and Charges Notice under section 6.41 of the Local Government Act 1995 and where required with a Rate Instalment Notice section 6.45.
- Where rates remain outstanding 14 days after the due date shown on the Rate Notice, and the ratepayer has NOT elected to pay by the 2 or 4-Instalment option, a Final Notice shall be issued requesting full payment within 7 days.
- Rates remaining unpaid after the expiry date shown on the Final Notice will be examined for the purpose of issuing a Notice of Intention to Summons.
- Where payment still remains outstanding despite the issue of a Notice of Summons, and the ratepayer has not entered into a payment arrangement a claim will be issued for recovery.
- Where a claim has been issued and remains unsatisfied, action will be taken to pursue that Claim by whatever means, through Council's solicitors or collection agency as the case may be, to secure payment of the debt.
- Following the issue of a Claim and addition of legal costs, a reasonable offer to discharge a rate account will not be refused.
- Where the owner is resident at the property in a domestic situation, that instalment arrangement will be calculated so that the minimum repaid over a full year will equal 150% of annual levies.
- Where the owner is non-resident or a company (i.e. the property is an investment) the maximum period over which repayment will be permitted will be three months.

- Legal proceeding will continue until payment of rates imposed is secured. This includes the issue of a Property Seizure and Sale Order against goods AND land if necessary.
- If a Property Seizure and Sale Order against land is proposed to collect outstanding rates due on a property where the owner resides, approval of Council shall be obtained before the PSSO is lodged.
- PSSO's against land will be used to collect outstanding amounts in respect to investment properties without a requirement that these be referred to Council.
- In cases where the owner of a leased or rented property on which rates are outstanding cannot be located, or refuses to settle rates owed, notice will be served on the lessee under the provisions of section 6.60 of the Local Government Act 1995, requiring the lessee to pay to Council the rent due under the lease/tenancy agreement as it becomes due, until the amount in arrears has been fully paid.

At all stages in this process from the issue of the Final Notice the opportunity to make a satisfactory payment arrangement with Council is offered prior to the commencement of legal action.

### 2. Sundry Debts (other than Rates and Service Charges)

This policy applies to all invoices raised in respect of non-rate and service charges debtors.

It is acknowledged that the terms of payment for each invoice may vary depending on the goods or service acquired. If the invoice is not paid by the due date, the following process will commence:

- **Final/Reminder Notice** – to be issued to the debtor alerting them to their unpaid invoice. Payment is expected within fourteen (14) days of the issue date of this Reminder Notice.
- **Review debt** - if invoice remains unpaid, a review of the circumstances will be discussed with the relevant department to ensure that the next actions are appropriate, giving due consideration to all issues which have led to the debt being overdue and unpaid.
- **Final discretionary collection action** - a friendly reminder by way of a phone call or email will be the last effort requesting immediate payment before proceeding with further legal action. If invoice remains unpaid after last effort, the case is forwarded to the Shire's debt collection agency.
- **Notice of Intention to Summons - issued** - a Demand Letter will be sent to the debtor advising that if payment is not made within fourteen (14) days of the date of the notice, then further action may be taken to recover the debt, which could involve legal action. The debtor will be advised that any additional fees incurred in recovering the debt will be passed on to the debtor.
- **Other action which may be taken**
  - The following list of actions may also be initiated against defaulting sundry debtors, who do not respond to normal requests for payment:
    - a) Commencement of Court proceedings to recover the outstanding monies;
    - b) Rescinding any seasonal hall/reserve booking licence;
    - c) Refusing further hire of facilities;
    - d) Request "up-front" bonds for future dealings with the Shire, which may be used to offset against the outstanding debt;
    - e) Offset of any City contributions owing to the personal entity against, any

- outstanding debt;
- f) Report to the Council to consider cancellation of a Lease Agreement.

### 3. Debt – Fines, Prosecutions and Infringements

Should a debtor fail to pay within the initial 28 day period, the following debt collection process will commence;

- **Reminder Notice** - the debtor's information is collected through the Department of Transport and a reminder notice is issued allowing a further 28 days to pay.
- **Demand letter** - a final demand is issued along with an additional late fee. The Shire will allow a further 28 days to pay.
- **Other action which may be taken** - failure to pay results in the infringement being forwarded to the Fines Enforcement Registry (FER) for collection along with an additional collection fee. There are serious consequences for not paying fines and infringements in WA, including driver's licence suspension, vehicle immobilisation, vehicle licence cancellation and seizure and sale of your property.

### 4. Application for Special Payment Arrangement

Persons experiencing difficulties in paying their debts, excluding rate debts (see Section 1), by the specified date, can apply to the Shire to enter into a Negotiated Special Payment Arrangement.

Applicants are required to provide sufficient documentation regarding their financial position to support their application.

Where a debtor defaults on their arrangement, legal action will commence to collect the outstanding debt.

### 5. Interest on Overdue Monies

Interest may be calculated on the total outstanding debt once it has exceeded the due date.

The rate of interest imposed is that as determined by the Council as prescribed in the Annual Budget and in accordance with Section 6.13 of the Local Government Act 1995.

### 6. Financial Hardship Provisions

The Shire provides guidance and support to ratepayers experiencing financial hardship. An applicant will be considered to be in financial hardship if paying rates and service charges will affect their ability to meet basic living needs.

The Shire may:

- a. Identify ratepayers in financial hardship.
- b. Establish a payment plan if the ratepayer needs flexibility with paying rates or debts.
- c. Waive interest and additional charges.
- d. Suspend debt recovery while assessing the financial hardship application and if the ratepayer complies with the payment plan agreed with the Shire
- e. Always maintain confidential communication.
- f. Assist the ratepayer to connect with financial support services provided by Federal and

State Government agencies.

The Shire's financial hardship provisions are reviewed annually.

### **8. Complaints Process**

In the event of an Applicant being dissatisfied with the Shire's decision, they may request a review by the Chief Executive Officer

If the complaint is in relation to charges associated with the provision of sewer and water, the complainant may contact the Energy and Water Ombudsman.

### 3.9 Use of Shire Facilities by Service Providers

Section:	Finance
Date Adopted:	
Document Control:	
Previous Policy Number:	Finance Policy 3.10

To encourage service providers such as Chiropractors, Podiatrists, Physiotherapists and Veterinarians to provide a service in the Shire of Yilgarn, Shire buildings required for the delivery of such services will be made available free of charge.



### 3.10 Timely Payment of Suppliers

Section:	Finance
Date Adopted:	
Document Control:	
Previous Policy Number:	Finance Policy 3.11

#### OBJECTIVES

The primary objective is to ensure the timely payment of suppliers to assist with the continued viability of businesses in Western Australia and to help small businesses in particular to manage cash flow and administrative costs.

#### DEFINITIONS

The following are definitions that may be used as part of this policy:

**“Local Supplier”** means a supplier located within the Shire of Yilgarn.

**“Shire”** means the Shire of Yilgarn.

#### POLICY

The Shire will ensure that all duly authorised supplier invoices will be paid on the following basis:

1. Supplier payments will be made on a fortnightly basis primarily on the Friday of the week prior to the Shire's Payroll payments.
2. All duly authorised and processed supplier invoices will be paid in the next supplier payment run, irrespective of the terms of trade of the supplier.
3. Special and/or ad-hoc supplier payment run's may be carried out to ensure the payment of supplier invoices within supplier terms of trade.
4. In the event of periods of restricted cash flows or low availability of cash, the payment of local suppliers will take precedent over suppliers not based within the Shire, however all efforts are to be made to pay all suppliers within their individual terms of trade.
5. Supplier invoice authorising procedures are to inform this policy.

### 3.11 Discretionary Capital Expenditure – Business Case

Section:	Finance
Date Adopted:	
Document Control:	
Previous Policy Number:	Finance Policy 3.13

That any Discretionary Capital Expenditure items exceeding \$100,000 listed in annual Budgets (excluding road construction and maintenance expenditure) must be accompanied by an adequate Business Case to assist Council in determining the relevance of the expenditure.

The requirement of a documented Business Case will ensure that Councillors are making sound judgements on expenditure in excess of the \$100K amount.

### 3.12 Supplier Onboarding

Section:	Finance
Date Adopted:	
Document Control:	
Previous Policy Number:	Finance Policy 3.14

#### OBJECTIVES

The primary objective of this policy is to ensure that new suppliers are properly vetted prior to any purchase orders being issued in order to effectively safeguard Council against the risk of fraudulent transactions.

#### STATEMENT

This supplier onboarding policy has been designed to work with Council's current software's capabilities, whilst giving staff with purchasing authority sufficient flexibility to operate as normal without being constrained by onerous compliance requirements.

#### POLICY

The Shire will action requests for new suppliers before entering the supplier to the Shire's accounting software and generating any purchase orders, as follows:

1. Acquire a quote for the work required in accordance with *Council's Policy no 3.5, Purchasing and Tendering*
2. Upon acceptance of the quote, obtain a signed '*new supplier*' form from the proposed supplier, which at a minimum must contain:
  - a. the entities' legal name
  - b. the entities' basic contact information
  - c. the name and number of a specific contact person
  - d. the entities' banking details
3. Have administration staff independently verify the details provided on the new supplier form
4. The completed new supplier form and all documentation in relation to the sought quote is to be reviewed and signed off for authenticity by:

Staff member initiating new supplier onboarding	Requisite authorization
Any staff not designated as senior employees**	A senior employee or the CEO
Senior employees	CEO
CEO	The relevant senior employee, based on the nature of the purchase

Following a new supplier being vetted, and a purchase order being issued, the Shire will not make any EFT payment to a new supplier until:

1. The supplier confirms their bank information, as noted on the new supplier form, with the Shire's third- party payee verification software provider
2. All documentation, and all relevant details that have been input into the Shire's accounting system in order to process the proposed payment, have been reviewed and signed off on by a manager unassociated with the purchase.

If a supplier is unable or unwilling to verify their banking details with the Shire's third-party verification software provider, they may be paid only by cheque.

\*\*the Shire's senior employees are defined in *Council's Operational Policy and Procedures Manual* as being:

- **Executive Manager Corporate Services**
- **Executive Manager Infrastructure**

## 4 Engineering

### 4.1 Crossovers

Section:	Engineering
Date Adopted:	
Document Control:	
Previous Policy Number:	Engineering Policy 5.1

Council will subsidise one standard crossover per lot to the landowner who applies in writing and will pay the subsidy as listed or 50% of the cost of the standard crossover, whichever is the lower. This subsidy shall be applied only if the crossover is constructed in accordance with these specifications and is based on being 50% of the cost of a crossover to the minimum dimensions. Additional work (width, length, material) shall be at the sole expense of the landowner.

Payment of the subsidy shall be as per the following table and be reviewed annually.

<b><u>Crossover type</u></b>	<b><u>Subsidy</u></b> (GST exc)
Urban Residential - sealed surface to sealed road – no culvert	\$900
Urban Residential - sealed surface to sealed road – culvert	\$1,400
Urban Commercial/Industrial –no culvert	\$1,000
Urban Commercial/Industrial – culvert	\$2,000
Rural - Gravel surface to gravel road – no culvert	50 % of actual cost, estimated by the Executive Manager Infrastructure
Rural - Gravel surface to gravel road – culvert	50 % of actual cost, estimated by the Executive Manager Infrastructure

*Note: A sealed surface may consist of sprayed bitumen, asphalt, concrete or brick paving.*

#### **Payments**

Payments shall be made after completion of all works and inspection by a Council officer, confirming compliance with Council's requirements.

#### **MAJOR UPGRADES:**

When major footpath upgrades are carried out, one standard crossover of that same material shall be installed at no cost to the residential landowner.

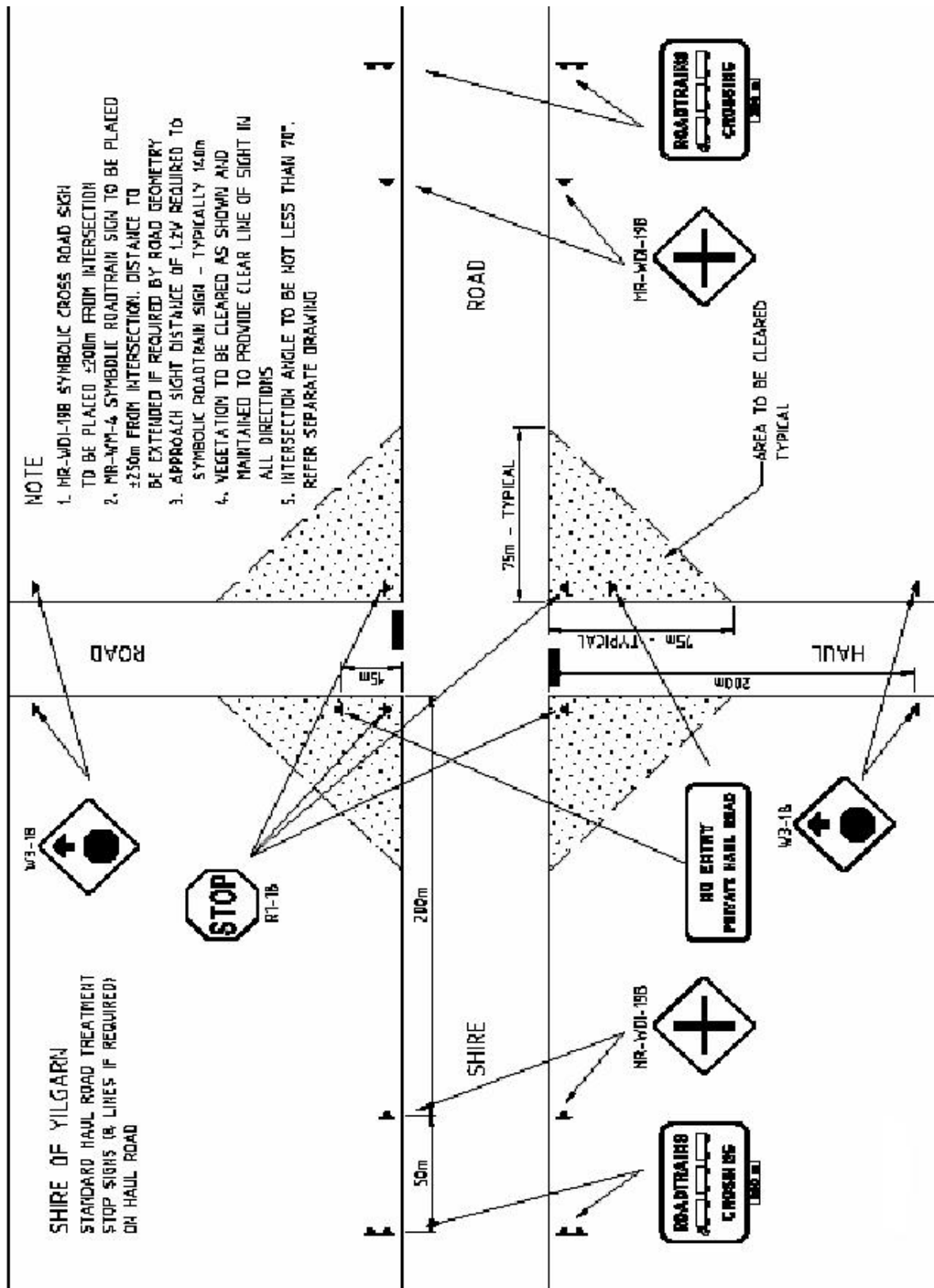
## 4.2 Traffic Intersection Management Plan (Private Haul Roads Intersecting with Roads Under Council Control)

Section:	Engineering
Date Adopted:	
Document Control:	
Previous Policy Number:	Engineering Policy 5.5

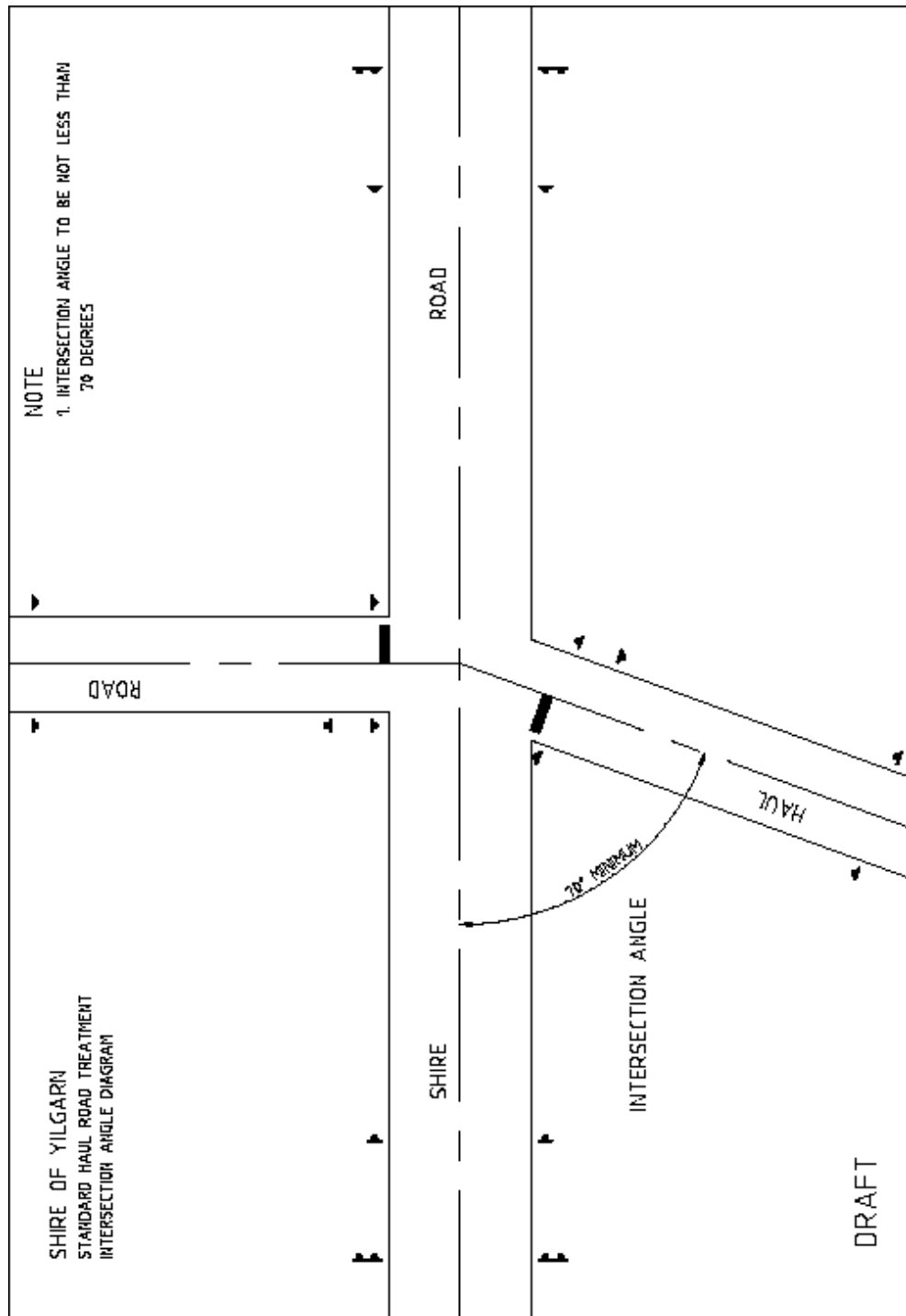
The following provisions may apply in respect to applications, however all applications are to be treated on their merits –

1. The applicant will require that all vehicles and operators of such vehicles routinely using the haul-road will be licensed in accordance with Department for Transport requirements. The applicant may infrequently seek to pass unlicensed vehicles across the intersection, but will only do so after obtaining any necessary permits, and will comply with all conditions imposed.
2. The intersection signage, geometry, and sight distance criteria will be maintained continuously.
3. The intersection will be inspected daily by the applicant and/or approved contractor personnel. The inspection will be documented and records of the inspection maintained. The inspection will identify any non-conformances against the criteria outlined in (2) above. Records will be forwarded to the Shire on a monthly basis.
4. The applicant, through its haulage contractors, will maintain to a high standard the intersection road surfaces and associated drains and signage at its cost. The standard maintained will allow safe passage of traffic which complies with signage on both affected roads. The applicant will liaise with Shire staff in relation to maintenance of all Council controlled roads approaching haul road intersections, and will, subject to on-going approval of the Shire, maintain the approaches for 250 metres from the commencement of the signage either side of the haul road.
5. The applicant will liaise regularly with the Shire to discuss and resolve any issues arising from the use of the roads.
6. The applicant will monitor dust generation 250 metres each side of the haul road and undertake watering if required. Saline water is prohibited on Council controlled roads.
7. The applicant, generally through its haulage contractor, will ensure that all haul road users are properly inducted, and receive specific instruction in relation to the haul road intersections.
8. Council in consultation with the applicant has the right to withdraw approval of haul roads crossing public roads under Council control if the above conditions are not adhered to.
9. Where appropriate, on haul roads crossing a Council road reserve, the provision of adequate lighting towers for night time operation be placed as an additional condition upon the applicant.

***Attachment 1 – Sign description and layout***



## Attachment 2 – Intersection Angles





### 4.3 Roadside Memorials

Section:	Engineering
Date Adopted:	
Document Control:	
Previous Policy Number:	Engineering Policy 5.6

That Council adopts Main Roads Western Australia's "Roadside Memorials Policy and Guidelines" as its Policy when receiving applications for the erection of memorials on Council controlled roads, subject to –

- Removal of any obligation on Council to provide or subsidise the materials, plants etc., used in any memorial; and
- The removal of the memorial after a period of 5 years.

## 5 General Administration

### 5.1 Council Operated Standpipes / Mt Hampton Dam and Dulyalbin Tank Facilities

Section:	General Administration
Date Adopted:	
Document Control:	
Previous Policy Number:	General Administration Policy 6.2

#### **COUNCIL OPERATED STANDPIPES:**

1. That Council abides by Water Corporation By-laws on water usage from standpipes being for the purposes of Drought Relief, Fire Fighting purposes and Remote Farms Water Supplies (domestic and stock).
2. In relation to use of water from standpipes for commercial usage, e.g. Spraying purposes, drilling companies, etc, Council continues to charge users at the appropriate rate. However, Council also encourages this practice to discontinue as Water Corporation water rates eventually will determine this usage.
3. That Council encourages all users of standpipes to provide their own water supplies where possible and that Council continually monitors the water usage from standpipes.
4. That Council maintains a card access controller or handwritten record book for the honest recording of water usage and purpose by landholders at each standpipe. Users are to be charged in accordance with the fees and charges set by Council and this policy.

#### **STANDPIPE CONTROLLERS**

1. Standpipes with card access controllers, are only accessible by individuals and companies who have been pre-approved and issued with one or more access cards;
2. Standpipe controllers are installed at the following standpipes: Beaton Rd, Garrett Rd, Koolyanobbing Rd, Bullfinch, Perilya, Moorine Rock, Noongar, Bodallin, Gatherer and Marvel Loch;
3. There are two types of standpipes available to the public in the Shire, being Low-Flow with a 25mm meter or less, or High-Flow, with a 40mm meter or higher. The rate per Kilolitre of water is dependent on the type of standpipe the water is taken from, with Low-Flow charged at a subsidised rate, and the High-Flow charged at a commercial rate, in line with the charge per Kilolitre applied by Watercorp. The rate per Kilolitre is set by the annual fees and charges;
4. Cards can either be pre-paid or post-paid. Post-paid accounts must have a direct debit set up with the Shire;
5. In the event a swipe card controller is not in operation at a standpipe, the honour book

system will be utilised, with the amount deducted manually from the domestic users pre-paid card, or added to the relevant post-paid charges, as appropriate;

6. New or replacement cards will be at the cost of the user, unless stipulated otherwise by this policy. The fee is set by the fees and charges;
7. Application forms are available from the Shire administration office; and
8. In the event of bushfire or other emergency the standpipe controller will be switched to manual, either in person or remotely, to avoid delays in obtaining water for fire fighting or other relevant emergency.

### **DOMESTIC WATER ACCESS CARDS**

Individuals or organisations residing on rural farming properties are eligible to apply for a domestic water access card for use on access controlled standpipes.

The following conditions apply:

1. One domestic card issued, upon application, per inhabited dwelling located on a rural farming lot;
2. No fee will be charged for applications for domestic use cards, however replacement cards will be charged as per the current fees and charges;
3. Domestic users are encouraged to utilise the Low-Flow standpipes for their domestic water, however, should they access water via a High-Flow standpipe with a domestic card, the water will be charged at the High-Flow rate;
4. Upon 1st July each year, each domestic card will be credited with the funds required to withdraw \$1,200 of water; and
5. Funds remaining on the card at 30th June will not be rolled over into the next financial year.

### **MT HAMPTON DAM AND DULYALBIN TANK FACILITIES:**

The primary use of water from the Mt Hampton Dam and Dulyalbin Tank is for the purposes of Drought Relief, Fire Fighting and Remote Farm Water Supplies (domestic and stock use), other purposes are to be authorised by the CEO. It is acknowledged that water is extracted from these water supplies for spraying purposes.

Users will be required to record such usage in the record books provided at the facilities.

Appropriate signage will be installed at both facilities informing users of their obligations.

### 5.2 Complaints Handling

Section:	General Administration
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	General Administration Policy 6.3

#### Objectives

The objectives of this policy are:

- To develop a structured systematic approach to dealing with complaints received by the Shire of Yilgarn from external persons.
- To assure the community that complaints may be made without fear of recrimination and that all complaints will be promptly dealt with and a (written if required) response will be given setting out the answer to the complaint providing reasons, where appropriate.
- To have complaints dealt with efficiently by an appropriate Officer with minimal referral.

#### Policy

- The Shire of Yilgarn recognises the right of its customers to make complaints about services or service delivery, and will make it a priority to address those complaints and rectify unsatisfactory consequences.
- The Council and its staff will be open and honest in its dealings with customers, and will explain in “plain English” why, for legislative/legal reasons, cost constraints or some other matter beyond its control, it is unable to act in accordance with a complainant’s request.
- The Council recognises that good complaints handling is an integral part of customer service and provides an effective way of reviewing performance and monitoring standards.

#### Guidelines

- Any person or their representative can lodge a complaint.
- Complaints will be accepted in writing, in person, by email or by telephone. If a verbally received complaint relates to a third party or alleges a criminal offence, corruption or other serious matter, the receiving officer is to advise the complainant that the matter must be submitted in writing.
- Complainants are to be advised that anonymous complaints may not be processed as it is possible that they may be mischievous or vexatious. The receiving officer is to provide all relevant detail obtained from anonymous complainant, and provide to CEO or Executive manager for consideration.
- Complaints that are to be dealt with under this policy include, but are not necessarily limited to, expressions of dissatisfaction regarding;
  - a) decisions made by Council or staff;
  - b) inappropriate behaviour of staff or members such as rudeness, discrimination or harassment;
  - c) the standard of works or services provided by Shire.
  - d) the standard or condition of a facility provided by Shire.
  - e) failure of Council to comply with the Local Government Act, Council policies, Council’s local laws and other laws administered by Council.

## Council Policy Manual

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- The following issues shall not be regarded as complaints and shall not be dealt with under this policy:
  - a) requests for services;
  - b) requests for information or explanations of policies and/or procedures;
  - c) the lodging of a formal objection or appeal in accordance with the Local Government Act and other Acts or in accordance with Council policies or standard procedures;
  - d) the lodging of a submission in response to an invitation for comment.
- Complaints regarding elected members are to be directed to the CEO and Shire President. The CEO is responsible for the initial investigation and administrative responses. Matters that may require disciplinary action are to be referred to the Shire President and dealt with under the Council's Code of Conduct.
- Complaints from Councillors, the Ombudsman, the Local Government Department or from Members of Parliament shall be referred to, and dealt with by, the CEO unless the complaints relates to the CEO whereupon the complaint will be dealt with by the Shire President.
- When any complaint is made it shall be forwarded to the CEO, who may delegate the matter to an appropriate Officer.
- Where a complaint cannot be dealt with in a timely manner the complainant is to be advised of the reasons why and advised of the expected time frame.
- All complaints will be responded to by the CEO or relevant officer.
- Where a complaint has been investigated and found to be justified, the CEO or relevant officer who dealt with the complaint will ensure that the remedy is carried out, will advise the complainant that the Shire does acknowledge substance in the complaint and the specific action that will be taken by the Shire to respond to the circumstances of the complaint.
- The CEO shall establish and maintain an appropriate central record of all complaints.

### Service Complaint

(Issues with ShireService)

This form can be used for an expression of dissatisfaction with the Council's policies, procedures, fees & charges, employees, its contractors or agents or the quality of the services and/or works it provides.

It is important to note that a complaint is not the same as a request for service, a request for information, an inquiry seeking clarification of an issue or seeking a review of a Council or Council Officer's decision or conditions relating to a decision.

Name of Complainant/s: \_\_\_\_\_

Address in Full: \_\_\_\_\_

Phone \_\_\_\_\_

Email: Complaint: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Preferred Solution: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Complainants' Signature: \_\_\_\_\_

### 5.3 Assistance to State Representatives

Section:	General Administration
Date Adopted:	
Document Control:	
Previous Policy Number:	General Administration Policy 6.4

Residents of the Shire who are selected to represent the Shire or the State in national competition are eligible for a council contribution towards expenses of up to \$500.

The resident is required to put forward a written request for the financial assistance to Council attaching verification of being selected as a state representative.

### 5.4 Community Engagement Policy

Section:	General Administration
Date Adopted:	
Document Control:	
Previous Policy Number:	General Administration Policy 6.7

#### DEFINITIONS

Community – those who live, work or recreate in the Shire of Yilgarn.

Community engagement – is any process “that involves the public in problem solving or decision-making and uses public input to make decisions”. (IAP2)

Community engagement may refer to a range of interactions of differing levels of engagement between the Shire and the community, including;

- Information sharing processes, to keep the community informed and promotes understanding.
- Consultation processes, to obtain feedback.
- Involving community members consistently throughout the process to ensure community concerns and aspirations are understood and considered.
- Collaborating with community members in each aspect of the decision making process.
- Empowering the community.

The Shire of Yilgarn is committed to strengthening the Shire through effective community engagement to share information, gather views and opinions, develop options, build consensus and make decisions.

Community engagement assists the Shire of Yilgarn to provide good governance and strong leadership, delivering better decisions to guide the Shire’s priorities into the future.

This policy does not negate the requirement of the Shire to comply with statutory obligations.

The following principles apply to community engagement undertaken by the Shire of Yilgarn;



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<b>Focus and commitment</b>	1	The purpose of each community engagement will be clearly scoped to determine how the engagement will add value to the Shire's decision-making process.
	2	Each community engagement will be planned to clarify the level of influence the participants will have over the decision they are being invited to comment on or participate in. The person or body who is responsible for the final decision will be notified.
	3	The Shire is genuinely open to engaging with the community and committed to using a range of appropriate engagement methods.
<b>Transparency and openness</b>	4	All community engagement processes will be open and transparent.
	5	Comment will be documented and analysed.
	6	The Shire will seek to understand the concerns and interests of all stakeholders and provide opportunities for participants to appreciate each other's perspectives.
<b>Responsiveness and feedback</b>	7	The Shire will advise participants of progress on issues of concern and provide feedback in a timely manner on the decision made and the rationale for the decision will be communicated where necessary.
	8	The best interest of the community will prevail over the individual or vested interests.
<b>Inclusiveness, accessibility and diversity</b>	9	Persons or organisations affected by or who have an interest in a decision will have an opportunity to participate in the community engagement process.
	10	Community engagement process will be open to all those who wish to participate.
<b>Accountability</b>	11	The Shire will seek community engagement to enhance its decision-making, however, where the Shire is responsible and accountable for a given matter, it will accept its responsibility to make the final decision and provide leadership.
<b>Information</b>	12	Appropriate, accessible information will be available to ensure participants are sufficiently well informed and supported to participate in the process.
<b>Timing</b>	13	Community engagement will be undertaken early enough in the process to ensure that participants have enough time to consider the matter at hand and provide meaningful feedback.
	14	All engagement processes will have timeframes that will be made clear to participants and adhered to by the Shire.
<b>Resources</b>	15	The Shire will allocate sufficient financial, human and technical resources to support community engagement.
<b>Evaluation</b>	16	The Shire will monitor and evaluate processes to ensure the engagement being undertaken is meeting planned outcomes.

### 5.5 Community Funding Program

Section:	General Administration
Date Adopted:	
Document Control:	Amended September 2024
Previous Policy Number:	General Administration Policy 6.9

#### Objectives

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

#### Eligibility

- Funding is available for activities which will provide benefits directly/in-directly to the people of the Shire of Yilgarn.
- Only non-profit community organisations operating within the Shire of Yilgarn are eligible to apply.
- Organisations who have failed to acquit funds in the previous financial year will not be eligible for the future rounds of the funding program until the acquittal is received.

#### Categories

- Essential equipment/capital items (up to \$2,000) Types of equipment:
  - Ground maintenance equipment
  - Sporting equipment
  - Office equipment
  - Minor plant equipment
  - Minor building works
- Community / Sporting Event related Expenses (up to \$2,000)

Funding is available for event related expenses to help cover for, but not limited to, guest speakers, facilitators and other event hire costs. Written quotes must be provided at the time of application.

- Training & Travel Assistance for local officials/office bearers (up to \$500)

Funding is available to officials and/or office bearers of community organisations who are required to attend regional / state association organised seminars / courses/ meetings as part of their duties. Knowledge gained at these activities must then be used to assist the local community organisation in its continued development.

#### General Conditions

- Any improvements or additions made to Council assets require the written approval of the Shire
- Applications must be lodged and approved by the Shire of Yilgarn before the intended project begins

## Council Policy Manual

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- Funds must be claimed by 30 June in the financial year in which they are assigned
- Any variation to the project cost after approval / commencement of the project will be solely at the community organisation's cost.
- Applicant organisations must provide their ABN in order to receive the complete amount funding (The Shire is required to withhold tax of 48.5% of the funding amount if an ABN is not provided).
- On project completion, applicant organisations must complete a grant acquittal form and present original receipts &/or invoices as proof of purchase.
- The project must not duplicate an existing service / facility / project.
- Funds must not be used for wages and salaries or general administration costs.
- A minimum of two quotes will be required if capital items are being purchased/hired.
- Applicants must provide a current financial statement of the organisation.
- Any unexpended funds are to be paid back to the Shire of Yilgarn by 30 June of the funding year.
  - Acquittals will still be required to provide proof of expenditure (copy of invoice or itemised receipt) and repayment if necessary for any unexpended funds.
  - In the event of the organisation/group failing to acquit after 2 years of grant approval, the organisation/group will be required to repay the granted funds in full (as per amount granted on the successful community funding program letter) to the Shire of Yilgarn.

### **Timeframes**

The Community Funding Program will be advertised on the Shire of Yilgarn's website, twice in the Crosswords (once in September and once in October) and information will be emailed to office bearers of eligible community groups and clubs once in September.

Applications open on the first Monday in October and close on the last Friday at 12.00pm in October each year.

Compliant applications to be presented to the Ordinary Council Meeting in November and all groups will be informed of the outcome within a week after the Council meeting.

Funding to be paid to successful recipients in December.

All funding must be acquitted by 30 June of the financial year.

### **Responsibility**

The Community Resource Centre Coordinator is responsible for the timely implementation of the Community Funding Program.

### **Selection process**

The CEO will assess all applications with the executive management team and make recommendations to council with the successful applications being endorsed by Council at its November ordinary meeting.

### 5.6 Rural Landfills

Section:	General Administration
Date Adopted:	
Document Control:	
Previous Policy Number:	General Administration Policy 6.10

The Shire operates a number of rural landfill sites, designed to accept small quantities of putrescible waste (Class II) from local residents only.

To restrict non-local persons and commercial entities from utilising these sites, the following appointments are made:

Site	Appointment
Bodallin Rural Landfill Site	Appointed for the depositing of putrescible waste (Class II) by residents of Bodallin townsite and surrounding Bodallin rural locations only, unless otherwise approved by the Shire of Yilgarn
Bullfinch Rural Landfill Site	Appointed for the depositing of putrescible waste (Class II) by residents of Bullfinch townsite and surrounding Bullfinch rural locations only, unless otherwise approved by the Shire of Yilgarn
Marvel Loch Rural Landfill Site	Appointed for the depositing of putrescible waste (Class II) by residents of Marvel Loch townsite and surrounding Marvel Loch rural locations only, unless otherwise approved by the Shire of Yilgarn
Moorine Rock Rural Landfill Site	Appointed for the depositing of putrescible waste (Class II) by residents of Moorine Rock townsite and surrounding Moorine Rock rural locations only, unless otherwise approved by the Shire of Yilgarn

Under the Litter Act 1979 Clause 23(b), a person who deposits waste on land that is not appointed commits an offence. Persons who deposit waste in breach of the above appointments are deemed to have breached the Litter Act 1979, and as such, are liable to applicable penalties under said Act.

### 5.7 Records Management

Section:	General Administration
Date Adopted:	
Document Control:	
Previous Policy Number:	General Administration Policy 6.11

#### Policy Objective

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

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

#### Policy statement

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

The effective management of records will also:

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

#### 1 Ownership

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

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

#### 2 Creation of Records

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

#### 3 Capture and Control of Records

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

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

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

#### **4 Security and Protection of Records**

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

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

#### **5 Access to Records**

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

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

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

#### **6 Appraisal, Retention and Disposal of Records**

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

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

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

Copies/duplicates may be disposed of after use by staff and Elected Members ensuring any such records that contain personally identifiable information or

information that is not publicly available are returned to the Chief Executive Officer or Executive Manager Corporate Services for secure disposal.

### 7 Roles and Responsibilities

#### 7.1 Elected Members

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

#### 7.2 Chief Executive Officer

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

#### 7.3 Executive and Managers

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

#### 7.4 All Staff

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

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

### 8 Legislation and Standards

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

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

#### Definitions

##### 9.1 Record

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

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

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

### 9.2 Ephemeral Records

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

### 9.3 Recordkeeping Plan

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

### 9.4 General Disposal Authority (GDA)

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

### 9.5 Personally Identifiable Information (PII)

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



### RECORDS MANAGEMENT

#### Guidelines for Elected Members

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##### Introduction

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

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

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

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

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

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

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##### What is a record?

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

##### Why do I need to keep records?

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

Government records include:

- Correspondence and communications
- File notes made after verbal communications, meetings, phone calls etc.
- Video and audio recordings
- Photographs
- Email

- Social Media posts (e.g. Facebook, Twitter)
- Databases
- Websites
- Messages from Apps (e.g. WhatsApp, Messenger)
- TXT messages

When to create and capture a record:

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

### Which records should be captured?

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

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

### Confidential Documents / Records

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

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

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

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

### RECORDS MANAGEMENT

#### Guidelines for Staff

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#### Introduction

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

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#### What is a record?

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

#### Why do I need to keep records?

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

#### What are my responsibilities as a government employee?

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

#### When should I create a record?

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

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

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

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

### **What do I do with records once they are created?**

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

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

### **How long do I need to keep records?**

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

### 5.8 Work Health and Safety

Section:	General Administration
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Staff Policy 1.1

#### INTRODUCTION:

The Shire of Yilgarn provides roads, recreational facilities, funding for medical services, parks and gardens, street lighting, and waste collection amongst other community services and infrastructure. Our local government provides vital economic, social and environmental support for communities.

The Shire of Yilgarn recognises the importance of providing all employees, visitors and contractors with a safe and healthy work environment and is committed to the continuous improvement of occupational safety and health in the workplace.

#### OBJECTIVES:

This Work Health and Safety Policy aims to establish and maintain, so far as practicable, the highest standard of occupational safety and health for all employees.

Our aim is to prevent all occupational injuries and illness and our Shire acknowledges a duty to achieve the objectives by:

- Providing and maintaining, so far as is practicable, workplaces, plant and systems of work so that employees, contractors and visitors are not exposed to hazards.
- Providing adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to identify and control the cause to reduce the level of risk in the workplace.
- Ensuring that management keeps work health and safety representatives, supervisors and staff up to date with information about any changes to the workplace which may affect safety and health.
- Consulting and cooperating with safety and health representatives and other employees regarding work health and safety at the workplace.
- Assisting the work health and safety Committee with the facilitation and communication between management and employees on safety and health matters.

The Shire of Yilgarn will implement and maintain an ongoing work health and safety program, including conducting regular inspections of the workplace, aimed at preventing accidents and incidents.

All Supervisory personnel are responsible and accountable for the safety of employees, contractors and company property under their control, as well as ensuring all applicable legislation, standards, procedures and safe work practices are followed at all times.

All employees and contractors are expected to:

- Follow all organisational safety requirements and relevant legislation and supporting documentation.
- Maintain a clean and orderly work area.
- Report all hazards, injuries and safety incidents.
- Actively participate in safety improvement activities.

This policy will be reviewed annually in consultation with the OSH committee and in accordance with the Shire of Yilgarn's commitment to continuous improvement in safety management.

A safe and efficient place of work is our goal, and we must all be committed to reach this outcome.

### 5.9 Gratuity Payments to Council Employees/ Recognition of Long and Outstanding Service

Section:	General Administration
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Staff Policy 1.3

#### OBJECTIVES:

This policy is designed to provide guidelines for gratuity payments to employees whose employment with the Shire of Yilgarn is finishing.

#### POLICY STATEMENT:

##### Gratuity Payments

Council does not favour gratuity payments on termination of employment but reserves the right in cases of exceptional service to make a gratuity payment through the normal budget process in accordance with Section 5.50(1) & (2) of the Local Government Act 1995.

##### Recognition of Long and Outstanding Services

When Long or Outstanding Service has been reached by an employee, the Chief Executive Officer informs Council, in order that the Long or Outstanding service may be recognised appropriately.



### 5.10 Acting Chief Executive Officer Appointment and Senior Employees

Section:	General Administration
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Staff Policy 1.4

Senior Employees and Acting Chief Executive Officer Appointments pursuant to Section 5.37 of the Local Government Act 1995, the following employees are designated as senior employees:

- Executive Manager Corporate Services
- Executive Manager Infrastructure

For the purposes of Section 5.36(2) and 5.39C of the Act, Council has determined that the employees that are appointed in one of the above positions are suitably qualified to be appointed as Acting CEO by the CEO, from time to time, when the CEO is on periods of leave, subject to the following conditions:-

- The CEO is not an interim CEO or Acting in the position;
- The term of appointment is no longer than 25 working days consecutive; and
- That the employee's employment conditions are not varied other than the employee is entitled at the CEO's discretion, no greater than the salary equivalent to that of the CEO during the Acting period.

In the case of the unavailability of the CEO due to an emergency to appoint an Acting CEO, the Executive Manager Corporate Services is automatically appointed as Acting CEO, on that Officer's salary, for up to 10 working days from commencement, and continuation is then subject to determination by the Council.

All other interim, Acting or CEO appointments to be referred to Council for consideration.

### 5.11 Council Christmas Function

Section:	General Administration
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Staff Policy 1.12

The Chief Executive Officer is authorised to approve Christmas functions for indoor and outdoor staff within the budget provision.

### 5.12 Employee Training and Development

Section:	General Administration
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Staff Policy 1.16

Council supports the CEO in providing training and development opportunities for all staff members, in line with their role within the organization, possible progressions opportunities and within budget provisions.

### 5.13 Child Safe Awareness

Section:	General Administration
Date Adopted:	19 September 2024
Document Control:	
Previous Policy Number:	Council Staff Policy 1.16

#### Policy Statement

The Shire of Yilgarn supports and values all children and young people. The Shire of Yilgarn makes a commitment to support the safety and wellbeing of all children and young people, including protection from abuse. This Child Safe Awareness policy is one of the ways the Shire of Yilgarn demonstrates its commitment to being child safe and a zero-tolerance approach to child abuse.

This policy aims to reduce the risk of harm and child sexual abuse in our communities by encouraging child safe environments to be created and maintained. The Shire of Yilgarn is committed to encouraging local organisations to be child safe and ensure children are safe and empowered.

This Child Safe Awareness policy has been developed in response to recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse and recognises that the Shire of Yilgarn is uniquely placed within the local community to demonstrate leadership by supporting organisations to be child safe and to protect children and young people from harm and/or abuse. The Shire of Yilgarn will promote the safety and wellbeing of children across the community.

Consistent with the National Principles for Child Safe Organisations and Commonwealth Child Safe Framework, this policy provides a framework that outlines the role of the Shire of Yilgarn in supporting local organisations to be child safe through access to resources, awareness raising and sharing relevant information.

#### Scope

This Child Safe Awareness policy applies to all, employees, volunteers, trainees, work experience students, interns, and anyone else who undertakes work on behalf of the Shire of Yilgarn, regardless of whether their work related to children or young people. It applies to occupants of the Shire of Yilgarn facilities and venues, including visitors, contractors and suppliers.

#### Responsibilities

The Shire of Yilgarn has a leadership role in our community to support relevant organisations to be child safe and promote child safe practices.

Although the Shire of Yilgarn is not legally responsible for providing oversight of compliance with child safe practices, it will take any reasonable steps to engage with persons who utilise Shire facilities, to operate in alignment with the Child Safe Awareness policy.

### Definitions

**Abuse:** abuse is an act, or a failure to act, towards or on behalf of a child that may result in harm. It can occur on one occasion or multiple occasions. Sometimes the impact of multiple events leads to harm that becomes cumulative in nature. Types of abuse include physical, emotional, and sexual abuse, and neglect.

**Child/Children:** means a person under 18 years of age, and in the absence of positive evidence as to age, means a person who appears to be under 18 years of age.

**Child Safe Organisation:** means an organisation that:

- creates an environment where children's safety and wellbeing are at the centre of thought, values, and actions.
- places emphasis on genuine engagement with and valuing of children and young people.
- creates conditions that reduce the likelihood of harm to children and young people.
- creates conditions that increase the likelihood of identifying any harm, and
- responds to any concerns, disclosures, allegations, or suspicions of harm\*  
\*in the context of the Shire, this would involve referring concerns to the Department of Communities or WA Police to respond as appropriate.

**Child safe:** child safe means protecting the rights of children and young people to be safe by taking actions that can help prevent harm and abuse.

**Harm:** Harm, in relation to a child, means any detrimental effect of a significant nature on the child's wellbeing, whether caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.

**Wellbeing:** Wellbeing of children and young people includes the care, development, education, health and safety of children and young people.

### Policy Principles

The Shire of Yilgarn supports;

- The rights of children and young people being upheld.
- Children and young people being respected, listened to, and informed about their rights.
- Children and young people having the fundamental right to be safe and cared for
- Children and young people having the right to speak up, be heard and taken seriously without the threat of negative consequences.
- The safety and best interests of children and young people being a primary consideration when making decisions that concern them.
- Access to trusted and reliable information, including the National Principles for Child Safe Organisations, to help support organisations to understand what they must do to help reduce the risk of harm and abuse.
- Communities being informed and involved in promoting the safety and wellbeing of children and young people including protection from harm.
- Collaboration with the community and our partners to promote the safety, participation and empowerment of all children and young people.

### **Related Legislation**

- Corruption, Crime and Misconduct Act 2003
- Freedom of Information Act 1997
- National Principles for Child Safety Organisations
- Public Interest Disclosure Act 2003
- Work Health and Safety Act 2020
- Working with Children (Criminal Record Checking) Act 2004

### **Other Related Policies**

- Code of conduct Employees
- Councillor Code of Conduct

The Document Owner shall ensure that this policy is reviewed at least annually.

### 6. DOCUMENT REVISION HISTORY:

Revision Events			
Rev.	Author	Changes	Date
01	SB	Initial version	24.02.11
02	JS	Revised	25.07.11
03	JS	Revised	20.07.12
04	VP	Revised	19.07.13
05	VP	Revised	18.07.14
06	EP	Revised	18.06.15
07	BJ	Revised	15.09.16
08	BJ	Revised	21.09.17
09	PC	Revised	20.09.18
10	PC	Revised	19.09.19
11	PC	Amended	20.02.20
12	PC	Amended	16.04.20
13	PC	Revised	17.09.20
14	PC	Revised	17.12.20
15	PC	Amended	15.04.21
16	NW	Revised	16.09.21
17	NW	Amended	16.12.21
18	NW	Revised	15.09.22
19	NW	Amended	21.09.23
20	NW	Annual Review - Amended	19.09-24

# Councillor & Employee Declaration

I have read Council Policy Manual, and declare that I will observe and abide by the terms and condition outlined in this Policy.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Name (please print in blockletters): \_\_\_\_\_

Witnessed: \_\_\_\_\_

Dated: \_\_\_\_\_





# Shire of Yilgarn

## Council Policy Manual

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Document Owner **CHIEF EXECUTIVE OFFICER**

First Adopted:	SEPT 2011
Last Review Date:	SEPT 2024 <del>4</del>
Next Review	SEPT 2025 <del>5</del>

Deleted: 3

Deleted: 4

### 1 Members of Council

#### 1.1 Delegates Moving Motions

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

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

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

### 1.2 WALGA – Nominations to Boards & Committees

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

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

### 1.3 Use of Council's Common Seal

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

**OBJECTIVE:**

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

**POLICY:**

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

**PROCESS:**

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

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

Shire President

Chief Executive Officer

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

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

### 1.4 Elected Members Entitlements

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

#### **INTRODUCTION:**

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

#### **PURPOSE:**

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

#### **ALLOWANCES:**

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

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

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

#### **REIMBURSEMENTS:**

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

The CEO is responsible for managing reimbursements.



### 1.5 Media Policy

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

#### PURPOSE:

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

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

#### INTRODUCTION:

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

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

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

#### DEALING WITH MEDIA ENQUIRIES:

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

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

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

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

Information that Council officers wish to communicate to the media is to be sent to the Chief

Executive Officer for editing, photographic support and policy proofing before it is publicly issued.

### **SPEAKING TO THE MEDIA:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **INTERNET AND WEB PAGE COMMUNICATIONS:**

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

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

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

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

### **SOCIAL MEDIA**

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

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

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

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

### **COMMUNITY NEWSLETTER:**

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

Whilst Council, through management of the Community Resource Centre has indirect editorial control over the production of the newsletter it is important that the publication

maintains a level of independence appropriate for a community newsletter.

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

The newsletter should carry a disclaimer in the following terms:

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

### **EMERGENCY COMMUNICATION:**

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

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

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

### **PRIVATE SOCIAL MEDIA OR ONLINE COMMUNICATIONS**

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

### 1.6 Related Parties Disclosures

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

#### INTRODUCTION:

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

#### PURPOSE:

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

#### BACKGROUND:

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

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

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

#### IDENTIFICATION OF RELATED PARTIES:

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

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

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

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

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

### **IDENTIFICATION OF RELATED PARTY TRANSACTIONS:**

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

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

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

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

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

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

### **DISCLOSURE REQUIREMENTS:**

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

#### **1. Ordinary Citizen Transactions (OCTs)**

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

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

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

#### **2. All other transactions**

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

#### **3. Frequency of disclosures**

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

#### **4. Confidentiality**

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

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

5. Materiality

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

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



### 1.7 Council Forum / Briefing Session

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

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

The following Forum Procedure Applies Forum Procedure

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

### 1.8 Induction for Councillors

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

#### OBJECTIVES:

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

#### POLICY STATEMENT:

##### Introduction

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

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

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

#### PRINCIPLES:

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

#### PROVISIONS:

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

### 1.9 Continuing Professional Development of Council Members

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

#### 1 General Purpose and Principles

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

#### 2 Induction and Regulatory Prescribed Training

- A. The Shire of Yilgarn will implement induction procedures designed to allow new Council appointees to gain knowledge about the Shire of Yilgarn and the principles of Local Government so they may participate fully and actively in Council Meetings and decision making at the earliest opportunity following their appointment.
- B. Such induction procedures may relate to and assist Councillors to gain a better understanding of:
  - The Shire of Yilgarn's financial, strategic, operational, and risk management position;
  - Their rights, duties and responsibilities as Councillors;
  - The role of Councils committees;
  - The Shire of Yilgarn's culture and values;
  - Council and Committee meeting arrangements; and
  - Good practice protocols and constraints concerning interactions with other Councillors, the CEO, officers, staff, constituents and stakeholders.
- C. Without limiting the generality of 2(a) and (b) of this Policy, each Council member must also complete training in accordance with regulations prescribed under s.5.126 of the Act.
- D. In compliance with s.5.127 of the Act:
  - i. The Shire of Yilgarn must prepare a report for each financial year on the training completed by Council members in compliance with s.5.126 of the Act in the financial year; and
  - ii. The CEO must publish the report on the Shire of Yilgarn's official website within 1 month after the end of the financial year to which the report relates.

### 3 Evaluation/Review

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

### 4 Professional Development

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

### 5 Oversight Committee

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

- This Policy;
- Its review and amendments from time to time;
- The process and outcome of the evaluation and review mentioned in paragraph 3 of this Policy;
- Appropriate professional development, education and training opportunities for

consideration by Councillors;

- Professional development, education and training opportunities to be funded by and/or made available to Councillors by the Shire of Yilgarn;
- Reporting in the terms of this Policy.

### **6 Councillor Disclosure of Professional Development undertaken**

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

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

### **7 Reporting by the Shire of Yilgarn**

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

### **8 Policy Review/Amendment**

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

### 1.10 Attendance at Events and Functions

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

#### **Introduction**

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

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

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

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

#### **Definitions**

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

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

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

#### **1. Provision of tickets to events**

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

### 2. Attendance at pre-approved events

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

- a) Shire organised events.
- b) Events that are a free event to members of the public.
- c) Shire sponsored major events. \*
- d) Events where the CEO or Councillor is a representative on an external committee or organisation and the CEO or Councillor is in attendance for the purposes of fulfilling their role on the external committee or organisation.
- e) Where the ticket to an event is from a specified entity under r 20B LG (Admin) Regulations 1996, which includes:
  - Western Australian Local Government Association (WALGA);
  - Australian Local Government Association (ALGA);
  - Local Government Professional Australia WA (LG Pro);
  - Department of a Public Service;
  - Commonwealth, State or Territory government department;
  - Local government or regional local government.

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

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

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

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

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



- 2.3. Council approves attendance by the Shire President at events (pre-approved events) where the Shire President is performing any of the following functions:
- a) presenting at the event
  - b) participating as a member in a panel
  - c) opening or launching an event or facility
  - d) presenting or accepting awards or prizes to others on behalf of the Shire
  - e) or any other civic or ceremonial duty on behalf of the Shire

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

- 2.4. Council approves attendance by the CEO at events (pre-approved events) where the CEO is performing any of the following functions:
- a) presenting at an event
  - b) participating as a member in a panel
  - c) accepting an award on behalf of the Shire

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

- 2.6. In relation to attendance at pre-approved events in accordance with parts 2.1-2.4 above,

the following applies in respect to payment of expenses associated with attendance:

- a) The Shire may pay reasonable expenses associated with attendance by the CEO or Councillor, such as travel and accommodation expenses, within the expenditure limitations prescribed in the current Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members under the Salaries and Allowances Act 1975: section 7B ('Determination'), if adequate funds are available in the allocated budget. Accommodation expenses will only be paid for events outside of the Shire.
- b) The Councillor may seek reimbursement of reasonable expenses associated with attendance, (such as travel and accommodation expenses), in accordance with the Councillor Entitlements Policy and Determination, if adequate funding is available in the budget. Accommodation expenses will only be reimbursed for events outside of the Shire.

2.7. If the CEO or Councillor is invited to attend an event that is not a pre-approved event under part 2.1-2.4 above, or are not authorised to attend the event under part 2.1-2.4 above, then:

- a) the CEO or Councillor can request approval to attend the event in accordance with part 3 below; or
- b) pay for the ticket to attend the event at own expense.

### 3. Attendance at events requiring approval

3.1. Attendance by a Councillor or the CEO at an event which is not a pre-approved event under parts 2.1-2.4 above, must be determined by Council in the case of a Councillor's attendance, or the Shire President in the case of the CEO's attendance at the event.

3.2. Key factors for consideration include:

- a) Who is providing the ticket to the event.
- b) The location of the event in relation to the Shire.
- c) The role of the Councillor or CEO when attending the event (participant, observer, presenter) and the value of their contribution.
- d) The benefit to the community in the Councillor or CEO attending the event.
- e) The benefit to the organisation in the Councillor or CEO attending event.
- f) Alignment to the Shire's strategic objectives.
- g) Whether the event is funded by the Shire.
- h) The number of invitations / tickets received.
- i) The cost to attend the event (if any) and any other expenses such as travel and accommodation.
- j) Whether there is a personal benefit to the CEO or Councillor in attending the event, for example if food and alcohol included, or if the benefit is primarily for entertainment.

- k) The likely community perception of the CEO or Councillor attending the event.
- l) Whether the ticket can be paid for to avoid the acceptance of a gift and risk of influenced (or perception of influenced) decision-making.

3.3. Approval is required in respect of:

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

#### 4. Partners

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

#### 5. Disclosure requirements relating to tickets accepted as gifts

- 5.1. Where, in accordance with part 2 and 3 of this Policy, the CEO or Councillor has accepted:
  - a) a ticket free of charge where members of the public are required to pay;
  - b) a ticket where a benefit is received, such as dinner and beverages, but there is no purchase price for the ticket;
  - c) a ticket at a discounted rate; or
  - d) a ticket where they have provided partial consideration in money's worth through the performance of a function at the event;and the value of the benefit received is over \$300 (or is one of a series of gifts received by the same donor in a 12 month period over the value of \$300), the CEO or Councillor is required to make a gift disclosure under the gift provisions s5.87A and 5.87B. The disclosure will be published on the gift register on the Shire's website (s5.89A LGA).
- 5.2. In accordance with part 4.1(b) above, where a Councillor or the CEO has accepted a ticket for their partner to attend an event where a benefit is received, such as dinner and beverages, but there is no purchase price for the ticket and the ticket for the partner cannot be purchased by the CEO or Councillor, then if the total value of the benefit received by the CEO/Councillor and partner is over \$300 (or is one of a series of gifts received by the same donor in a 12 month period over the value of \$300), the CEO/Councillor is required to make a gift disclosure under the gift provisions s5.87A and 5.87B. The disclosure will be published on the gift register on the Shire's website (s5.89A LGA).
- 5.3. The gift disclosure by a Councillor must be made to the CEO (or Shire President in the case of the CEO disclosing the gift) within 10 days of the Councillor or CEO receiving the ticket, and is to include, under s5.87C LGA:
  - a) a description of the gift;

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

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

### 1.11 Risk Management Policy

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

#### POLICY OBJECTIVES

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

#### POLICY STATEMENT

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

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

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

#### POLICY STATEMENT

The following points provide detail on the objective specifics:

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

#### KEY POLICY DEFINITIONS

**Risk:** Effect of uncertainty on objectives.

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

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

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

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

### ROLES & RESPONSIBILITIES

The CEO is responsible for the:

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

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

### RISK ASSESSMENT AND ACCEPTANCE CRITERIA

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

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

### MONITOR & REVIEW

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

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

## RISK ASSESSMENT AND ACCEPTANCE CRITERIA

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

### Shire of Yilgarn Measures of Consequence

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



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

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

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

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

## **1.12 Conducting Electronic Meetings and Attendance by Electronic Means**

Section:	Members of Council
Date Adopted:	19 September 2024
Document Control:	
Previous Policy Number:	

### **Policy Objective**

To establish the Local Government's decision making framework enabling electronic attendance at in-person meetings and for the conduct of meetings by electronic means.

This policy is to be read in conjunction with the Local Government Act 1995 ('the Act') and Regulations 14C, 14CA, 14D and 14E of the Local Government (Administration) Regulations 1996.

### **Definitions**

- Electronic Means refers to the approved electronic requirements to access an in-person meeting or attend an electronic meeting, encompassing hardware and software requirements to enable instantaneous communication [Admin.r.14CA(3)]. The electronic means must be determined before the suitability of a location and equipment can be assessed as part of a request to attend electronically to an in-person meeting or to an electronic meeting.
- Members refers to a council member and any other person appointed as a member of a committee under Section 5.10 of the Act.

### **Policy Statement**

#### **1. Electronic Attendance at an In-Person Meeting [Administration Regulations 14C and 14CA]**

- (1) For efficiency and the avoidance of unnecessary inconvenience, Members are to submit requests for electronic attendance at the earliest opportunity, but in any case, requests must be received so that there is sufficient time for the request to be considered and the necessary technology and meeting protocols to be implemented.
- (2) A request for electronic attendance at an in-person meeting:
  - a. Is to be provided to the Mayor/President;
  - b. Where the Mayor/President is unavailable to approve a request, the request is to be considered by Council (the request is to be moved, seconded and approved);
  - c. Where the Mayor/President rejects a request, the requester may ask Council to reconsider the request; and
  - d. The Mayor/President may refer their own request to the Deputy Mayor/President, [acting under Section 5.34 of the Act]; or alternatively, may refer the request to Council for decision.

Note: for committees, a request for electronic attendance to an in-person committee meeting can only be approved by the Mayor/President or Council (not the relevant committee). Similarly, a request for a committee to be held as an electronic meeting (outside of a declared emergency)

must first be approved by Council.

- (3) Where a request meets the following criteria, approval will not be unreasonably withheld:
- a. The electronic means of instantaneous communication, and the location and equipment from which the Member seeks to attend the meeting, are determined as suitable for the Member to effectively engage in deliberations and communications throughout the meeting [Admin.r.14C(5)];
  - b. The Member has made a declaration prior to the meeting, or that part of the meeting, that will be closed, that confidentially can be maintained. In the absence of such a declaration, the Member is prohibited from participation in the meeting, or that part of the meeting, that is closed [Admin.r.14CA(5)]; and
  - c. The approval does not exceed prescribed limitations for the number of meetings attended by that Member by electronic means [Admin.r.14C(3) and r.14C(4)].
- (4) Records of requests and decisions about requests must be retained:
- a. Where the Mayor/President makes the decision, the record is retained as a Local Government record (e.g. email communication) in accordance with the Local Government's Record Keeping Plan and protocols established by the CEO; and
  - b. Where Council makes the decision, the decision must be recorded in the minutes [Admin.r.11(d)].
- (5) The CEO shall ensure that necessary administrative and technological support is readily available to facilitate attendance by electronic means at any meeting, on the basis that approvals may be given at any reasonable time prior to commencement of the meeting by the Mayor/President or during the meeting itself by Council for a Council meeting.

## **2. Conducting a Meeting by Electronic Means [Administration Regulation 14D and 14E]**

- (1) Ordinary meetings will primarily be held as in-person meetings.
- (2) Where a declared public health or state of emergency, or associated directions, are in effect that prevent an in-person meeting being held, the Mayor/President or the Council can approve a meeting to be held by electronic means:
- Meetings held by electronic means in these circumstances are not subject to, or included in, the prescribed limitation on the number of meetings held by electronic means [Admin.r.14D(2)(a)(b)].
- (3) Where it is otherwise considered expedient or necessary (and there is no declared emergency), the Council may resolve to authorise the meeting to be held by electronic means [Admin.r.14D(2)(c)], subject to:
- a. The prescribed limitation is not exceeded on the number of electronic meetings allowed [Admin.r.14D(2A)];
  - b. The CEO has been consulted, before the electronic means by which the meeting is to be held is determined by the Mayor/President or Council resolution [Admin.r.14D(3)(4)];
  - c. The decision has given due regard to whether the location from which each Member seeks to attend the meeting and the equipment each Member intends to use, are suitable to ensure each Member is able to effectively engage in deliberations and communications throughout the meeting; and
  - d. Each Member has made a declaration prior to the meeting, or that part of the meeting, that is closed, that confidentially can be maintained [Admin.r.14D(6)]. In the absence of

such a declaration, a Member is prohibited from participation in the meeting, or that part of the meeting, that is closed.

(4) Where a meeting is authorised to be held as an electronic meeting, the CEO must ensure details are:

- a. published on the Local Government's Official webpage [Admin.r.12];
- b. provided in the Notice of Meeting/Agenda; and
- c. broadly promoted to ensure community awareness, such as through social media, newsletters, on noticeboards, etc.

Note: In the case of a Band 1 or 2 council or committee, where the meeting must be 'open to members of the public', then the council or committee must 'publicly broadcast the meeting on a website or the meeting or a broadcast of the meeting is otherwise accessible to the public' [Admin.r.14E(3A)(b)].

### **3. Participating in Meetings by Electronic Means**

(1) Presiding at Meeting – Where the Mayor/President is approved to attend an in-person meeting by electronic means, the Mayor/President may choose to defer to the Deputy Mayor/President [acting under Section 5.34 of the Act] for the purpose of presiding at the meeting.

(2) Conduct – Members are to be familiar with their Meeting Procedure/Standing Orders and Code of Conduct requirements, in particular, protecting confidential information and appropriate communication practices, when participating in a meeting by electronic means.

(3) Meeting Procedures – Where provisions of a Meeting Procedures/Standing Orders are not applicable to an electronic meeting environment, the Presiding Member may need to consider modification or suspension of the inconsistent subject provisions.

(4) External Parties Participating in Closed Meetings – Where external parties are invited to participate in a closed part of an electronic meeting (such as auditor attending an Audit Committee electronic meeting), before being approved to attend by a resolution of the meeting, they are to first confirm they have met the electronic means, location and equipment suitability requirements of this policy, including maintaining confidentiality.

### **4. Electronic Means – Regulation 14CA and 14D**

The following protocols are necessary to enable an authorisation for attendance by, or holding a meeting by, electronic means, which may include:

(1) Location – Members must confirm that the location from which they attend is safe, quiet, private, devoid of distractions, and where a meeting is closed to the public, a place where confidentiality can be maintained. Location requirements must be satisfied before authorisation is given to a Member to attend any meeting by electronic means;

Members must ensure they are in a quiet space whereby background noise will not interfere with the undertaking of the meeting.

(2) **Equipment** – Members seeking to attend a meeting via electronic means must ensure their equipment has the required software, hardware and connectivity requirements for attendance at the meeting prior to the meeting commencing.

Members must have video, microphone and audio capabilities, and unless instructed otherwise by the Presiding Member, must keep all features on for the duration of the meeting.

(3) **External Parties Participating in Closed Meetings** – Approval for an external party to attend by electronic means a closed part of a meeting will be subject to the same policy provisions relevant to: approved electronic means, location and confidentiality. For clarity, these provisions do not apply to participation in public question time.

## 2 Bushfire

### 2.1 Bush Fire Advisory Committee Policy

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

#### **OBJECTIVE:**

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

#### **OPERATIONAL GUIDELINES**

##### **Name**

Shire of Yilgarn Bush Fire Advisory Committee.

##### **Governing Legislation**

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

##### **Membership**

Membership consist of:

##### *VOTING MEMBERS:*

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

If dual positions, only one vote per individual.

##### *NON-VOTING MEMBERS:*

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

##### **Vision**

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

##### **Terms of Reference**

- Continue to review current fire-fighting practices to improve operational effectiveness.
- Ensure that all fire-fighting appliances are in a state of operational readiness.
- Improve communication and co-ordination in fire-fighting activities.
- Promote fire safety to the community through public education and involvement.
- Continue to review and upgrade plans and other key documents

- Continue to improve the command and control of incidents.
- Continue to support and encourage volunteer participation.
- Continue to work in partnership with other organisations.
- Support and promote the safety and health of volunteers.
- Develop and implement training structures, systems and procedures in conjunction with DFES to support the community.
- Provide support and guidance to Bush Fire Brigades in the Shire of Yilgarn.

### **Meetings**

#### *ANNUAL GENERAL MEETING*

The Annual general Meeting is to be held in April.

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

Note: The chairperson shall be the CBFCO

#### *COMMITTEE MEETINGS*

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

#### *QUORUM*

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

#### *VOTING*

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

#### *MINUTES*

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

#### *MEETINGS*

Meetings shall be generally open to the public.

#### *MEMBERS INTEREST TO BE DISCLOSED*

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

#### *SECRETARIAT*

A Shire Staff Officer appointed by the CEO will fulfil the role of non-voting secretary who will also



be responsible for preparation and distribution of agendas and minutes.

### *CHAIRPERSON*

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

### *MEETING ATTENDANCE FEES*

Nil

### *DELEGATED AUTHORITY*

Nil

### 3 Finance

#### 3.1 Surplus Funds Investment

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

##### **POLICY:**

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

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

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

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

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

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

##### **PROCESS:**

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

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

### 3.2 Resourcing Employee Entitlements

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

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

The value of this Reserve must mirror the value of:

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

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

### 3.3 Reserve Portfolio Rationale

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

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

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

### 3.4 Purchasing and Tendering

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

#### 1. PURCHASING

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

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

##### 1.1 OBJECTIVES

The Shire's purchasing activities will achieve:

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

##### 1.2 ETHICS & INTEGRITY

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

##### 1.3 VALUE FOR MONEY

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

The Shire will apply value for money principles when assessing purchasing decisions and

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acknowledges that the lowest price may not always be the most advantage.

### 1.3.1 Assessing Value for Money

Assessment of value for money will consider:

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

## 1.4 PURCHASING THRESHOLDS AND PRACTICES

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

### 1.4.1 Policy Purchasing Value Definition

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

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

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

### 1.4.2. Purchasing from Existing Contracts

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

### 1.4.3. Table of Purchasing Thresholds and Practices

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

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

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



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

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

### 1.4.4 Exemptions

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

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

### 1.4.5 Inviting Tenders Under the Tender Threshold

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

This decision will be made after considering:

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

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

### 1.4.6 Other Procurement Processes

#### 1.4.6.1 Expressions of Interest

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

In these cases, the Shire may consider conducting an EOI process, preliminary to any

Request for Tender process, where the purchasing requirement is:

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

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

#### 1.4.6.2 Request for Proposal

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

#### 1.4.7 Emergency Purchases

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

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

#### 1.4.8 Sole Source of Supply

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

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

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

### 1.4.9 Anti-Avoidance

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

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

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

### 1.5 Variations

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

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

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

## 2. SUSTAINABLE PROCUREMENT

### 2.1 LOCAL ECONOMIC BENEFIT

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

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

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

### 2.2 PURCHASING FROM DISABILITY ENTERPRISES

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

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

### 2.3 PURCHASING FROM ABORIGINAL BUSINESSES

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

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

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

### 2.4 PURCHASING FROM ENVIRONMENTALLY SUSTAINABLE BUSINESSES

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

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

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

## 3. PANELS OF PRE-QUALIFIED SUPPLIERS

### 3.1 OBJECTIVES

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

Part of the consideration of establishing a panel includes:

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

### 3.2 ESTABLISHING AND MANAGING A PANEL

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

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

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

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

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

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

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

### 3.3 DISTRIBUTING WORK AMONGST PANEL MEMBERS

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

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

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

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



this Policy. When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

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

### **3.4 PURCHASING FROM THE PANEL**

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

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

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

### **4. PURCHASING POLICY NON-COMPLIANCE**

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

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

Where a breach is substantiated it may be treated as:

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

### **5. RECORD KEEPING**

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

### 3.5 Regional Price Preference

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

#### OBJECTIVES

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

#### POLICY

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

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

##### Stipulated Area

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

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

##### Stipulated Area

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

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

##### Stipulated Area

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



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

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

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

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

### 3.6 Recovery of Fines and Costs from Sundry Debtors

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

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

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

Recovery Actions include:

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

### 3.7 Use of Council Transaction Card

Deleted: Credit

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

#### PURPOSE:

To provide the Chief Executive Officer with a framework of principles to guide the use and management of Transaction Card facilities and which:

- Ensures efficient and effective procurement and payment operations.
- Minimises the risk of misuse, fraudulent or corrupt use.
- Defines allowable and prohibited uses.
- Defines management and oversight obligations.
- Defines Cardholder duty of care and responsible use obligations.

#### SCOPE

This policy provides an in-principle framework to guide the Chief Executive Officer when fulfilling their statutory duties for establishing and implementing appropriate systems and procedures for incurring expenditure and making payments specific to Transaction Cards.

#### DEFINITIONS

**“Cardholder”** means an employee who has been authorised by the CEO to incur expenditure by means of a Transaction Card.

**“Transaction Card”** means a card facility (which may include; credit, store, parking, cab-charge and fuel cards) approved for use in lieu of cash transactions, to incur expenditure for goods and services for the purposes of the Shire of Yilgarn business activities only in accordance with relevant Shire of Yilgarn Policies.

#### POLICY STATEMENT

#### MANAGEMENT OVERSIGHT AND REPORTING

##### Legislation

- 1 Section 6.5(a) of the *Local Government Act 1995* prescribes the Chief Executive Officer’s (CEO) duty to ensure that proper accounts and records of the transactions and affairs of the Local Government are kept in accordance with regulations.
- 2 The *Local Government (Financial Management) Regulations 1996* prescribe:

**Deleted:** Corporate credittransaction cards can deliver significant administrative benefits to the organisation and are regarded as a normal business operation and preferable to using cash for purchasing where Council orders are not accepted or for one off supplies.¶  
The role of the CEO is to ensure that Council has in place proper accounting and reporting mechanisms for the use of Council issued credittransaction

Deleted: cards.¶

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- [Regulation 5, the Chief Executive Officer's duties to ensure efficient systems and procedures are established for the proper authorisation of incurring of liabilities and the making of payments.](#)
- [Regulation 11\(1\)\(a\) and \(2\) of the requires Local Government to develop procedures that ensure effective security for the authorisation and payment of accounts and for the authorised use of payment methods, including credit cards.](#)

### **Determining When Transaction Card Facilities are Appropriate**

1. [Transaction Card facilities may be implemented and maintained where the card facility provides benefit to the Shire of Yilgarn operations by ensuring:](#)
  - [Goods and services can be obtained in a timely and efficient manner to meet the business needs of the Shire of Yilgarn;](#)
  - [Financial management and accounting standards are met; and](#)
  - [Purchasing and payment functions are secure, efficient and effective.](#)
2. [Transaction Card facility providers will only be acceptable where, in the opinion of the CEO, they:](#)
  - [Provide appropriate and sufficient statement, administration and acquittal controls that enable the Shire of Yilgarn to sufficiently administer the facility; and](#)
  - [Provide the Shire of Yilgarn with protection and indemnification from fraudulent unauthorised transactions.](#)

### **Management Oversight**

[The Chief Executive Officer shall determine and implement systems and procedures adequate to ensure:](#)

- [Assessment and selection of Transaction Card facilities suitable to the efficient and effective operations of the Shire of Yilgarn;](#)
- [Authorisation and appointment of suitably eligible Cardholders;](#)
- [Cardholder duties and responsibilities are documented and Cardholders provided with training; and](#)
- [Monitoring and auditing of Transactional Card activities is planned and reported.](#)

### **Reporting**

[The CEO will ensure that acquitted transaction statements for each Transaction Card facility are provided to Council as part of the monthly financial reporting regime.](#)

### **Misuse, Misconduct and Fraudulent Use**

[Any alleged misuse of Transaction Cards will be investigated, and may be subject to disciplinary procedures. Where there is reasonable suspicion of misconduct or fraudulent activity arising from Transaction Card facilities the matter will be reported to the appropriate regulatory agency, subject to the requirements of the \*Public Sector\*](#)

Management Act 1994 and the Corruption, Crime and Misconduct Act 2003.

### PRINCIPLES FOR TRANSACTION CARD USAGE

#### Allowable Transactions

##### 1. Transaction Card facilities may only be used where:

- The expenditure is directly arising from a Shire of Yilgarn operational business activity for which there is an Annual Budget provision;
- The expenditure is in accordance with legislation, the Shire of Yilgarn Procurement of Goods and Services Policy, Code of Conduct and any conditions or limitations applicable to the individual Cardholder.
- The procurement of the required goods or services is impractical or inefficient if undertaken via a purchase order or is not able to be obtained other than by a Transaction Card;
- Supplier surcharges (fees) on transactions are minimised and only allowable where the alternative method of obtaining the supply (i.e. by purchase order) is more onerous, not cost effective or there is no alternative mode of supply.
- Hospitality expenditure may only occur when it is in accordance with any Shire of Yilgarn Policy or is undertaken with the express written permission of the CEO.
- Official travel, accommodation and related expenses may only occur in accordance with Shire of Yilgarn policies and procedures;
- Accounts payable payments are made under the direction of the Manager Finance;
- A sufficient record of each transaction is obtained and retained in the local government record.

##### 2. Allowable transaction modes include:

- In-person and over the counter retail purchases;
- Telephone or facsimile purchasing;
- Mail order purchasing and subscriptions;
- Internet purchasing.

#### Prohibited Transactions

##### 1. The Shire of Yilgarn prohibits the use of Transaction Card facilities for:

- a. Cash advances;
- b. Incurring expenses which are personal or private (i.e. any expenditure which is not an approved Local Government activity);
- c. Making deposits onto the Card, whether to offset misuse or otherwise;
- d. Incurring Capital expenditure;
- e. Incurring expenditure for goods or services which are subject to a current supplier contract;
- f. Incurring expenses which are not in accordance with legislation, the Shire of Yilgarn Procurement of Goods and Services Policy, the Annual Budget and/or the conditions or limitations relevant to the individual Cardholder;
- g. Splitting expenditure to avoid compliance with the Procurement of Goods and

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- Services Policy or to negate limits or conditions applicable to the Cardholder; and
- h. Incurring expenses for the primary purpose of obtaining personal advantage through the transaction (i.e. membership or loyalty rewards).

2. For clarity, Elected Members are prohibited from using Shire of Yilgarn Transaction Cards as the Local Government Act 1995 does not provide authority for an Elected Member to incur liabilities on behalf of the Local Government. The Act limits Local Governments to only paying Elected Member allowances and reimbursing Elected Member expenses.

### Cardholder duty of care and responsible use obligations

#### 1. A Cardholder is required to:

- Keep the Transaction Card and access information in a safe manner; protected from improper use or loss.
- Only use the Transaction Card for allowable purposes and not for prohibited purposes.
- Obtain, create and retain Local Government records that evidence transactions.
- Acquit the reconciliation of Transaction Card usage in the required format and within required timeframes. The onus is on the cardholder to provide sufficient detail for each transaction to avoid any potential perception that a transaction may be of a personal nature.
- Return the Transaction Card to the Shire of Yilgarn before termination of employment, inclusive of reconciliation records.

### PROCEDURE FOR AUTHORISATION OF PURCHASES:

The holder of a Council transaction card shall reconcile the charges raised to the tax invoices held, provide a brief explanation as to the nature of the charges incurred and the appropriate cost allocation for such charge and then sign a statement to confirm that the charges raised were for business purposes. The completed and reconciled statement and tax invoices are to be returned to the Transaction Officer within five working days.

The Transaction Officer shall submit the completed and reconciled statements to the Executive Manager Corporate Services for review.

The Executive Manager Corporate Services is to submit the reviewed statements to the CEO for review and authorisation.

Transaction Card transactions are to be itemised in the Monthly Account for Payments, and tabled with Council for endorsement at each Ordinary Council meeting.

#### **Deleted:** POLICY PROVISIONS:¶

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

A business case to support the issue of a Council credit card shall be made in writing to the Chief Executive Officer who may approve or not approve this at his or her discretion.¶

The limit to be assigned shall be determined by the Chief Executive Officer at the time of the approval being given and will vary dependent upon business needs in each case.¶

Upon approval by the Chief Executive Officer an application form issued by the relevant financial institution shall be completed and forwarded for advice to the Bank.¶

Council issued credit cards shall not be used to obtain cash advances.¶

Council issued credit cards may only be used for Council purposes. These purposes relate to business related transactions only. Council issued credit cards shall not be used for personal purchases. A tax invoice must be obtained for all business related transactions.¶

The Finance Section shall undertake monthly reconciliations and reviews of credit card purchases.¶

#### ¶ RESPONSIBILITIES:¶

**These responsibilities should be read in conjunction with the policy provisions detailed above.**¶

¶ Holders of Council issued credit cards shall ensure a tax invoice is obtained for all transactions. This tax invoice must clearly state the goods and services obtained.¶

Council's Finance Manager shall provide a copy of credit card statements to the relevant cardholder on a monthly basis.¶

¶ Holders of Council issued credit cards shall retain relevant tax invoices to be matched and reconciled against the monthly statement and returned to the Creditor Officer, for authorisation within five working days of being issued with the credit card statement.¶

Council's Creditor Officer shall undertake a monthly review and reconciliation of all credit card accounts. Any anomaly in these shall be notified to the Chief Executive Officer in writing immediately upon he or she becoming aware of such anomaly.¶

¶ In the event of a Council issued credit card being lost or stolen the cardholder shall immediately notify the bank and the Chief Executive Officer.¶

The Chief Executive Officer shall maintain a list of credit card holders and credit card limits, which shall ...

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### FORM FOR ACCEPTANCE OF TRANSACTION CARD CONDITIONS OF USE

I declare that I have read and have accepted the Council policy and procedures concerning the use of a Council transaction card.

Transaction Card Holders Name: .....

Transaction Card Holders Signature .....

Date .....

**Deleted:** CREDIT

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### 3.8 Rates and Charges Recovery Policy (Including Financial Hardship Provisions)

Section:	Finance
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Finance Policy 3.9

#### OBJECTIVE:

The purpose of this policy is to outline the Shire of Yilgarn's process for efficient collection of outstanding rates and service charges.

#### 1. Rates

Rates and Charges should be levied before the end of August in each year and are payable either in full within 35 days or by two or four equal instalments on the due dates as determined by Council in accordance with the regulation.

Any instalment not paid by the due date falls into arrears and is subject to interest charges. Council can take recovery action against all ratepayers with overdue rates and charges.

There will be no general distinction made for pensioners or any class of ratepayer, with each case being individually dealt with according to the circumstances. Council is aware that at different times ratepayers may experience genuine hardship in meeting rate payments and upon application suitable arrangements for the payment of rates will be considered.

#### PROCEDURE:

- All owners are issued with a Rates and Charges Notice under section 6.41 of the Local Government Act 1995 and where required with a Rate Instalment Notice section 6.45.
- Where rates remain outstanding 14 days after the due date shown on the Rate Notice, and the ratepayer has NOT elected to pay by the 2 or 4-Instalment option, a Final Notice shall be issued requesting full payment within 7 days.
- Rates remaining unpaid after the expiry date shown on the Final Notice will be examined for the purpose of issuing a Notice of Intention to Summons.
- Where payment still remains outstanding despite the issue of a Notice of Summons, and the ratepayer has not entered into a payment arrangement a claim will be issued for recovery.
- Where a claim has been issued and remains unsatisfied, action will be taken to pursue that Claim by whatever means, through Council's solicitors or collection agency as the case may be, to secure payment of the debt.
- Following the issue of a Claim and addition of legal costs, a reasonable offer to discharge a rate account will not be refused.
- Where the owner is resident at the property in a domestic situation, that instalment arrangement will be calculated so that the minimum repaid over a full year will equal 150% of annual levies.
- Where the owner is non-resident or a company (i.e. the property is an investment) the

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maximum period over which repayment will be permitted will be three months.

- Legal proceeding will continue until payment of rates imposed is secured. This includes the issue of a Property Seizure and Sale Order against goods AND land if necessary.
- If a Property Seizure and Sale Order against land is proposed to collect outstanding rates due on a property where the owner resides, approval of Council shall be obtained before the PSSO is lodged.
- PSSO's against land will be used to collect outstanding amounts in respect to investment properties without a requirement that these be referred to Council.
- In cases where the owner of a leased or rented property on which rates are outstanding cannot be located, or refuses to settle rates owed, notice will be served on the lessee under the provisions of section 6.60 of the Local Government Act 1995, requiring the lessee to pay to Council the rent due under the lease/tenancy agreement as it becomes due, until the amount in arrears has been fully paid.

At all stages in this process from the issue of the Final Notice the opportunity to make a satisfactory payment arrangement with Council is offered prior to the commencement of legal action.

### 2. Sundry Debts (other than Rates and Service Charges)

This policy applies to all invoices raised in respect of non-rate and service charges debtors.

It is acknowledged that the terms of payment for each invoice may vary depending on the goods or service acquired. If the invoice is not paid by the due date, the following process will commence:

- **Final/Reminder Notice** – to be issued to the debtor alerting them to their unpaid invoice. Payment is expected within fourteen (14) days of the issue date of this Reminder Notice.
- **Review debt** - if invoice remains unpaid, a review of the circumstances will be discussed with the relevant department to ensure that the next actions are appropriate, giving due consideration to all issues which have led to the debt being overdue and unpaid.
- **Final discretionary collection action** - a friendly reminder by way of a phone call or email will be the last effort requesting immediate payment before proceeding with further legal action. If invoice remains unpaid after last effort, the case is forwarded to the Shire's debt collection agency.
- **Notice of Intention to Summons - issued** - a Demand Letter will be sent to the debtor advising that if payment is not made within fourteen (14) days of the date of the notice, then further action may be taken to recover the debt, which could involve legal action. The debtor will be advised that any additional fees incurred in recovering the debt will be passed on to the debtor.
- **Other action which may be taken**
  - The following list of actions may also be initiated against defaulting sundry debtors, who do not respond to normal requests for payment:
    - a) Commencement of Court proceedings to recover the outstanding monies;
    - b) Rescinding any seasonal hall/reserve booking licence;
    - c) Refusing further hire of facilities;
    - d) Request "up-front" bonds for future dealings with the Shire, which may be used

- to offset against the outstanding debt;
- e) Offset of any City contributions owing to the personal entity against, any outstanding debt;
- f) Report to the Council to consider cancellation of a Lease Agreement.

### 3. Debt – Fines, Prosecutions and Infringements

Should a debtor fail to pay within the initial 28 day period, the following debt collection process will commence;

- **Reminder Notice** - the debtor's information is collected through the Department of Transport and a reminder notice is issued allowing a further 28 days to pay.
- **Demand letter** - a final demand is issued along with an additional late fee. The Shire will allow a further 28 days to pay.
- **Other action which may be taken** - failure to pay results in the infringement being forwarded to the Fines Enforcement Registry (FER) for collection along with an additional collection fee. There are serious consequences for not paying fines and infringements in WA, including driver's licence suspension, vehicle immobilisation, vehicle licence cancellation and seizure and sale of your property.

### 4. Application for Special Payment Arrangement

Persons experiencing difficulties in paying their debts, excluding rate debts (see Section 1), by the specified date, can apply to the Shire to enter into a Negotiated Special Payment Arrangement.

Applicants are required to provide sufficient documentation regarding their financial position to support their application.

Where a debtor defaults on their arrangement, legal action will commence to collect the outstanding debt.

### 5. Interest on Overdue Monies

Interest may be calculated on the total outstanding debt once it has exceeded the due date.

The rate of interest imposed is that as determined by the Council as prescribed in the Annual Budget and in accordance with Section 6.13 of the Local Government Act 1995.

### 6. Financial Hardship Provisions

The Shire provides guidance and support to ratepayers experiencing financial hardship. An applicant will be considered to be in financial hardship if paying rates and service charges will affect their ability to meet basic living needs.

The Shire may:

- a. Identify ratepayers in financial hardship.
- b. Establish a payment plan if the ratepayer needs flexibility with paying rates or debts.
- c. Waive interest and additional charges.
- d. Suspend debt recovery while assessing the financial hardship application and if the ratepayer complies with the payment plan agreed with the Shire

- e. Always maintain confidential communication.
- f. Assist the ratepayer to connect with financial support services provided by Federal and State Government agencies.

The Shire's financial hardship provisions are reviewed annually.

### **8. Complaints Process**

In the event of an Applicant being dissatisfied with the Shire's decision, they may request a review by the Chief Executive Officer

If the complaint is in relation to charges associated with the provision of sewer and water, the complainant may contact the Energy and Water Ombudsman.



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### 3.9 Use of Shire Facilities by Service Providers

Section:	Finance
Date Adopted:	
Document Control:	
Previous Policy Number:	Finance Policy 3.10

To encourage service providers such as Chiropractors, Podiatrists, Physiotherapists and Veterinarians to provide a service in the Shire of Yilgarn, Shire buildings required for the delivery of such services will be made available free of charge.

### 3.10 Timely Payment of Suppliers

Section:	Finance
Date Adopted:	
Document Control:	
Previous Policy Number:	Finance Policy 3.11

#### OBJECTIVES

The primary objective is to ensure the timely payment of suppliers to assist with the continued viability of businesses in Western Australia and to help small businesses in particular to manage cash flow and administrative costs.

#### DEFINITIONS

The following are definitions that may be used as part of this policy:

“**Local Supplier**” means a supplier located within the Shire of Yilgarn.

“**Shire**” means the Shire of Yilgarn.

#### POLICY

The Shire will ensure that all duly authorised supplier invoices will be paid on the following basis:

1. Supplier payments will be made on a fortnightly basis primarily on the Friday of the week prior to the Shire's Payroll payments.
2. All duly authorised and processed supplier invoices will be paid in the next supplier payment run, irrespective of the terms of trade of the supplier.
3. Special and/or ad-hoc supplier payment run's may be carried out to ensure the payment of supplier invoices within supplier terms of trade.
4. In the event of periods of restricted cash flows or low availability of cash, the payment of local suppliers will take precedent over suppliers not based within the Shire, however all efforts are to be made to pay all suppliers within their individual terms of trade.
5. Supplier invoice authorising procedures are to inform this policy.

### 3.11 Discretionary Capital Expenditure – Business Case

Section:	Finance
Date Adopted:	
Document Control:	
Previous Policy Number:	Finance Policy 3.13

That any Discretionary Capital Expenditure items exceeding \$100,000 listed in annual Budgets (excluding road construction and maintenance expenditure) must be accompanied by an adequate Business Case to assist Council in determining the relevance of the expenditure.

The requirement of a documented Business Case will ensure that Councillors are making sound judgements on expenditure in excess of the \$100K amount.



### 3.12 Supplier Onboarding

Section:	Finance
Date Adopted:	
Document Control:	
Previous Policy Number:	Finance Policy 3.14

#### OBJECTIVES

The primary objective of this policy is to ensure that new suppliers are properly vetted prior to any purchase orders being issued in order to effectively safeguard Council against the risk of fraudulent transactions.

#### STATEMENT

This supplier onboarding policy has been designed to work with Council's current software's capabilities, whilst giving staff with purchasing authority sufficient flexibility to operate as normal without being constrained by onerous compliance requirements.

#### POLICY

The Shire will action requests for new suppliers before entering the supplier to the Shire's accounting software and generating any purchase orders, as follows:

1. Acquire a quote for the work required in accordance with *Council's Policy no 3.5, Purchasing and Tendering*
2. Upon acceptance of the quote, obtain a signed 'new supplier' form from the proposed supplier, which at a minimum must contain:
  - a. the entities' legal name
  - b. the entities' basic contact information
  - c. the name and number of a specific contact person
  - d. the entities' banking details
3. Have administration staff independently verify the details provided on the new supplier form
4. The completed new supplier form and all documentation in relation to the sought quote is to be reviewed and signed off for authenticity by:

Staff member initiating new supplier onboarding	Requisite authorization
Any staff not designated as senior employees**	A senior employee or the CEO
Senior employees	CEO
CEO	The relevant senior employee, based on the nature of the purchase



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Following a new supplier being vetted, and a purchase order being issued, the Shire will not make any EFT payment to a new supplier until:

1. The supplier confirms their bank information, as noted on the new supplier form, with the Shire's third- party payee verification software provider
2. All documentation, and all relevant details that have been input into the Shire's accounting system in order to process the proposed payment, have been reviewed and signed off on by a manager unassociated with the purchase.

If a supplier is unable or unwilling to verify their banking details with the Shire's third-party verification software provider, they may be paid only by cheque.

**\*\*the Shire's senior employees are defined in *Council's Operational Policy and Procedures Manual* as being:**

- **Executive Manager Corporate Services**
- **Executive Manager Infrastructure**

## 4 Engineering

### 4.1 Crossovers

Section:	Engineering
Date Adopted:	
Document Control:	
Previous Policy Number:	Engineering Policy 5.1

Council will subsidise one standard crossover per lot to the landowner who applies in writing and will pay the subsidy as listed or 50% of the cost of the standard crossover, whichever is the lower. This subsidy shall be applied only if the crossover is constructed in accordance with these specifications and is based on being 50% of the cost of a crossover to the minimum dimensions. Additional work (width, length, material) shall be at the sole expense of the landowner.

Payment of the subsidy shall be as per the following table and be reviewed annually.

<b><u>Crossover type</u></b>	<b><u>Subsidy</u> (GST exc)</b>
Urban Residential - sealed surface to sealed road – no culvert	\$900
Urban Residential - sealed surface to sealed road – culvert	\$1,400
Urban Commercial/Industrial – no culvert	\$1,000
Urban Commercial/Industrial – culvert	\$2,000
Rural - Gravel surface to gravel road – no culvert	
50 % of actual cost, estimated by the Executive Manager Infrastructure	
Rural - Gravel surface to gravel road – culvert	
50 % of actual cost, estimated by the Executive Manager Infrastructure	

*Note: A sealed surface may consist of sprayed bitumen, asphalt, concrete or brick paving.*

#### **Payments**

Payments shall be made after completion of all works and inspection by a Council officer, confirming compliance with Council's requirements.

#### **MAJOR UPGRADES:**

When major footpath upgrades are carried out, one standard crossover of that same material shall be installed at no cost to the residential landowner.

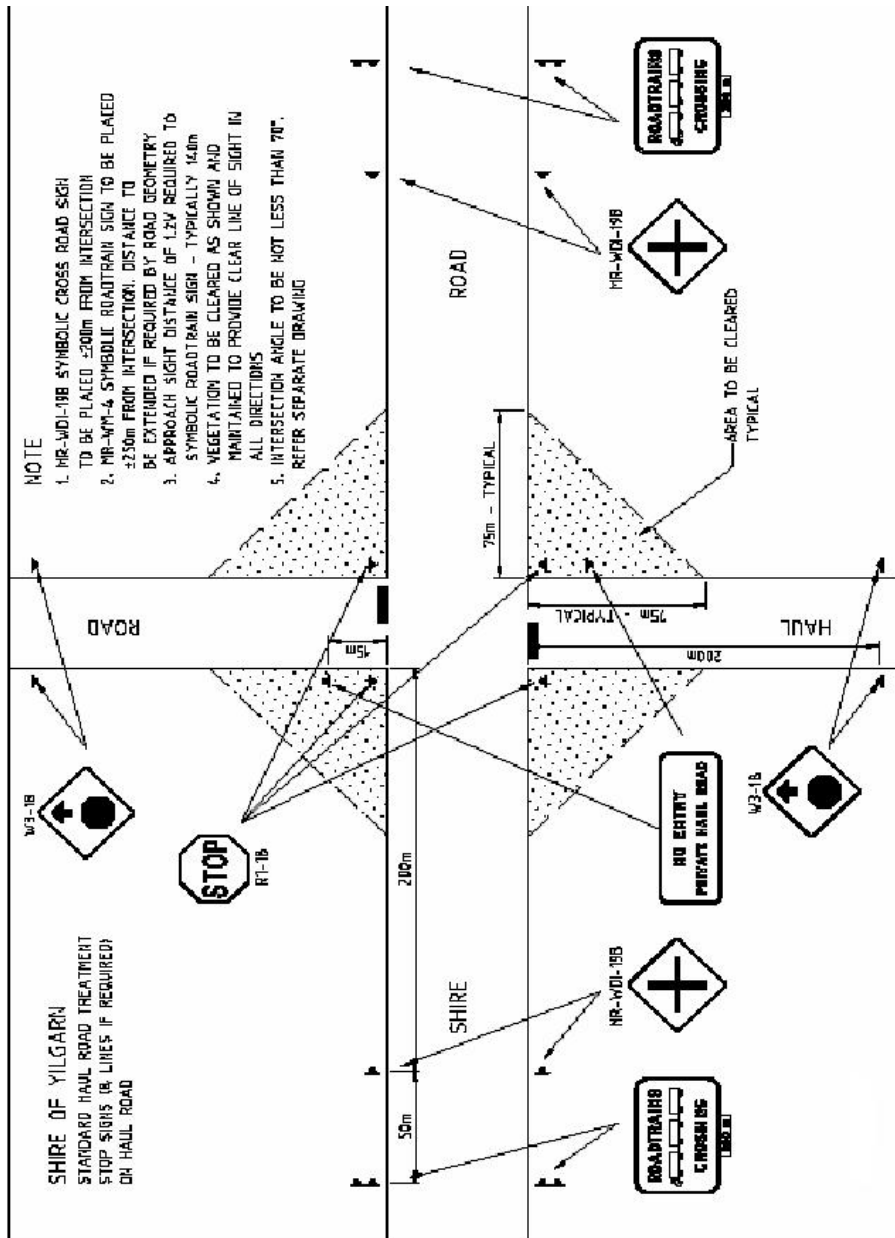
## 4.2 Traffic Intersection Management Plan (Private Haul Roads Intersecting with Roads Under Council Control)

Section:	Engineering
Date Adopted:	
Document Control:	
Previous Policy Number:	Engineering Policy 5.5

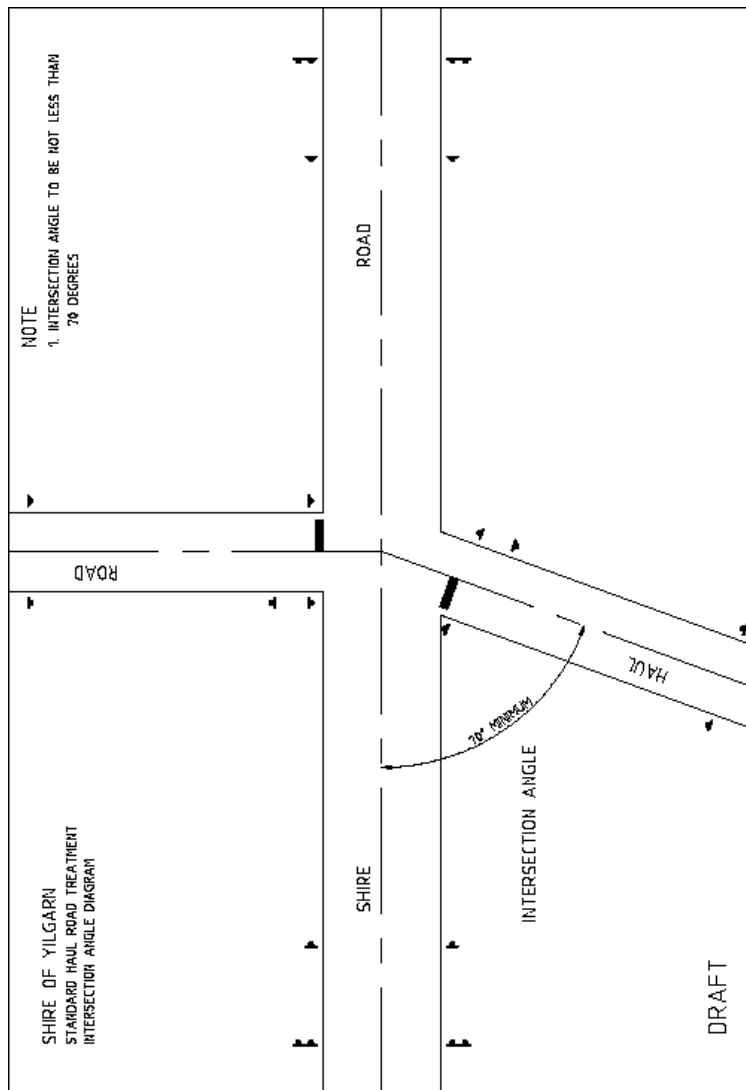
The following provisions may apply in respect to applications, however all applications are to be treated on their merits –

1. The applicant will require that all vehicles and operators of such vehicles routinely using the haul-road will be licensed in accordance with Department for Transport requirements. The applicant may infrequently seek to pass unlicensed vehicles across the intersection, but will only do so after obtaining any necessary permits, and will comply with all conditions imposed.
2. The intersection signage, geometry, and sight distance criteria will be maintained continuously.
3. The intersection will be inspected daily by the applicant and/or approved contractor personnel. The inspection will be documented and records of the inspection maintained. The inspection will identify any non-conformances against the criteria outlined in (2) above. Records will be forwarded to the Shire on a monthly basis.
4. The applicant, through its haulage contractors, will maintain to a high standard the intersection road surfaces and associated drains and signage at its cost. The standard maintained will allow safe passage of traffic which complies with signage on both affected roads. The applicant will liaise with Shire staff in relation to maintenance of all Council controlled roads approaching haul road intersections, and will, subject to on-going approval of the Shire, maintain the approaches for 250 metres from the commencement of the signage either side of the haul road.
5. The applicant will liaise regularly with the Shire to discuss and resolve any issues arising from the use of the roads.
6. The applicant will monitor dust generation 250 metres each side of the haul road and undertake watering if required. Saline water is prohibited on Council controlled roads.
7. The applicant, generally through its haulage contractor, will ensure that all haul road users are properly inducted, and receive specific instruction in relation to the haul road intersections.
8. Council in consultation with the applicant has the right to withdraw approval of haul roads crossing public roads under Council control if the above conditions are not adhered to.
9. Where appropriate, on haul roads crossing a Council road reserve, the provision of adequate lighting towers for night time operation be placed as an additional condition upon the applicant.

Attachment 1 – Sign description and layout



**Attachment 2 – Intersection Angles**



### 4.3 Roadside Memorials

Section:	Engineering
Date Adopted:	
Document Control:	
Previous Policy Number:	Engineering Policy 5.6

That Council adopts Main Roads Western Australia's "Roadside Memorials Policy and Guidelines" as its Policy when receiving applications for the erection of memorials on Council controlled roads, subject to –

- Removal of any obligation on Council to provide or subsidise the materials, plants etc., used in any memorial; and
- The removal of the memorial after a period of 5 years.

### 5 General Administration

#### 5.1 Council Operated Standpipes / Mt Hampton Dam and Dulyalbin Tank Facilities

Section:	General Administration
Date Adopted:	
Document Control:	
Previous Policy Number:	General Administration Policy 6.2

##### **COUNCIL OPERATED STANDPIPES:**

1. That Council abides by Water Corporation By-laws on water usage from standpipes being for the purposes of Drought Relief, Fire Fighting purposes and Remote Farms Water Supplies (domestic and stock).
2. In relation to use of water from standpipes for commercial usage, e.g. Spraying purposes, drilling companies, etc, Council continues to charge users at the appropriate rate. However, Council also encourages this practice to discontinue as Water Corporation water rates eventually will determine this usage.
3. That Council encourages all users of standpipes to provide their own water supplies where possible and that Council continually monitors the water usage from standpipes.
4. That Council maintains a card access controller or handwritten record book for the honest recording of water usage and purpose by landholders at each standpipe. Users are to be charged in accordance with the fees and charges set by Council and this policy.

##### **STANDPIPE CONTROLLERS**

1. Standpipes with card access controllers, are only accessible by individuals and companies who have been pre-approved and issued with one or more access cards;
2. Standpipe controllers are installed at the following standpipes: Beaton Rd, Garrett Rd, Koolyanobbing Rd, Bullfinch, Perilya, Moorine Rock, Noongar, Bodallin, Gatherer and Marvel Loch;
3. There are two types of standpipes available to the public in the Shire, being Low-Flow with a 25mm meter or less, or High-Flow, with a 40mm meter or higher. The rate per Kilolitre of water is dependent on the type of standpipe the water is taken from, with Low-Flow charged at a subsidised rate, and the High-Flow charged at a commercial rate, in line with the charge per Kilolitre applied by Watercorp. The rate per Kilolitre is set by the annual fees and charges;
4. Cards can either be pre-paid or post-paid. Post-paid accounts must have a direct debit set up with the Shire;
5. In the event a swipe card controller is not in operation at a standpipe, the honour book



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system will be utilised, with the amount deducted manually from the domestic users pre-paid card, or added to the relevant post-paid charges, as appropriate;

6. New or replacement cards will be at the cost of the user, unless stipulated otherwise by this policy. The fee is set by the fees and charges;
7. Application forms are available from the Shire administration office; and
8. In the event of bushfire or other emergency the standpipe controller will be switched to manual, either in person or remotely, to avoid delays in obtaining water for fire fighting or other relevant emergency.

### DOMESTIC WATER ACCESS CARDS

Individuals or organisations residing on rural farming properties are eligible to apply for a domestic water access card for use on access controlled standpipes.

The following conditions apply:

1. One domestic card issued, upon application, per inhabited dwelling located on a rural farming lot;
2. No fee will be charged for applications for domestic use cards, however replacement cards will be charged as per the current fees and charges;
3. Domestic users are encouraged to utilise the Low-Flow standpipes for their domestic water, however, should they access water via a High-Flow standpipe with a domestic card, the water will be charged at the High-Flow rate;
4. Upon 1st July each year, each domestic card will be credited with the funds required to withdraw \$1,200 of water; and
5. Funds remaining on the card at 30th June will not be rolled over into the next financial year.

**Deleted:** <#>Sufficient credit to withdraw 400 Kilolitres of water at the Low-Flow rate, as set by the fees and charges, will be applied to each domestic card issued;¶  
<#>¶

**Deleted:** Upon 1st July each year, each domestic card will be credited with the funds required to withdraw 400 Kilolitres of water at the Low-Flow rate, set for that year

### MT HAMPTON DAM AND DULYALBIN TANK FACILITIES:

The primary use of water from the Mt Hampton Dam and Dulyalbin Tank is for the purposes of Drought Relief, Fire Fighting and Remote Farm Water Supplies (domestic and stock use), other purposes are to be authorised by the CEO. It is acknowledged that water is extracted from these water supplies for spraying purposes.

Users will be required to record such usage in the record books provided at the facilities.

Appropriate signage will be installed at both facilities informing users of their obligations.

### 5.2 Complaints Handling

Section:	General Administration
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	General Administration Policy 6.3

#### Objectives

The objectives of this policy are:

- To develop a structured systematic approach to dealing with complaints received by the Shire of Yilgarn from external persons.
- To assure the community that complaints may be made without fear of recrimination and that all complaints will be promptly dealt with and a (written if required) response will be given setting out the answer to the complaint providing reasons, where appropriate.
- To have complaints dealt with efficiently by an appropriate Officer with minimal referral.

#### Policy

- The Shire of Yilgarn recognises the right of its customers to make complaints about services or service delivery, and will make it a priority to address those complaints and rectify unsatisfactory consequences.
- The Council and its staff will be open and honest in its dealings with customers, and will explain in "plain English" why, for legislative/legal reasons, cost constraints or some other matter beyond its control, it is unable to act in accordance with a complainant's request.
- The Council recognises that good complaints handling is an integral part of customer service and provides an effective way of reviewing performance and monitoring standards.

#### Guidelines

- Any person or their representative can lodge a complaint.
- Complaints will be accepted in writing, in person, by email or by telephone. If a verbally received complaint relates to a third party or alleges a criminal offence, corruption or other serious matter, the receiving officer is to advise the complainant that the matter must be submitted in writing.
- Complainants are to be advised that anonymous complaints may not be processed as it is possible that they may be mischievous or vexatious. The receiving officer is to provide all relevant detail obtained from anonymous complainant, and provide to CEO or Executive manager for consideration.
- Complaints that are to be dealt with under this policy include, but are not necessarily limited to, expressions of dissatisfaction regarding;
  - a) decisions made by Council or staff;
  - b) inappropriate behaviour of staff or members such as rudeness, discrimination or harassment;
  - c) the standard of works or services provided by Shire.
  - d) the standard or condition of a facility provided by Shire.
  - e) failure of Council to comply with the Local Government Act, Council policies, Council's local laws and other laws administered by Council.

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- The following issues shall not be regarded as complaints and shall not be dealt with under this policy:
  - a) requests for services;
  - b) requests for information or explanations of policies and/or procedures;
  - c) the lodging of a formal objection or appeal in accordance with the Local Government Act and other Acts or in accordance with Council policies or standard procedures;
  - d) the lodging of a submission in response to an invitation for comment.
- Complaints regarding elected members are to be directed to the CEO and Shire President. The CEO is responsible for the initial investigation and administrative responses. Matters that may require disciplinary action are to be referred to the Shire President and dealt with under the Council's Code of Conduct.
- Complaints from Councillors, the Ombudsman, the Local Government Department or from Members of Parliament shall be referred to, and dealt with by, the CEO unless the complaints relates to the CEO whereupon the complaint will be dealt with by the Shire President.
- When any complaint is made it shall be forwarded to the CEO, who may delegate the matter to an appropriate Officer.
- Where a complaint cannot be dealt with in a timely manner the complainant is to be advised of the reasons why and advised of the expected time frame.
- All complaints will be responded to by the CEO or relevant officer.
- Where a complaint has been investigated and found to be justified, the CEO or relevant officer who dealt with the complaint will ensure that the remedy is carried out, will advise the complainant that the Shire does acknowledge substance in the complaint and the specific action that will be taken by the Shire to respond to the circumstances of the complaint.
- The CEO shall establish and maintain an appropriate central record of all complaints.



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### Service Complaint

(Issues with ShireService)

This form can be used for an expression of dissatisfaction with the Council's policies, procedures, fees & charges, employees, its contractors or agents or the quality of the services and/or works it provides.

It is important to note that a complaint is not the same as a request for service, a request for information, an inquiry seeking clarification of an issue or seeking a review of a Council or Council Officer's decision or conditions relating to a decision.

Name of Complainant/s:

Address in Full:

Phone

Email: Complaint:

Preferred Solution:

Complainants' Signature:



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### 5.3 Assistance to State Representatives

Section:	General Administration
Date Adopted:	
Document Control:	
Previous Policy Number:	General Administration Policy 6.4

Residents of the Shire who are selected to represent the Shire or the State in national competition are eligible for a council contribution towards expenses of up to \$500.

The resident is required to put forward a written request for the financial assistance to Council attaching verification of being selected as a state representative.

### 5.4 Community Engagement Policy

Section:	General Administration
Date Adopted:	
Document Control:	
Previous Policy Number:	General Administration Policy 6.7

#### DEFINITIONS

Community – those who live, work or recreate in the Shire of Yilgarn.

Community engagement – is any process “that involves the public in problem solving or decision-making and uses public input to make decisions”. (IAP2)

Community engagement may refer to a range of interactions of differing levels of engagement between the Shire and the community, including;

- Information sharing processes, to keep the community informed and promotes understanding.
- Consultation processes, to obtain feedback.
- Involving community members consistently throughout the process to ensure community concerns and aspirations are understood and considered.
- Collaborating with community members in each aspect of the decision making process.
- Empowering the community.

The Shire of Yilgarn is committed to strengthening the Shire through effective community engagement to share information, gather views and opinions, develop options, build consensus and make decisions.

Community engagement assists the Shire of Yilgarn to provide good governance and strong leadership, delivering better decisions to guide the Shire’s priorities into the future.

This policy does not negate the requirement of the Shire to comply with statutory obligations.

The following principles apply to community engagement undertaken by the Shire of Yilgarn;

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<b>Focus and commitment</b>	1	The purpose of each community engagement will be clearly scoped to determine how the engagement will add value to the Shire's decision-making process.
	2	Each community engagement will be planned to clarify the level of influence the participants will have over the decision they are being invited to comment on or participate in. The person or body who is responsible for the final decision will be notified.
	3	The Shire is genuinely open to engaging with the community and committed to using a range of appropriate engagement methods.
<b>Transparency and openness</b>	4	All community engagement processes will be open and transparent.
	5	Comment will be documented and analysed.
	6	The Shire will seek to understand the concerns and interests of all stakeholders and provide opportunities for participants to appreciate each other's perspectives.
<b>Responsiveness and feedback</b>	7	The Shire will advise participants of progress on issues of concern and provide feedback in a timely manner on the decision made and the rationale for the decision will be communicated where necessary.
	8	The best interest of the community will prevail over the individual or vested interests.
<b>Inclusiveness, accessibility and diversity</b>	9	Persons or organisations affected by or who have an interest in a decision will have an opportunity to participate in the community engagement process.
	10	Community engagement process will be open to all those who wish to participate.
<b>Accountability</b>	11	The Shire will seek community engagement to enhance its decision-making, however, where the Shire is responsible and accountable for a given matter, it will accept its responsibility to make the final decision and provide leadership.
<b>Information</b>	12	Appropriate, accessible information will be available to ensure participants are sufficiently well informed and supported to participate in the process.
<b>Timing</b>	13	Community engagement will be undertaken early enough in the process to ensure that participants have enough time to consider the matter at hand and provide meaningful feedback.
	14	All engagement processes will have timeframes that will be made clear to participants and adhered to by the Shire.
<b>Resources</b>	15	The Shire will allocate sufficient financial, human and technical resources to support community engagement.
<b>Evaluation</b>	16	The Shire will monitor and evaluate processes to ensure the engagement being undertaken is meeting planned outcomes.

### 5.5 Community Funding Program

Section:	General Administration
Date Adopted:	
Document Control:	Amended September 2024
Previous Policy Number:	General Administration Policy 6.9

Deleted: 3

#### Objectives

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

#### Eligibility

- Funding is available for activities which will provide benefits directly/in-directly to the people of the Shire of Yilgarn.
- Only non-profit community organisations operating within the Shire of Yilgarn are eligible to apply.
- Organisations who have failed to acquit funds in the previous financial year will not be eligible for the future rounds of the funding program until the acquittal is received.

#### Categories

- Essential equipment/capital items (up to \$2,000) Types of equipment:
  - Ground maintenance equipment
  - Sporting equipment
  - Office equipment
  - Minor plant equipment
  - Minor building works
- Community / Sporting Event related Expenses (up to \$2,000)

Funding is available for event related expenses to help cover for, but not limited to, guest speakers, facilitators and other event hire costs. Written quotes must be provided at the time of application.

- Training & Travel Assistance for local officials/office bearers (up to \$500)

Funding is available to officials and/or office bearers of community organisations who are required to attend regional / state association organised seminars / courses/ meetings as part of their duties. Knowledge gained at these activities must then be used to assist the local community organisation in its continued development.

#### General Conditions

- Any improvements or additions made to Council assets require the written approval of the Shire
- Applications must be lodged and approved by the Shire of Yilgarn before the intended project begins



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- Funds must be claimed by 30 June in the financial year in which they are assigned
- Any variation to the project cost after approval / commencement of the project will be solely at the community organisation's cost.
- Applicant organisations must provide their ABN in order to receive the complete amount funding (The Shire is required to withhold tax of 48.5% of the funding amount if an ABN is not provided).
- On project completion, applicant organisations must complete a grant acquittal form and present original receipts &/or invoices as proof of purchase.
- The project must not duplicate an existing service / facility / project.
- Funds must not be used for wages and salaries or general administration costs.
- A minimum of two quotes will be required if capital items are being purchased/hired.
- Applicants must provide a current financial statement of the organisation.
- Any unexpended funds are to be paid back to the Shire of Yilgarn by 30 June of the funding year.
  - Acquittals will still be required to provide proof of expenditure (copy of invoice or itemised receipt) and repayment if necessary for any unexpended funds.
  - In the event of the organisation/group failing to acquit after 2 years of grant approval, the organisation/group will be required to repay the granted funds in full (as per amount granted on the successful community funding program letter) to the Shire of Yilgarn.

### Timeframes

The Community Funding Program will be advertised on the Shire of Yilgarn's website, twice in the Crosswords (once in September and once in October) and information will be emailed to office bearers of eligible community groups and clubs once in September.

Applications open on the first Monday in October and close on the last Friday at 12.00pm in October each year.

Compliant applications to be presented to the Ordinary Council Meeting in November and all groups will be informed of the outcome within a week after the Council meeting.

Funding to be paid to successful recipients in December.

All funding must be acquitted by 30 June of the financial year.

### Responsibility

The Community Resource Centre Coordinator is responsible for the timely implementation of the Community Funding Program.

### Selection process

The CEO will assess all applications with the executive management team and make recommendations to council with the successful applications being endorsed by Council at its November ordinary meeting.

### 5.6 Rural Landfills

Section:	General Administration
Date Adopted:	
Document Control:	
Previous Policy Number:	General Administration Policy 6.10

The Shire operates a number of rural landfill sites, designed to accept small quantities of putrescible waste (Class II) from local residents only.

To restrict non-local persons and commercial entities from utilising these sites, the following appointments are made:

Site	Appointment
Bodallin Rural Landfill Site	Appointed for the depositing of putrescible waste (Class II) by residents of Bodallin townsite and surrounding Bodallin rural locations only, unless otherwise approved by the Shire of Yilgarn
Bullfinch Rural Landfill Site	Appointed for the depositing of putrescible waste (Class II) by residents of Bullfinch townsite and surrounding Bullfinch rural locations only, unless otherwise approved by the Shire of Yilgarn
Marvel Loch Rural Landfill Site	Appointed for the depositing of putrescible waste (Class II) by residents of Marvel Loch townsite and surrounding Marvel Loch rural locations only, unless otherwise approved by the Shire of Yilgarn
Moorine Rock Rural Landfill Site	Appointed for the depositing of putrescible waste (Class II) by residents of Moorine Rock townsite and surrounding Moorine Rock rural locations only, unless otherwise approved by the Shire of Yilgarn

Under the Litter Act 1979 Clause 23(b), a person who deposits waste on land that is not appointed commits an offence. Persons who deposit waste in breach of the above appointments are deemed to have breached the Litter Act 1979, and as such, are liable to applicable penalties under said Act.

### 5.7 Records Management

Section:	General Administration
Date Adopted:	
Document Control:	
Previous Policy Number:	General Administration Policy 6.11

#### Policy Objective

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

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

#### Policy statement

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

The effective management of records will also:

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

#### 1 Ownership

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

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

#### 2 Creation of Records

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

#### 3 Capture and Control of Records

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

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

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

### 4 Security and Protection of Records

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

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

### 5 Access to Records

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

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

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

### 6 Appraisal, Retention and Disposal of Records

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

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

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

Copies/duplicates may be disposed of after use by staff and Elected Members ensuring any such records that contain personally identifiable information or

information that is not publicly available are returned to the Chief Executive Officer or Executive Manager Corporate Services for secure disposal.

### 7 Roles and Responsibilities

#### 7.1 Elected Members

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

#### 7.2 Chief Executive Officer

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

#### 7.3 Executive and Managers

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

#### 7.4 All Staff

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

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

### 8 Legislation and Standards

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

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

#### Definitions

- 9.1 Record

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

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

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

### 9.2 Ephemeral Records

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

### 9.3 Recordkeeping Plan

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

### 9.4 General Disposal Authority (GDA)

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

### 9.5 Personally Identifiable Information (PII)

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

### RECORDS MANAGEMENT

#### Guidelines for Elected Members

##### Introduction

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

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

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

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

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

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

##### What is a record?

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

##### Why do I need to keep records?

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

Government records include:

- Correspondence and communications
- File notes made after verbal communications, meetings, phone calls etc.
- Video and audio recordings
- Photographs
- Email

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- Social Media posts (e.g. Facebook, Twitter)
- Databases
- Websites
- Messages from Apps (e.g. WhatsApp, Messenger)
- TXT messages

When to create and capture a record:

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

### Which records should be captured?

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



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

### Confidential Documents / Records

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

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

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

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

### RECORDS MANAGEMENT

#### Guidelines for Staff

#### Introduction

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

#### What is a record?

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

#### Why do I need to keep records?

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

#### What are my responsibilities as a government employee?

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

#### When should I create a record?

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

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

If the answer is **"yes"** to any one of these questions, a record should be created. Examples of records might include:

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

### **What do I do with records once they are created?**

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

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

### **How long do I need to keep records?**

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

### 5.8 Work Health and Safety

Section:	General Administration
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Staff Policy 1.1

#### INTRODUCTION:

The Shire of Yilgarn provides roads, recreational facilities, funding for medical services, parks and gardens, street lighting, and waste collection amongst other community services and infrastructure. Our local government provides vital economic, social and environmental support for communities.

The Shire of Yilgarn recognises the importance of providing all employees, visitors and contractors with a safe and healthy work environment and is committed to the continuous improvement of occupational safety and health in the workplace.

#### OBJECTIVES:

This Work Health and Safety Policy aims to establish and maintain, so far as practicable, the highest standard of occupational safety and health for all employees.

Our aim is to prevent all occupational injuries and illness and our Shire acknowledges a duty to achieve the objectives by:

- Providing and maintaining, so far as is practicable, workplaces, plant and systems of work so that employees, contractors and visitors are not exposed to hazards.
- Providing adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to identify and control the cause to reduce the level of risk in the workplace.
- Ensuring that management keeps work health and safety representatives, supervisors and staff up to date with information about any changes to the workplace which may affect safety and health.
- Consulting and cooperating with safety and health representatives and other employees regarding work health and safety at the workplace.
- Assisting the work health and safety Committee with the facilitation and communication between management and employees on safety and health matters.

The Shire of Yilgarn will implement and maintain an ongoing work health and safety program, including conducting regular inspections of the workplace, aimed at preventing accidents and incidents.

All Supervisory personnel are responsible and accountable for the safety of employees, contractors and company property under their control, as well as ensuring all applicable legislation, standards, procedures and safe work practices are followed at all times.

All employees and contractors are expected to:

## Council Policy Manual

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- Follow all organisational safety requirements and relevant legislation and supporting documentation.
- Maintain a clean and orderly work area.
- Report all hazards, injuries and safety incidents.
- Actively participate in safety improvement activities.

This policy will be reviewed annually in consultation with the OSH committee and in accordance with the Shire of Yilgarn's commitment to continuous improvement in safety management.

A safe and efficient place of work is our goal, and we must all be committed to reach this outcome.

## 5.9 Gratuity Payments to Council Employees/ Recognition of Long and Outstanding Service

Section:	General Administration
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Staff Policy 1.3

### OBJECTIVES:

This policy is designed to provide guidelines for gratuity payments to employees whose employment with the Shire of Yilgarn is finishing.

### POLICY STATEMENT:

#### Gratuity Payments

Council does not favour gratuity payments on termination of employment but reserves the right in cases of exceptional service to make a gratuity payment through the normal budget process in accordance with Section 5.50(1) & (2) of the Local Government Act 1995.

#### Recognition of Long and Outstanding Services

When Long or Outstanding Service has been reached by an employee, the Chief Executive Officer informs Council, in order that the Long or Outstanding service may be recognised appropriately.

### 5.10 Acting Chief Executive Officer Appointment and Senior Employees

Section:	General Administration
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Staff Policy 1.4

Senior Employees and Acting Chief Executive Officer Appointments pursuant to Section 5.37 of the Local Government Act 1995, the following employees are designated as senior employees:

- Executive Manager Corporate Services
- Executive Manager Infrastructure

For the purposes of Section 5.36(2) and 5.39C of the Act, Council has determined that the employees that are appointed in one of the above positions are suitably qualified to be appointed as Acting CEO by the CEO, from time to time, when the CEO is on periods of leave, subject to the following conditions:-

- The CEO is not an interim CEO or Acting in the position;
- The term of appointment is no longer than 25 working days consecutive; and
- That the employee's employment conditions are not varied other than the employee is entitled at the CEO's discretion, no greater than the salary equivalent to that of the CEO during the Acting period.

In the case of the unavailability of the CEO due to an emergency to appoint an Acting CEO, the Executive Manager Corporate Services is automatically appointed as Acting CEO, on that Officer's salary, for up to 10 working days from commencement, and continuation is then subject to determination by the Council.

All other interim, Acting or CEO appointments to be referred to Council for consideration.

### 5.11 Council Christmas Function

Section:	General Administration
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Staff Policy 1.12

The Chief Executive Officer is authorised to approve Christmas functions for indoor and outdoor staff within the budget provision.



### 5.12 Employee Training and Development

Section:	General Administration
Date Adopted:	
Document Control:	Amended September 2023
Previous Policy Number:	Council Staff Policy 1.16

Council supports the CEO in providing training and development opportunities for all staff members, in line with their role within the organization, possible progressions opportunities and within budget provisions.

### 5.13 Child Safe Awareness

Section:	<u>General Administration</u>
Date Adopted:	<u>19 September 2024</u>
Document Control:	
Previous Policy Number:	<u>Council Staff Policy 1.16</u>

#### **Policy Statement**

The Shire of Yilgarn supports and values all children and young people. The Shire of Yilgarn makes a commitment to support the safety and wellbeing of all children and young people, including protection from abuse. This Child Safe Awareness policy is one of the ways the Shire of Yilgarn demonstrates its commitment to being child safe and a zero-tolerance approach to child abuse.

This policy aims to reduce the risk of harm and child sexual abuse in our communities by encouraging child safe environments to be created and maintained. The Shire of Yilgarn is committed to encouraging local organisations to be child safe and ensure children are safe and empowered.

This Child Safe Awareness policy has been developed in response to recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse and recognises that the Shire of Yilgarn is uniquely placed within the local community to demonstrate leadership by supporting organisations to be child safe and to protect children and young people from harm and/or abuse. The Shire of Yilgarn will promote the safety and wellbeing of children across the community.

Consistent with the National Principles for Child Safe Organisations and Commonwealth Child Safe Framework, this policy provides a framework that outlines the role of the Shire of Yilgarn in supporting local organisations to be child safe through access to resources, awareness raising and sharing relevant information.

#### **Scope**

This Child Safe Awareness policy applies to all, employees, volunteers, trainees, work experience students, interns, and anyone else who undertakes work on behalf of the Shire of Yilgarn, regardless of whether their work related to children or young people. It applies to occupants of the Shire of Yilgarn facilities and venues, including visitors, contractors and suppliers.

#### **Responsibilities**

The Shire of Yilgarn has a leadership role in our community to support relevant organisations to be child safe and promote child safe practices.

Although the Shire of Yilgarn is not legally responsible for providing oversight of compliance with child safe practices, it will take any reasonable steps to engage with persons who utilise Shire facilities, to operate in alignment with the Child Safe Awareness policy.

### Definitions

**Abuse:** abuse is an act, or a failure to act, towards or on behalf of a child that may result in harm. It can occur on one occasion or multiple occasions. Sometimes the impact of multiple events leads to harm that becomes cumulative in nature. Types of abuse include physical, emotional, and sexual abuse, and neglect.

**Child/Children:** means a person under 18 years of age, and in the absence of positive evidence as to age, means a person who appears to be under 18 years of age.

**Child Safe Organisation:** means an organisation that:

- creates an environment where children's safety and wellbeing are at the centre of thought, values, and actions.
- places emphasis on genuine engagement with and valuing of children and young people.
- creates conditions that reduce the likelihood of harm to children and young people.
- creates conditions that increase the likelihood of identifying any harm, and
- responds to any concerns, disclosures, allegations, or suspicions of harm\*

\*in the context of the Shire, this would involve referring concerns to the Department of Communities or WA Police to respond as appropriate.

**Child safe:** child safe means protecting the rights of children and young people to be safe by taking actions that can help prevent harm and abuse.

**Harm:** Harm, in relation to a child, means any detrimental effect of a significant nature on the child's wellbeing, whether caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.

**Wellbeing:** Wellbeing of children and young people includes the care, development, education, health and safety of children and young people.

### Policy Principles

The Shire of Yilgarn supports:

- The rights of children and young people being upheld.
- Children and young people being respected, listened to, and informed about their rights.
- Children and young people having the fundamental right to be safe and cared for
- Children and young people having the right to speak up, be heard and taken seriously without the threat of negative consequences.
- The safety and best interests of children and young people being a primary consideration when making decisions that concern them.
- Access to trusted and reliable information, including the National Principles for Child Safe Organisations, to help support organisations to understand what they must do to help reduce the risk of harm and abuse.
- Communities being informed and involved in promoting the safety and wellbeing of children and young people including protection from harm.
- Collaboration with the community and our partners to promote the safety, participation and empowerment of all children and young people.

### **Related Legislation**

- [Corruption, Crime and Misconduct Act 2003](#)
- [Freedom of Information Act 1997](#)
- [National Principles for Child Safety Organisations](#)
- [Public Interest Disclosure Act 2003](#)
- [Work Health and Safety Act 2020](#)
- [Working with Children \(Criminal Record Checking\) Act 2004](#)

### **Other Related Policies**

- [Code of conduct Employees](#)
- [Councillor Code of Conduct](#)

## Council Policy Manual

The Document Owner shall ensure that this policy is reviewed at least annually.

### 6. DOCUMENT REVISION HISTORY:

Revision Events			
Rev.	Author	Changes	Date
01	SB	Initial version	24.02.11
02	JS	Revised	25.07.11
03	JS	Revised	20.07.12
04	VP	Revised	19.07.13
05	VP	Revised	18.07.14
06	EP	Revised	18.06.15
07	BJ	Revised	15.09.16
08	BJ	Revised	21.09.17
09	PC	Revised	20.09.18
10	PC	Revised	19.09.19
11	PC	Amended	20.02.20
12	PC	Amended	16.04.20
13	PC	Revised	17.09.20
14	PC	Revised	17.12.20
15	PC	Amended	15.04.21
16	NW	Revised	16.09.21
17	NW	Amended	16.12.21
18	NW	Revised	15.09.22
19	NW	Amended	21.09.23
<u>20</u>	<u>NW</u>	<u>Annual Review - Amended</u>	<u>19.09-24</u>

## Councillor & Employee Declaration

I have read Council Policy Manual, and declare that I will observe and abide by the terms and condition outlined in this Policy.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Name (please print in blockletters): \_\_\_\_\_

Witnessed: \_\_\_\_\_

Dated: \_\_\_\_\_

## Council Policy Review 2024 – Amendment List

Policy Number	Title	Changes	Comments
<b>1 Members of Council</b>			
1.1	Delegates Moving Motions	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
1.2	WALGA – Nominations to Boards & Committees	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
1.3	Use of Council’s Common Seal	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
1.4	Elected Members Entitlements	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
1.5	Media Policy	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
1.6	Related Parties Disclosures	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
1.7	Council Forum /Briefing Session	<ul style="list-style-type: none"> <li>Additional managers and officers added to attendees.</li> </ul>	To better reflect current attendances.
1.8	Induction for Councillors	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
1.9	Continuing Professional Development of Council Members	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
1.10	Attendance at Events and Functions	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
1.11	Risk Management Policy	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
1.12	Conducting Electronic Meetings and Attendance by Electronic Means	<ul style="list-style-type: none"> <li>New Policy</li> </ul>	To establish the Local Government’s decision making framework enabling electronic attendance at in-person meetings and for the conduct of meetings by electronic means
<b>2 Bushfire</b>			
2.1	Bush Fire Advisory Committee Policy	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
<b>3 Finance</b>			
3.1	Surplus Funds Investment	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
3.2	Resourcing Employee Entitlements	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
3.3	Reserve Portfolio Rationale	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
3.4	Purchasing and Tendering	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
3.5	Regional Price Preference	<ul style="list-style-type: none"> <li>Nil</li> </ul>	

## Council Policy Review 2024 – Amendment List

3.6	Recovery of Fines and Costs from Sundry Debtors	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
3.7	Use of Council Credit Transaction Card	<ul style="list-style-type: none"> <li>Significant update and changes</li> </ul>	To meet OAG expectations of best practice.
3.8	Rates and Charges Recovery Policy (Including Financial Hardship Provisions)	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
3.9	Use of Shire Facilities by Service Providers	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
3.10	Timely Payment of Suppliers	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
3.11	Discretionary Capital Expenditure – Business Case	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
3.12	Supplier Onboarding	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
<b>4 Engineering</b>			
4.1	Crossovers	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
4.2	Traffic Intersection Management Plan (Private Haul Roads Intersecting with Roads Under Council Control)	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
4.3	Roadside Memorials	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
<b>5 General Administration</b>			
5.1	Council Operated Standpipes / Mt Hampton Dam and Dulyalbin Tank Facilities	<ul style="list-style-type: none"> <li>Change from 400KL to \$1200 provided in domestic water value</li> </ul>	
5.2	Complaints Handling	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
5.3	Assistance to State Representatives	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
5.4	Community Engagement Policy	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
5.5	Community Funding Program	<ul style="list-style-type: none"> <li>Inclusion of “Minor building works” under suitable categories.</li> </ul>	To meet community expectations and request to expand available categories.
5.6	Rural Landfills	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
5.7	Records Management	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
5.8	Work Health and Safety	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
5.9	Gratuity Payments to Council Employees/ Recognition of Long and Outstanding Service	<ul style="list-style-type: none"> <li>Nil</li> </ul>	



## Council Policy Review 2024 – Amendment List

5.10	Acting Chief Executive Officer Appointment and Senior Employees	<ul style="list-style-type: none"><li>• Nil</li></ul>	
5.11	Council Christmas Function	<ul style="list-style-type: none"><li>• Nil</li></ul>	
5.12	Employee Training and Development	<ul style="list-style-type: none"><li>• Nil</li></ul>	
5.13	Child Safe Awareness	<ul style="list-style-type: none"><li>• New Policy</li></ul>	To meet National Principles of for Child Safe Organisations and Commonwealth Child Safe Framework.



# Shire of Yilgarn

## Risk Management Procedures 2024

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Document Owner **CHIEF EXECUTIVE OFFICER**

First Adopted:	DEC 2020
Last Review Date:	SEPT 2025
Next Review	SEPT 2028

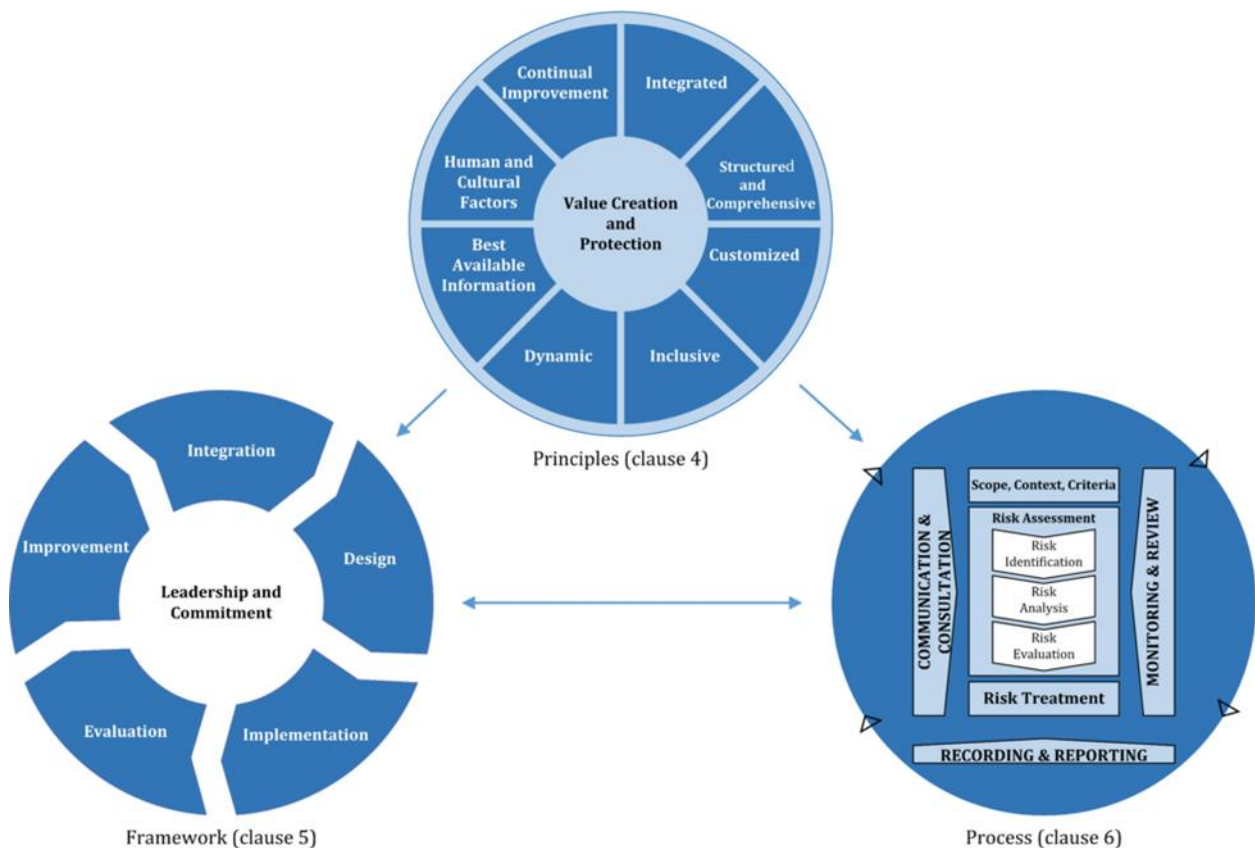
# 1. Introduction

The Shire of Yilgarn's ('Shire's') Risk Management Policy in conjunction with the components of this document encompasses the Shire's Risk Management Framework. It sets out the Shire's approach to the identification, assessment, management, reporting and monitoring of risks. All components of this document are based on AS/NZS ISO 31000:2018 Risk management - Guidelines.

It is essential that all areas of the Shire adopt these procedures to ensure:

- Strong corporate governance.
- Compliance with relevant legislation, regulations and internal policies.
- Integrated Planning and Reporting requirements are met.
- Uncertainty and its effects on objectives is understood.

This Framework aims to balance a documented, structured and systematic process with the current size and complexity of the Shire.



**Figure 1: Relationship between the risk management principles, framework and process (Source: ISO 31000:2018)**

## 2. Governance

Appropriate governance of risk management within the Shire provides:

- Transparency of decision-making.
- Clear identification of the roles and responsibilities of the risk management functions.
- An effective governance structure to support the risk framework.

### 2.1. Framework Review

The Risk Management Framework is to be reviewed for appropriateness and effectiveness at least every three years.

### 2.2. Operating Model

The Shire has adopted a “Three Lines of Defence” model for the management of risk. This model ensures roles; responsibilities and accountabilities for decision-making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, the Council, Management and Community will have assurance that risks are managed effectively to support delivery of the Shire’s Strategic, Corporate & Operational Plans.

#### 2.2.1. First Line of Defence

All operational areas of the Shire are considered ‘1<sup>st</sup> Line’. They are responsible for ensuring that risks within their scope of operations are identified, assessed, managed, monitored and reported. Ultimately, they bear ownership and responsibility for losses or opportunities from the realisation of risk. Associated responsibilities include:

- Establishing and implementing appropriate processes and controls for the management of risk (in line with these procedures).
- Undertaking adequate analysis (data capture) to support the risk decision-making process.
- Prepare risk acceptance proposals where necessary, based on the level of residual risk.
- Retain primary accountability for the ongoing management of their risk and control environment.

#### 2.2.2. Second Line of Defence

The Executive Manager Corporate Services acts as the primary ‘2<sup>nd</sup> Line’. This position owns and manages the framework for risk management. They draft and implement the governance procedures and provide the necessary tools and training to support the 1<sup>st</sup> line process.

Maintaining oversight on the application of the framework provides a transparent view and level of assurance to the 1<sup>st</sup> & 3<sup>rd</sup> lines on the risk and control environment. Support can be provided by additional oversight functions completed by other 1<sup>st</sup> Line Teams (where applicable). Additional responsibilities include:

- Providing independent oversight of risk matters as required.
- Monitoring and reporting on emerging risks.
- Co-ordinating the Shire’s risk reporting for the CEO & Senior Management Team and the Audit Committee.

### 2.2.3. Third Line of Defence

Internal & External Audit are the third line of defence, providing independent assurance to the Council, Audit Committee and Shire Management on the effectiveness of business operations and oversight frameworks (1<sup>st</sup> & 2<sup>nd</sup> Line).

Internal Audit – Appointed by the CEO to report on the adequacy and effectiveness of internal control processes and procedures. The scope of which would be determined by the CEO with input from the Audit Committee.

External Audit – Appointed by Council on the recommendation of the Audit Committee to report independently to the CEO on the annual financial statements only.

## 2.3. Governance Structure

The following diagram depicts the current operating structure for risk management within Shire.

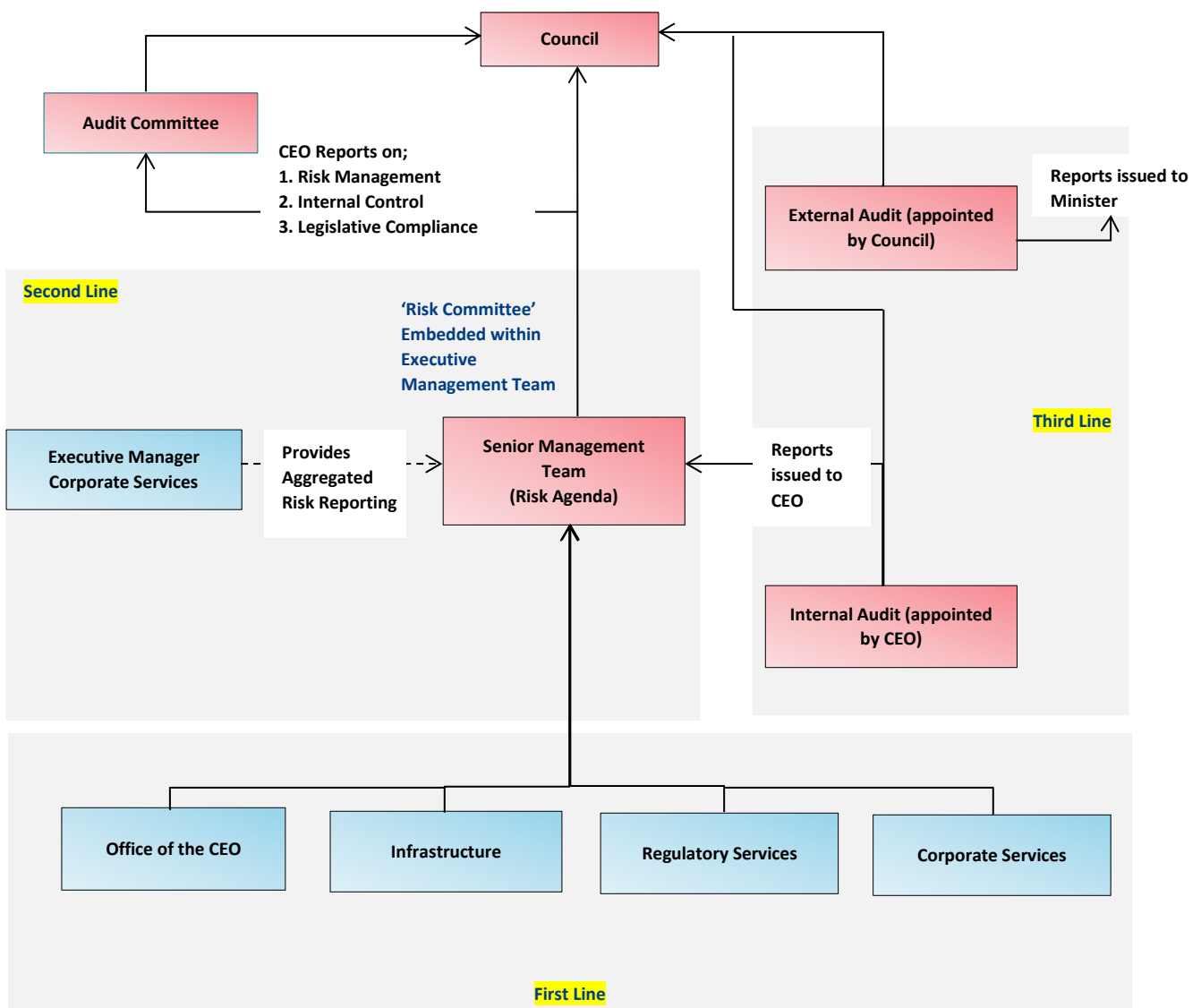


Figure 2: Operating Model

## **2.4. Roles & Responsibilities**

### **2.4.1. Council**

- Review and approve the Shire's Risk Management Policy and Risk Assessment & Acceptance Criteria.
- Appoint / Engage external Auditors to report on financial statements annually.
- Establish and maintain an Audit Committee in terms of the Local Government Act.

### **2.4.2. Audit Committee**

- Regular review of the appropriateness and effectiveness of the Framework.
- Support Council to provide effective corporate governance.
- Oversight of all matters that relate to the conduct of External Audits.
- Independent, objective and autonomous in deliberations.

### **2.4.3. CEO / Senior Management Team**

- Appoint Internal Auditors as required under Local Government (Audit) regulations.
- Liaise with Council in relation to risk acceptance requirements.
- Approve and review the appropriateness and effectiveness of the Risk Management Framework.
- Drive consistent embedding of a risk management culture.
- Analyse and discuss emerging risks, issues and trends.
- Document decisions and actions arising from risk-related matters.
- Own and manage the Risk Framework.

### **2.4.4. Executive Manager Corporate Services**

- Oversee and facilitate the Risk Management Framework.
- Support reporting requirements for risk-related matters.

### **2.4.5. Work Areas**

- Drive risk management culture within work areas.
- Own, manage and report on specific risk issues as required.
- Assist in the risk & control management process as required.
- Highlight any emerging risks or issues accordingly.
- Incorporate risk management into meetings, by incorporating the following agenda items;
  - New or emerging risks.
  - Review existing risks.
  - Control adequacy.
  - Outstanding issues and actions.



## 2.5. Document Structure (Framework)

The following diagram depicts the relationship between the risk management Policy, Procedures and supporting documentation and reports.

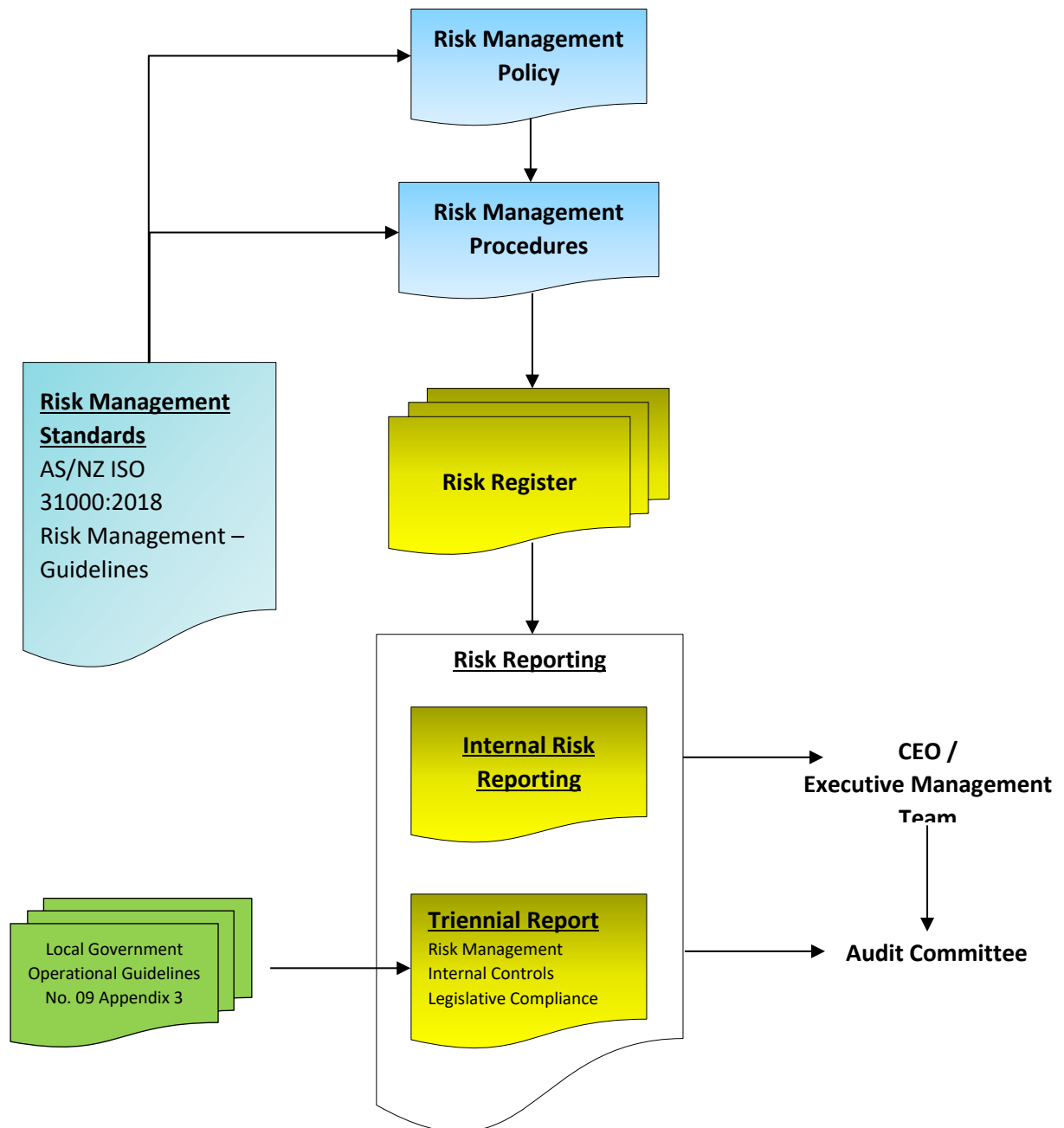


Figure 3: Document Structure

### 3. Risk Management Procedures

All work areas of the Shire are required to assess and manage risk on an ongoing basis.

Each manager, in conjunction with the Executive Manager Corporate Services is accountable for ensuring that risk is:

- Reflective of the material risk landscape of the Shire.
- Reviewed on at least a 12-month cycle, or sooner if there has been a material restructure or change in the risk and control environment.
- Maintained in the standard format.

This process is supported by the use of key data inputs, workshops and ongoing business engagement.

The risk management process is standardised across all areas of the Shire. The following diagram outlines that process with the following commentary providing broad descriptions of each step.

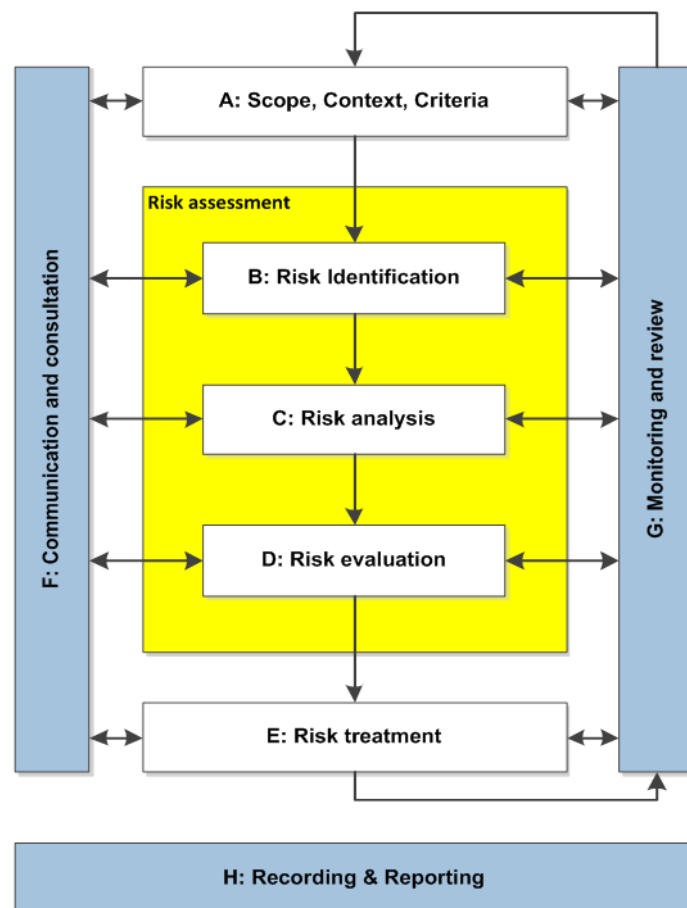


Figure 4: Risk Management Process ISO 31000:2018

## 3.1. A: Scope, Context, Criteria

The first step in the risk management process is to understand the context within which risks are to be assessed and what is being assessed, this forms two elements:

### 3.1.1. Organisational Criteria

This includes the Risk Assessment and Acceptance Criteria (Appendix A) and any other tolerance tables as developed.

All risk assessments are to utilise these matrixes to allow consistent and comparable risk information to be developed and considered within planning and decision-making processes.

### 3.1.2. Scope and Context

To direct the identification of risks, the specific risk assessment context is to be determined prior to the assessment and used within the risk assessment process. Risk sources can be internal or external.

For specific risk-assessment purposes, the Shire has three levels of risk assessment context:

#### **Strategic Context**

These risks are associated with achieving the organisation's long-term objectives. Inputs to establishing the strategic risk assessment context may include;

- Organisational Values / Vision
- Stakeholder Analysis
- Environment Scan / SWOT Analysis
- Strategies / Objectives / Goals (Integrated Planning & Reporting)

#### **Operational Context**

The Shire's day to day activities, functions, infrastructure and services. Prior to identifying operational risks, the operational area should identify its key activities i.e. what it is aiming to achieve. In addition, existing identified risks are to be utilised where possible to assist in the identification of related risks.

These risks are expected to change over time. In order to ensure consistency, the Executive Management Group must approve any amendments.

#### **Project Context**

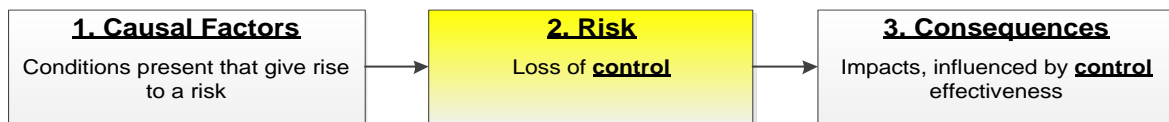
Project Risk has two main components:

- Direct context refers to the risks that may arise because of project activity (i.e. impacting on process, resources or IT systems), which may prevent the Shire from meeting its objectives.
- Indirect refers to the risks that threaten the delivery of project outcomes.

In addition to understanding what is to be assessed, it is also important to understand who are the key stakeholders or areas of expertise that may need to be included within the risk assessment.

## 3.2. B: Risk Identification

Once the context has been determined, the next step is to identify risks. This is the process of finding, recognising and describing risks. Risks are described as the point along an event sequence where control has been lost. An event sequence is shown below:



**Figure 5: Event (risk) sequence**

Using the specific risk assessment context as the foundation and in conjunction with relevant stakeholders, raise the questions listed below and then capture and review the information within each defined risk. The objective is to identify potential risks that could stop the Shire from achieving its goals. This step is also where opportunities for enhancement or gain across the organisation can be found.

These questions / considerations should be used only as a guide, as unidentified risks can cause major losses through missed opportunities or adverse events occurring. Additional analysis may be required.

Risks can also be identified through other business operations including policy and procedure development, internal and external audits, customer complaints, incidents and systems analysis.

'Brainstorming' will always produce a broad range of ideas and all things should be considered as potential risks. Relevant stakeholders are considered to be the subject experts when considering potential risks to the objectives of the work environment and should be included in all risk assessments being undertaken. Key risks can then be identified and captured within risk categories.

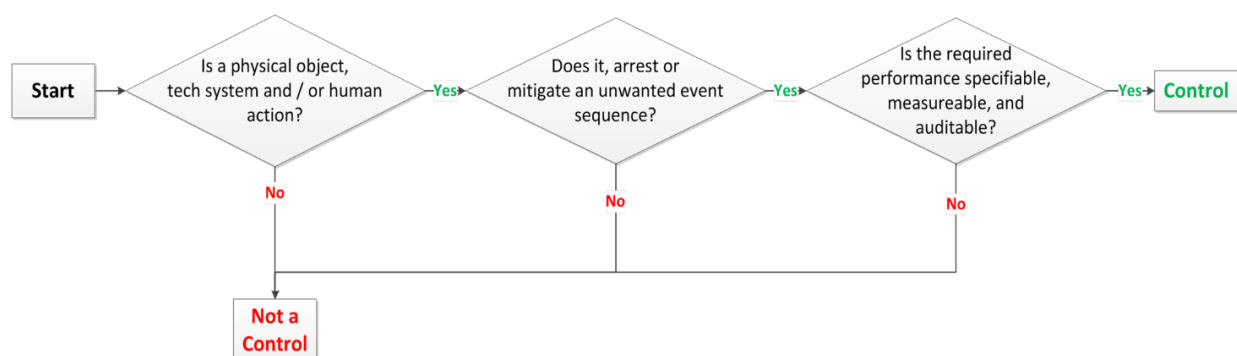
- What can go wrong? / What are areas of uncertainty? (**Risk Description**)
- How may this risk eventuate? (**Potential Causes**)
- What are the current measurable activities that mitigate this risk from eventuating? (**Controls**)
- What are the potential consequential outcomes of the risk eventuating? (**Consequences**)

**Risk Description** – describe what the risk is and specifically where control may be lost. They can also be described as an event. They are not to be confused with outcomes following an event, or the consequences of an event.

**Potential Causes** – are the conditions that may present or the failures that may lead to the event, or point in time when control is lost (risk).

**Controls** – are measures that modify risk. At this point in the process, only existing controls should be considered. They must meet the following three tests to be considered controls:

1. Is it an object, technological system and / or human action?
2. Does it, by itself, arrest or mitigate an unwanted sequence?
3. Is the required performance specifiable, measurable and auditable?



**Consequences** – need to be impacts to the Shire. These can be staff, visitor or contractor injuries; financial; interruption to services; non-compliance; damage to reputation or assets or the environment. There is no need to determine the level of impact at this stage.

### 3.3. C: Risk Analysis

To analyse identified risks, the Shire's Risk Assessment and Acceptance Criteria (Appendix A) is now applied.

#### 3.3.1. Step 1 - Consider the effectiveness of key controls

Controls need to be considered from three perspectives:

1. The design effectiveness of each individual key control.
2. The operating effectiveness of each individual key control.
3. The overall or combined effectiveness of all identified key controls.

#### 3.3.2. Design Effectiveness

This process reviews the 'design' of the controls to understand their potential for mitigating the risk without any operating influences. Controls that have inadequate designs will never be effective, even if performed perfectly every time.

There are four components to be considered in reviewing existing controls or developing new ones:

1. Completeness – The ability to ensure the process is completed once. How does the control ensure that the process is not lost or forgotten, or potentially completed multiple times?
2. Accuracy – The ability to ensure the process is completed accurately, that no errors are made or components of the process missed.
3. Timeliness – The ability to ensure that the process is completed within statutory timeframes or internal service level requirements.
4. Theft or Fraud – The ability to protect against internal misconduct or external theft / fraudulent activities.

It is very difficult to have a single control that meets all the above requirements when viewed against a risk category. It is imperative that all controls are considered so that the above components can be met across a number of controls.

#### 3.3.3. Operating Effectiveness

This process reviews how well the control design is being applied. Similar to above, the best-designed control will have no impact if it is not applied correctly.

As this generally relates to the human element of control application, four main approaches can be employed by management or the risk function to assist in determining the operating effectiveness and / or performance management.

- Re-perform – this is only applicable for those short timeframe processes where they can be re-performed. The objective is to re-perform the same task, following the design to ensure that the same outcome is achieved.
- Inspect – review the outcome of the task or process to provide assurance that the desired outcome was achieved.
- Observe – physically watch the task or process being performed.

- Inquire – through discussions with individuals / groups determine the relevant understanding of the process and how all components are required to mitigate any associated risk.

### 3.3.4. Overall Effectiveness

This is the value of the combined controls in mitigating the risk. All factors as detailed above are taken into account so that a considered qualitative value can be applied to the 'control' component of risk analysis.

The criterion for applying a value to the overall control is the same as for individual controls and can be found in Appendix A under 'Existing Control Ratings'.

### 3.3.5. Step 2 – Determine the Residual Risk rating

There are three components to this step:

1. Determine relevant consequence categories and rate the 'probable worst consequence' if the risk eventuated with existing controls in place. This is not the worst-case scenario but rather a qualitative judgement of the worst scenario that is probable or foreseeable. (Consequence)
2. Determine how likely it is that the 'probable worst consequence' will eventuate with existing controls in place. (Likelihood)
3. Using the Shire's Risk Matrix, combine the measures of consequence and likelihood to determine the risk rating. (Risk Rating)

## 3.4. D: Risk Evaluation

Risk evaluation takes the residual risk rating and applies it to the Shire's Risk Acceptance Criteria (Appendix A) to determine whether the risk is within acceptable levels to the Shire.

The outcome of this evaluation will determine whether the risk is low; moderate; high or extreme.

It will also determine using the Risk Acceptance Criteria, what (if any) high-level actions or treatments need to be implemented.

Note: Individual Risks or Issues may need to be escalated due to urgency, level of risk or of a systemic nature.

## 3.5. E: Risk Treatment

There are generally two requirements following the evaluation of risks.

1. In all cases, regardless of the residual risk rating, controls rated 'Inadequate' must have a treatment plan (action) to improve the control effectiveness to at least 'Adequate'.
2. If the residual risk rating is high or extreme, treatment plans must be implemented to either:
  - a. Reduce the consequence of the risk materialising.
  - b. Reduce the likelihood of occurrence.

(Note: these should have the desired effect of reducing the risk rating to at least moderate)

- c. Improve the effectiveness of the overall controls to 'Effective' and obtain approval to accept the risk as per the Risk Acceptance Criteria.

Once a treatment has been fully implemented, the Executive Manager Corporate Services is to review the risk information and acceptance decision with the treatment now noted as a control, and those risks that are acceptable then become subject to the monitor and review process (Refer to Risk Acceptance section).

### 3.5.1. Risk Acceptance

Day to day operational management decisions are generally managed under the delegated authority framework of the Shire. Risk Acceptance is a management decision to accept, within authority levels, risks that fall within Shire's risk appetite (refer Appendix A – Risk Assessment & Acceptance Criteria).

For those identified risks that remain outside of appetite, the following process must be followed;

The 'Risk Acceptance' must be in writing, signed by the relevant Manager, copied to the CEO, and include:

- A description of the risk and the reasons for holding a risk outside appetite
- An assessment of the risk (e.g. Impact consequence, materiality, likelihood, working assumptions etc)
- Details of any mitigating action plans or treatment options in place
- An estimate of the expected remediation date.

A lack of budget / funding to remediate a material risk outside appetite is not sufficient justification in itself to accept a risk.

Accepted risks must be continually reviewed through standard operating reporting structure (ie. Management Team)

## 3.6. F: Communication & Consultation

Effective communication and consultation are essential to ensure that those responsible for managing risk, and those with a vested interest, understand the basis on which decisions are made and why particular treatment / action options are selected or the reasons to accept risks have changed.

As risk is defined as the effect of uncertainty on objectives, consulting with relevant stakeholders assists in the reduction of components of uncertainty. Communicating these risks and the information surrounding the event sequence ensures decisions are based on the best available knowledge.

## 3.7. G: Monitoring & Review

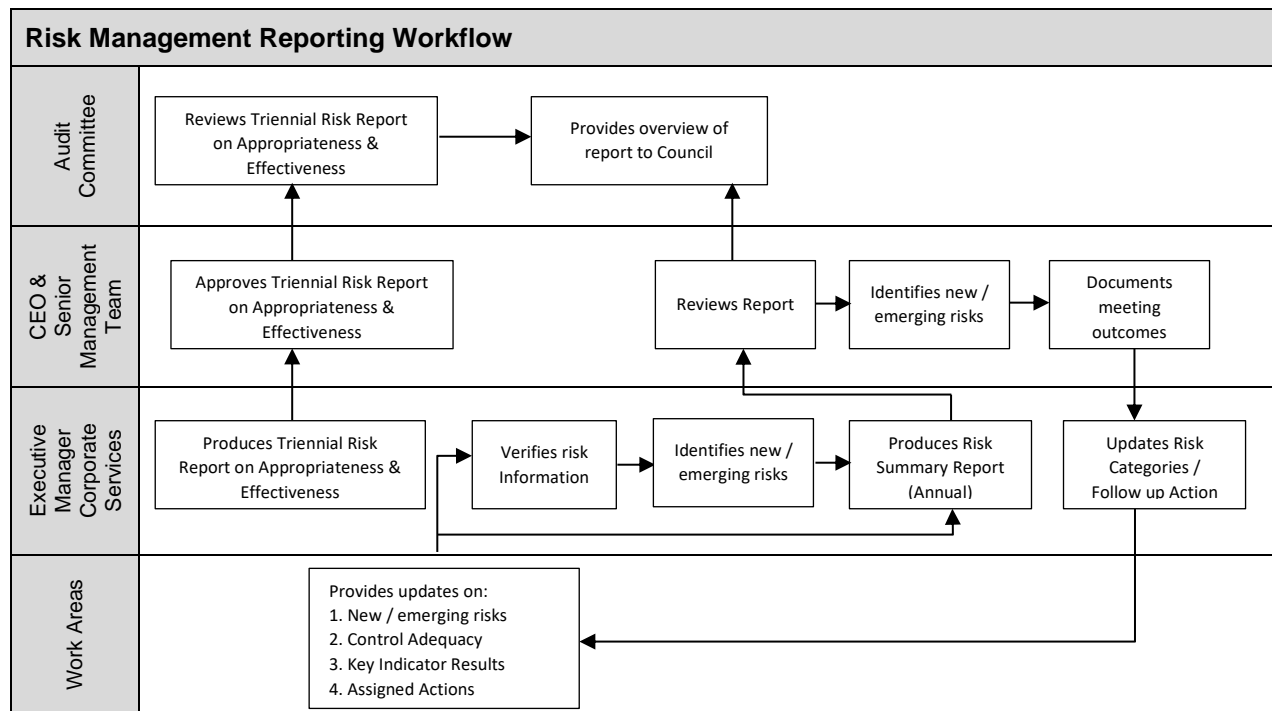
It is essential to monitor and review the management of risks, as changing circumstances may result in some risks increasing or decreasing in significance.

By regularly reviewing the effectiveness and efficiency of controls and the appropriateness of treatment / action options selected, we can determine if the organisation's resources are being put to the best use possible.

During the reporting process, management are required to review any risks within their area and follow up on controls, treatments, and actions mitigating those risks. Monitoring and the reviewing of risks, controls and treatments also apply to any actions / treatments to originate from an internal audit. The audit report will provide recommendations that effectively are treatments for risks that have been tested during an internal review.

### 3.8. H: Recording & Reporting

The following diagram provides a high-level view of the ongoing reporting process for risk management.



Each Work Area is responsible for ensuring:

- They continually provide updates in relation to new, emerging risks, control effectiveness and key indicator performance to the Executive Manager Corporate Services.
- Work through assigned actions and provide relevant updates to the Executive Manager Corporate Services.
- Risks / Issues reported to the CEO & Senior Management Team are reflective of the current risk and control environment.

The Executive Manager Corporate Services is responsible for:

- Ensuring Shire risk categories are formally reviewed and updated, at least on a 12-month cycle or earlier when there has been a material restructure, change in risk ownership or change in the external environment.
- Annual risk reporting for the CEO & Senior Management Team is an overview of the risk summary for the Shire.
- Annual Compliance Audit Return completion and lodgement.



## 4. Key Indicators

Key Indicators may be used for monitoring and validating key risks and controls. The following describes the process for the creation and reporting of Key Indicators:

- a. Identification
- b. Validity of Source
- c. Tolerances
- d. Monitor & Review

### 4.1. Identification

The following represent the minimum standards when identifying appropriate Key Indicators:

- The risk description and casual factors are fully understood
- The Key Indicator is fully relevant to the risk or control
- Predictive Key Indicators are adopted wherever possible
- Key Indicators provide adequate coverage over monitoring key risks and controls

### 4.2. Validity of Source

In all cases, an assessment of the data quality, integrity and frequency must be completed to ensure that the Key Indicator data is relevant to the risk or control.

Where possible the source of the data (data owner) should be independent to the risk owner. Overlapping Key Indicators can be used to provide a level of assurance on data integrity.

If the data or source changes during the life of the Key Indicator, the data is required to be re-validated to ensure reporting of the Key Indicator against a consistent baseline.

#### 4.2.1. Tolerances

Tolerances are based on the Shire's Risk Appetite. They are set and agreed over three levels:

- Green – Within appetite, no action required.
- Amber – the Key Indicators must be closely monitored and relevant actions set and implemented to bring the measure back within the green tolerance.
- Red – Outside of risk appetite, the Key Indicator must be escalated to the CEO & Management Team. Where appropriate, management actions are to be set and implemented to bring the measure back within appetite.

#### 4.2.2. Monitor & Review

All active Key Indicators are updated as per their stated frequency of the data source.

When monitoring and reviewing Key Indicators, the overall trend must be considered over a longer timeframe than that of individual data movements only. The trend of the Key Indicators is specifically used as an input to the risk and control assessment.

## 5. Document Revision History

Revision Events			
Rev.	Author	Changes	Date
01	PC	Adopted	17.12.20
02	NW	Reviewed	19.09.24

## 6. Appendix A – Risk Assessment and Acceptance Criteria

Shire of Yilgarn Measures of Consequence									
Rating (Level)	Health / People	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment	Project TIME	Project COST
<b>Insignificant (1)</b>	Near miss. Minor first aid injuries	Less than \$25,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential damage.	Contained, reversible impact managed by on site response	Exceeds deadline by 10% of project timeline	Exceeds project budget by 10%
<b>Minor (2)</b>	Medical type injuries	\$25,001 - \$250,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	Exceeds deadline by 15% of project timeline	Exceeds project budget by 15%
<b>Moderate (3)</b>	Lost time injury <30 days	\$250,001 - \$750,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies	Exceeds deadline by 20% of project timeline	Exceeds project budget by 20%
<b>Major (4)</b>	Lost time injury >30 days	\$750, 000 - \$1Mil	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies	Exceeds deadline by 25% of project timeline	Exceeds project budget by 25%
<b>Catastrophic (5)</b>	Fatality, permanent disability	More than \$1Mil	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact	Exceeds deadline by 30% of project timeline	Exceeds project budget by 30%

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

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

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

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



*Visit the **Southern Cross Skies***

- ✦ **Southern Cross** ✦ **Bullfinch**
- ✦ **Bodallin** ✦ **Marvel Loch**
- ✦ **Moorine Rock**

# **SHIRE OF YILGARN**

## **MONTHLY FINANCIAL STATEMENTS FOR THE MONTH ENDED 31 AUGUST 2024**



# **SHIRE OF YILGARN**

## **MONTHLY FINANCIAL REPORT**

**(Containing the required statement of financial activity and statement of financial position)**

**For the period ended 31 August 2024**

***LOCAL GOVERNMENT ACT 1995***

***LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996***

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**SHIRE OF YILGARN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 AUGUST 2024**

Note	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	4,601,698	0	4,682,791	4,682,791	0.00%	
Grants, subsidies and contributions	1,459,097	314,651	501,368	186,717	59.34%	▲
Fees and charges	2,060,787	954,865	971,207	16,342	1.71%	
Reimbursements	86,174	22,832	5,631	(17,201)	(75.34%)	
Interest revenue	774,449	129,074	150,249	21,175	16.41%	
Other revenue	626,300	103,710	97,824	(5,886)	(5.68%)	
Profit on asset disposals	10,749	0	0	0	0.00%	
	<b>9,619,254</b>	<b>1,525,132</b>	<b>6,409,070</b>	<b>4,883,938</b>	<b>320.23%</b>	
<b>Expenditure from operating activities</b>						
Employee costs	(4,680,008)	(776,764)	(717,124)	59,640	7.68%	
Materials and contracts	(2,876,890)	(565,246)	(368,924)	196,322	34.73%	▲
Utility charges	(1,038,701)	(74,040)	(68,258)	5,782	7.81%	
Depreciation	(4,739,000)	(789,816)	(784,761)	5,055	0.64%	
Finance costs	(31,123)	(100)	(14)	86	86.00%	
Insurance	(358,984)	(153,737)	(194,244)	(40,507)	(26.35%)	▼
Other expenditure	(763,366)	(164,811)	(172,539)	(7,728)	(4.69%)	
Loss on asset disposals	(240,976)	(19,972)	0	19,972	100.00%	
	<b>(14,729,048)</b>	<b>(2,544,486)</b>	<b>(2,305,864)</b>	<b>238,622</b>	<b>9.38%</b>	
Non cash amounts excluded from operating activities	4,989,810	809,788	785,221	(24,567)	(3.03%)	
<b>Amount attributable to operating activities</b>	<b>(119,984)</b>	<b>(209,566)</b>	<b>4,888,427</b>	<b>5,097,993</b>	<b>2432.64%</b>	
<b>INVESTING ACTIVITIES</b>						
<b>Inflows from investing activities</b>						
Proceeds from capital grants, subsidies and contributions	4,119,957	1,342,699	1,033,681	(309,018)	(23.01%)	▼
Proceeds from disposal of assets	491,500	0	0	0	0.00%	
	<b>4,611,457</b>	<b>1,342,699</b>	<b>1,033,681</b>	<b>(309,018)</b>	<b>(23.01%)</b>	
<b>Outflows from investing activities</b>						
Payments for property, plant and equipment	(8,640,921)	(764,858)	(662,836)	102,022	13.34%	▲
Payments for construction of infrastructure	(5,896,353)	(749,477)	(179,596)	569,881	76.04%	▲
	<b>(14,537,274)</b>	<b>(1,514,335)</b>	<b>(842,432)</b>	<b>671,903</b>	<b>44.37%</b>	
<b>Amount attributable to investing activities</b>	<b>(9,925,817)</b>	<b>(171,636)</b>	<b>191,249</b>	<b>362,885</b>	<b>211.43%</b>	
<b>FINANCING ACTIVITIES</b>						
<b>Inflows from financing activities</b>						
Proceeds from new borrowings	1,000,000	0	0	0	0.00%	
Transfer from reserves	2,322,000	0	0	0	0.00%	
	<b>3,322,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>Outflows from financing activities</b>						
Payments for principal portion of lease liabilities	0	(218)	(218)	0	0.00%	
Repayment of borrowings	(98,814)	0	0	0	0.00%	
Transfer to reserves	(1,076,615)	0	(99,877)	(99,877)	0.00%	
	<b>(1,175,429)</b>	<b>(218)</b>	<b>(100,095)</b>	<b>(99,877)</b>	<b>(45815.14%)</b>	
<b>Amount attributable to financing activities</b>	<b>2,146,571</b>	<b>(218)</b>	<b>(100,095)</b>	<b>(99,877)</b>	<b>(45815.14%)</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>						
<b>Surplus or deficit at the start of the financial year</b>	8,015,561	8,015,561	8,680,454	664,893	8.30%	
Amount attributable to operating activities	(119,984)	(209,566)	4,888,427	5,097,993	2432.64%	▲
Amount attributable to investing activities	(9,925,817)	(171,636)	191,249	362,885	211.43%	▲
Amount attributable to financing activities	2,146,571	(218)	(100,095)	(99,877)	(45815.14%)	▼
<b>Surplus or deficit after imposition of general rates</b>	<b>116,331</b>	<b>7,634,141</b>	<b>13,660,035</b>	<b>6,025,894</b>	<b>78.93%</b>	▲

**KEY INFORMATION**

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.

▲ Indicates a variance with a positive impact on the financial position.

▼ Indicates a variance with a negative impact on the financial position.

Refer to Note 3 for an explanation of the reasons for the variance.

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

**SHIRE OF YILGARN**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 31 AUGUST 2024**

	Actual 30 June 2024 \$	Actual as at 31 August 2024 \$
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	20,479,306	20,286,631
Trade and other receivables	732,037	5,685,649
Inventories	37,455	30,667
Other assets	139,938	135,262
<b>TOTAL CURRENT ASSETS</b>	<b>21,388,736</b>	<b>26,138,209</b>
<b>NON-CURRENT ASSETS</b>		
Trade and other receivables	67,678	67,078
Other financial assets	83,171	83,171
Property, plant and equipment	34,457,151	34,959,332
Infrastructure	457,445,334	457,001,048
Right-of-use assets	3,104	2,880
<b>TOTAL NON-CURRENT ASSETS</b>	<b>492,056,438</b>	<b>492,113,509</b>
<b>TOTAL ASSETS</b>	<b>513,445,174</b>	<b>518,251,718</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	569,223	239,098
Other liabilities	670,303	670,303
Lease liabilities	1,296	1,078
Borrowings	98,814	98,814
Employee related provisions	472,459	472,459
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,812,095</b>	<b>1,481,752</b>
<b>NON-CURRENT LIABILITIES</b>		
Lease liabilities	1,683	1,683
Borrowings	564,069	564,069
Employee related provisions	75,527	75,527
Other provisions	251,351	251,351
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>892,630</b>	<b>892,630</b>
<b>TOTAL LIABILITIES</b>	<b>2,704,725</b>	<b>2,374,382</b>
<b>NET ASSETS</b>	<b>510,740,449</b>	<b>515,877,336</b>
<b>EQUITY</b>		
Retained surplus	69,027,051	74,064,062
Reserve accounts	11,321,098	11,420,975
Revaluation surplus	430,392,300	430,392,299
<b>TOTAL EQUITY</b>	<b>510,740,449</b>	<b>515,877,336</b>

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

1 BASIS OF PREPARATION AND MATERIAL 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. Supplementary 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.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 12 September 2024

**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.

**MATERIAL ACCOUNTING POLICES**

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

**Critical accounting estimates and judgements**

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.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
  - Property, plant and equipment
  - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Assets held for sale
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease

**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 AUGUST 2024**

**2 NET CURRENT ASSETS INFORMATION**

**(a) Net current assets used in the Statement of Financial Activity**

**Current assets**

Cash and cash equivalents  
Trade and other receivables  
Inventories  
Contract assets  
Other assets

**Less: current liabilities**

Trade and other payables  
Other liabilities  
Lease liabilities  
Borrowings  
Employee related provisions  
Other provisions

Net current assets

Less: Total adjustments to net current assets

**Closing funding surplus / (deficit)**

Note	Adopted Budget Opening 1 July 2024 \$	Actual as at 30 June 2024 \$	Actual as at 31 August 2024 \$
	11,270,218	20,479,306	20,286,631
	808,210	732,037	5,685,649
	52,445	37,455	30,667
	477,873	0	0
	253,474	139,938	135,262
	12,862,220	21,388,736	26,138,209
	(376,739)	(569,223)	(239,098)
	(652,228)	(670,303)	(670,303)
	0	(1,296)	(1,078)
	(959,293)	(98,814)	(98,814)
	(425,957)	(472,459)	(472,459)
	(242,524)	0	0
	(2,656,741)	(1,812,095)	(1,481,752)
	10,205,479	19,576,641	24,656,457
2(b)	(9,146,762)	(10,896,187)	(10,996,422)
	<b>1,058,717</b>	<b>8,680,454</b>	<b>13,660,035</b>

**(b) Current assets and liabilities excluded from budgeted deficiency**

**Adjustments to net current assets**

Less: Reserve accounts  
Less: Current assets not expected to be received at end of year  
- Current financial assets at amortised cost - self supporting loans  
- Rates receivable  
Add: Current liabilities not expected to be cleared at the end of the year  
- Current portion of lease liabilities  
- Current portion of borrowings  
- Current portion of employee benefit provisions held in reserve

**Total adjustments to net current assets**

	(10,075,710)	(11,321,098)	(11,420,975)
	(369,000)		
		1,296	1,078
	959,293	98,814	98,814
	338,655	324,801	324,661
2(a)	<b>(9,146,762)</b>	<b>(10,896,187)</b>	<b>(10,996,422)</b>

**(c) Non-cash amounts excluded from operating activities**

**Adjustments to operating activities**

Less: Profit on asset disposals  
Add: Loss on asset disposals  
Add: Depreciation  
Non-cash movements in non-current assets and liabilities:  
- Pensioner deferred rates  
- Employee provisions

**Total non-cash amounts excluded from operating activities**

Adopted Budget Estimates 30 June 2025 \$	YTD Budget Estimates 31 August 2024 \$	YTD Actual 31 August 2024 \$
(10,749)	0	0
240,976	19,972	0
4,739,000	789,816	784,761
6,000		460
14,583		0
<b>4,989,810</b>	<b>809,788</b>	<b>785,221</b>

**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 local governments' operational cycle.

SHIRE OF YILGARN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2024

FM Reg 34 (2)(b)

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 2024-25 year is \$30,000 and 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
<b>Revenue from operating activities</b>			
<b>Grants, subsidies and contributions</b>	186,717	59.34%	▲
Higher than anticipated HVRI Contributions			
<b>Expenditure from operating activities</b>			
<b>Materials and contracts</b>	196,322	34.73%	▲
Lower than anticipated materials and contracts costs for the month of August			
<b>Insurance</b>	(40,507)	(26.35%)	▼
Timing differences in setting the budget			
<b>Inflows from investing activities</b>			
<b>Proceeds from capital grants, subsidies and contributions</b>	(309,018)	(23.01%)	▼
Variance due to delay in receiving LRCI grant			
<b>Outflows from investing activities</b>			
<b>Payments for property, plant and equipment</b>	102,022	13.34%	▲
Due to timing differences in setting budget and actual purchase of plant & equipment			
<b>Payments for construction of infrastructure</b>	569,881	76.04%	▲
Due to timing differences in setting budget and completing capital works			
<b>Surplus or deficit after imposition of general rates</b>	6,025,894	78.93%	▲
Due to variances outlined above			

**SHIRE OF YILGARN**  
**SUPPLEMENTARY INFORMATION**

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**BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION**

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

**SHIRE OF YILGARN**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 31 AUGUST 2024**

**1 KEY INFORMATION**

**Funding Surplus or Deficit Components**

<b>Funding surplus / (deficit)</b>				
	<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
<b>Opening</b>	<b>\$8.02 M</b>	<b>\$8.02 M</b>	<b>\$8.68 M</b>	<b>\$0.66 M</b>
<b>Closing</b>	<b>\$0.12 M</b>	<b>\$7.63 M</b>	<b>\$13.66 M</b>	<b>\$6.03 M</b>

Refer to Statement of Financial Activity

<b>Cash and cash equivalents</b>		
	<b>\$20.29 M</b>	<b>% of total</b>
<b>Unrestricted Cash</b>	<b>\$8.87 M</b>	<b>43.7%</b>
<b>Restricted Cash</b>	<b>\$11.42 M</b>	<b>56.3%</b>

Refer to 3 - Cash and Financial Assets

<b>Payables</b>	
	<b>\$0.24 M</b>
<b>Trade Payables</b>	<b>\$0.01 M</b>
<b>0 to 30 Days</b>	<b>100.0%</b>
<b>Over 30 Days</b>	<b>0.0%</b>
<b>Over 90 Days</b>	<b>0.0%</b>

Refer to 9 - Payables

<b>Receivables</b>	
	<b>\$0.68 M</b>
<b>Rates Receivable</b>	<b>\$5.00 M</b>
<b>Trade Receivable</b>	<b>\$0.68 M</b>
<b>Over 30 Days</b>	<b>6.7%</b>
<b>Over 90 Days</b>	<b>2.4%</b>

Refer to 7 - Receivables

**Key Operating Activities**

<b>Amount attributable to operating activities</b>			
<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
<b>(\$0.12 M)</b>	<b>(\$0.21 M)</b>	<b>\$4.89 M</b>	<b>\$5.10 M</b>

Refer to Statement of Financial Activity

<b>Rates Revenue</b>		
<b>YTD Actual</b>	<b>\$4.68 M</b>	<b>% Variance</b>
<b>YTD Budget</b>	<b>\$0.00 M</b>	<b>0.0%</b>

<b>Grants and Contributions</b>		
<b>YTD Actual</b>	<b>\$0.50 M</b>	<b>% Variance</b>
<b>YTD Budget</b>	<b>\$0.31 M</b>	<b>59.3%</b>

Refer to 13 - Grants and Contributions

<b>Fees and Charges</b>		
<b>YTD Actual</b>	<b>\$0.97 M</b>	<b>% Variance</b>
<b>YTD Budget</b>	<b>\$0.95 M</b>	<b>1.7%</b>

Refer to Statement of Financial Activity

**Key Investing Activities**

<b>Amount attributable to investing activities</b>			
<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
<b>(\$9.93 M)</b>	<b>(\$0.17 M)</b>	<b>\$0.19 M</b>	<b>\$0.36 M</b>

Refer to Statement of Financial Activity

<b>Proceeds on sale</b>		
<b>YTD Actual</b>	<b>\$0.00 M</b>	<b>%</b>
<b>Adopted Budget</b>	<b>\$0.49 M</b>	<b>(100.0%)</b>

Refer to 6 - Disposal of Assets

<b>Asset Acquisition</b>		
<b>YTD Actual</b>	<b>\$0.18 M</b>	<b>% Spent</b>
<b>Adopted Budget</b>	<b>\$5.90 M</b>	<b>(97.0%)</b>

Refer to 5 - Capital Acquisitions

<b>Capital Grants</b>		
<b>YTD Actual</b>	<b>\$1.03 M</b>	<b>% Received</b>
<b>Adopted Budget</b>	<b>\$4.12 M</b>	<b>(74.9%)</b>

Refer to 5 - Capital Acquisitions

**Key Financing Activities**

<b>Amount attributable to financing activities</b>			
<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
<b>\$2.15 M</b>	<b>(\$0.00 M)</b>	<b>(\$0.10 M)</b>	<b>(\$0.10 M)</b>

Refer to Statement of Financial Activity

<b>Borrowings</b>	
<b>Principal repayments</b>	<b>\$0.00 M</b>
<b>Interest expense</b>	<b>\$0.00 M</b>
<b>Principal due</b>	<b>\$0.66 M</b>

Refer to 10 - Borrowings

<b>Reserves</b>	
<b>Reserves balance</b>	<b>\$11.42 M</b>
<b>Net Movement</b>	<b>\$0.10 M</b>

Refer to 4 - Cash Reserves

<b>Lease Liability</b>	
<b>Principal repayments</b>	<b>(\$0.00 M)</b>
<b>Interest expense</b>	<b>(\$0.00 M)</b>
<b>Principal due</b>	<b>\$0.00 M</b>

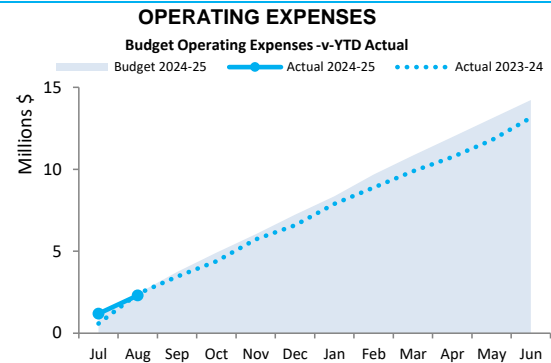
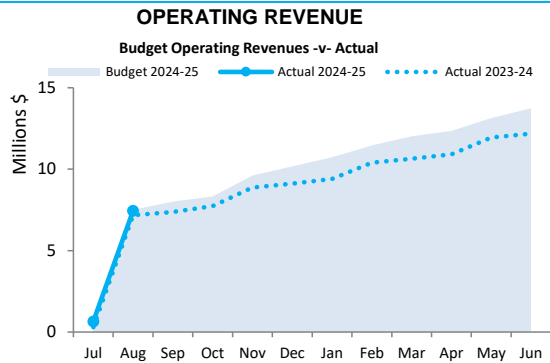
Refer to Note 11 - Lease Liabilities

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

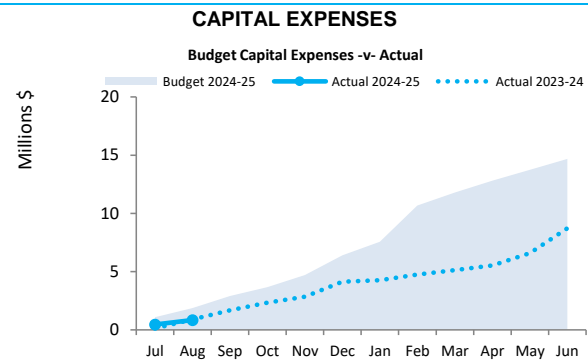
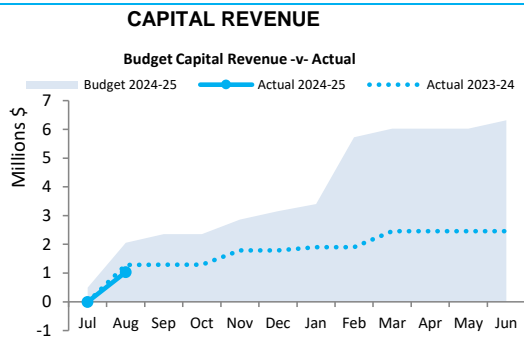
**SHIRE OF YILGARN**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 31 AUGUST 2024**

**2 KEY INFORMATION - GRAPHICAL**

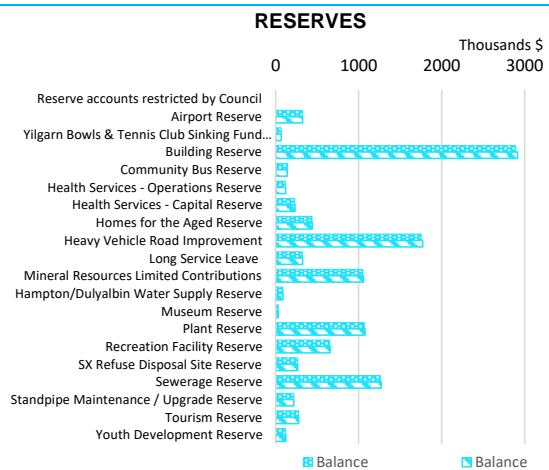
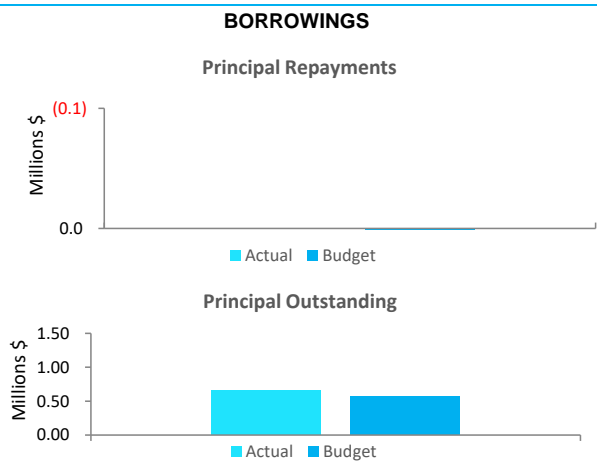
**OPERATING ACTIVITIES**



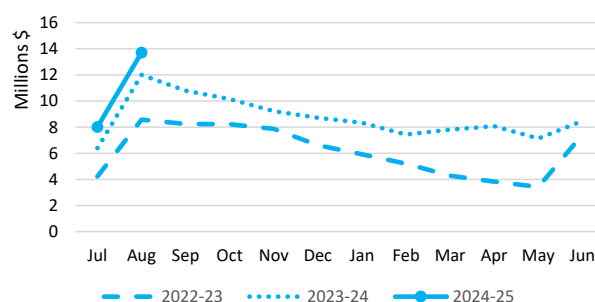
**INVESTING ACTIVITIES**



**FINANCING ACTIVITIES**



**Closing funding surplus / (deficit)**



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



### 3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand		1,350		1,350				
Muni funds - bank working acc	Cash and cash equivalents	916,436		916,436		WBC	0.00%	
Muni funds - at call account	Cash and cash equivalents	3,046,432		3,046,432		WBC	1.35%	
Muni funds - investment account (31 days)	Cash and cash equivalents	4,850,000		4,850,000		WBC	4.60%	(rolling 31 day)
Reserve funds - investment account (90 days)	Cash and cash equivalents	0	11,420,975	11,420,975		WBC	5.10%	(rolling 90 day)
Trust Account	Cash and cash equivalents	51,438		51,438	51,438			
<b>Total</b>		<b>8,865,656</b>	<b>11,420,975</b>	<b>20,286,631</b>	<b>51,438</b>			
<b>Comprising</b>								
Cash and cash equivalents		8,865,656	11,420,975	20,286,631	51,438			
		<b>8,865,656</b>	<b>11,420,975</b>	<b>20,286,631</b>	<b>51,438</b>			

#### KEY INFORMATION

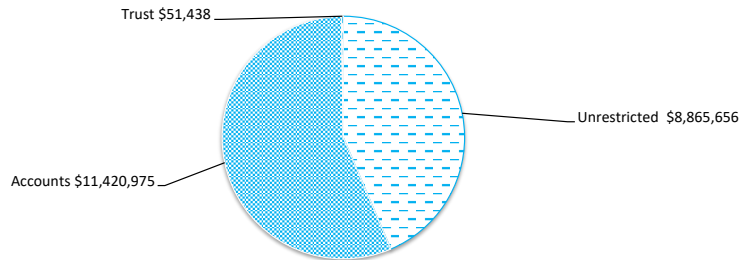
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of 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 8 - Other assets.



**SHIRE OF YILGARN**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 31 AUGUST 2024**

**4 RESERVE ACCOUNTS**

Reserve account name	Budget				Actual			
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Reserve accounts restricted by Council</b>								
Airport Reserve	323,313	14,549	0	337,862	323,313	2,853	0	326,166
Yilgarn Bowls & Tennis Club Sinking Fund Reserve	65,982	130,037	0	196,019	65,982	582	0	66,564
Building Reserve	2,889,718	6,336	(1,700,000)	1,196,054	2,889,718	25,493	0	2,915,211
Community Bus Reserve	140,791	10,417	0	151,208	140,791	1,241	0	142,032
Health Services - Operations Reserve	118,856	5,349	0	124,205	118,856	1,049	0	119,905
Health Services - Capital Reserve	231,479	19,726	0	251,205	231,479	2,042	0	233,521
Homes for the Aged Reserve	438,360	628,968	0	1,067,328	438,360	3,868	0	442,228
Heavy Vehicle Road Improvement	1,754,849	11,923	0	1,766,772	1,754,849	15,481	0	1,770,330
Long Service Leave	324,072	14,583	0	338,655	324,072	2,859	0	326,931
Mineral Resources Limited Contributions	1,051,058	47,298	0	1,098,356	1,051,058	9,273	0	1,060,331
Hampton/Dulyalbin Water Supply Reserve	87,643	11,444	0	99,087	87,643	773	0	88,416
Museum Reserve	32,877	4,479	0	37,356	32,877	289	0	33,166
Plant Reserve	1,066,585	47,996	0	1,114,581	1,066,585	9,410	0	1,075,995
Recreation Facility Reserve	652,076	56,773	(622,000)	86,849	652,076	5,753	0	657,829
SX Refuse Disposal Site Reserve	264,960	29,343	0	294,303	264,960	2,338	0	267,298
Sewerage Reserve	1,261,614	9,823	0	1,271,437	1,261,614	11,130	0	1,272,744
Standpipe Maintenance / Upgrade Reserve	218,291	12,462	0	230,753	218,291	1,926	0	220,217
Tourism Reserve	276,924	9,635	0	286,559	276,924	2,443	0	279,367
Youth Development Reserve	121,650	5,474	0	127,124	121,650	1,074	0	122,724
	<b>11,321,098</b>	<b>1,076,615</b>	<b>(2,322,000)</b>	<b>10,075,713</b>	<b>11,321,098</b>	<b>99,877</b>	<b>0</b>	<b>11,420,975</b>

## 5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	6,360,921	764,858	662,836	(102,022)
Furniture and equipment	65,000	0	0	0
Plant and equipment	2,215,000	0	0	0
<b>Acquisition of property, plant and equipment</b>	<b>8,640,921</b>	<b>764,858</b>	<b>662,836</b>	<b>(102,022)</b>
Infrastructure - roads	5,411,353	713,979	179,596	(534,383)
Infrastructure- Other	485,000	35,498	0	(35,498)
<b>Acquisition of infrastructure</b>	<b>5,896,353</b>	<b>749,477</b>	<b>179,596</b>	<b>(569,881)</b>
<b>Total of PPE and Infrastructure.</b>	<b>14,537,274</b>	<b>1,514,335</b>	<b>842,432</b>	<b>(671,903)</b>
<b>Total capital acquisitions</b>	<b>14,537,274</b>	<b>1,514,335</b>	<b>842,432</b>	<b>(671,903)</b>
<b>Capital Acquisitions Funded By:</b>				
Capital grants and contributions	4,119,957	1,342,699	1,033,681	(309,018)
Borrowings	1,000,000	0	0	0
Other (disposals & C/Fwd)	491,500	0	0	0
Contribution - operations	8,925,817	171,636	0	(171,636)
<b>Capital funding total</b>	<b>14,537,274</b>	<b>1,514,335</b>	<b>1,033,681</b>	<b>(480,654)</b>

### KEY INFORMATION

#### Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the 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. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

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 *Local Government (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.

Individual assets that are land, buildings and infrastructure 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 reportable value.

#### Measurement after recognition

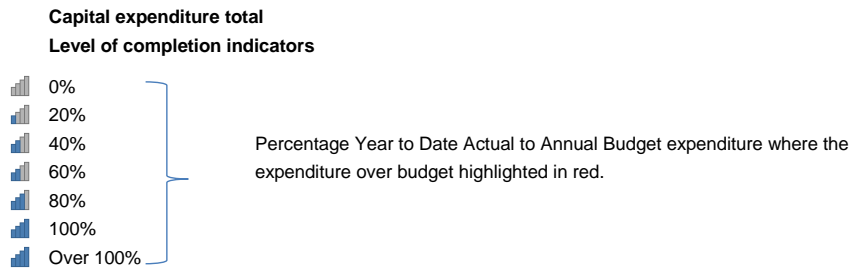
Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

#### Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

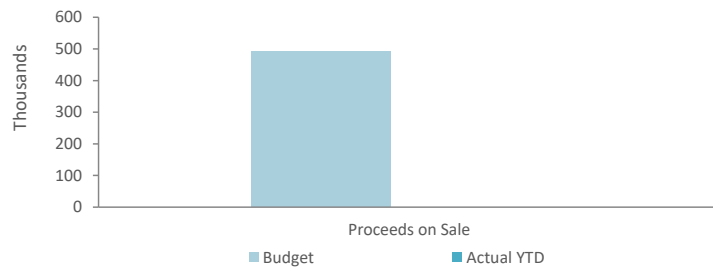
5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED



		Adopted		31/08/2024	Variance
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over
		\$	\$	\$	\$
<b>Buildings</b>					
E07451	Medical Centre - Land & Buildings Capital	15,196	0	0	0
E08250	Child Care Centre - Land & Buildings Capital	45,000	0	0	0
E08350	Senior Citizens Centre - Land & Buildings Capital	10,000	0	0	0
J08403	Homes For The Aged - Land & Buildings Capital	77,603	0	0	0
E09710	Housing Construction - Land & Buildings	860,384	0	0	0
J09750	37 Taurus St - Land & Buildings Capital	36,000	0	0	0
J09753	103 Altair St - Land & Buildings Capital	9,093	0	1,491	(1,491)
J09754	3 Libra Pl - Land & Buildings Capital	18,653	0	205	(205)
J09755	35 Taurus St - Land & Buildings Capital	41,174	0	0	0
J09760	1/50 Antares St - Land & Buildings Capital	6,000	0	0	0
J09764	2 Libra Place - Land & Buildings Capital	30,783	0	0	0
J09766	13 Libra St (East) - Land & Buildings Capital	8,500	0	0	0
J09767	13 Libra St (West) - Land & Buildings Capital	8,500	0	0	0
J10722	Cbd Public Toilets - Land & Buildings Capital	12,063	2,004	0	2,004
J11150	Sx Community Centre - Land & Buildings Capital	0	0	144	(144)
E11250	Swimming Pool - Land & Buildings Capital	30,000	0	0	0
J11341	Yilgarn Bowls & Tennis Centre - Land & Buildings Capital	12,826	2,134	0	2,134
SPRT11	Moorine Rock Tennis Club - Land & Buildings Capital	5,600	932	0	932
SPORT9	Netball Courts / Pavilion / Toilets - Land & Buildings Capital	14,297	2,382	0	2,382
J11342	Lrci Rnd 3 - Southern Cross Sports Complex Upgrades	4,420,000	736,666	647,102	89,564
J13203	Caravan Park Improvements - Land & Buildings Capital	556,739	0	11,972	(11,972)
J13207	Caravan Park Residence - Land & Buildings Capital	18,000	0	0	0
J14602	Depot - Land & Buildings Capital	58,479	9,744	1,757	7,987
J14604	Depot - Yard Surfaces - Land & Buildings Capital	25,000	4,166	0	4,166
J14603	11 Antares Street - Shop Front Capital	18,739	3,118	165	2,953
J14607	11 Antares Street - Residence Capital	22,292	3,712	0	3,712
<b>Furniture</b>					
E14655	Shire Administration - Furniture & Equipment Capital	65,000	0	0	0
<b>Plant and equipment</b>					
E10353	Southern Cross Sewerage Scheme - Plant & Equipment Capital	52,500	4,375	0	4,375
E10451	Marvel Loch Sewerage Scheme - Plant & Equipment Capital	10,500	875	0	875
J11345	Sx Sporting Complex - Plant & Equipment Capital	25,000	2,083	0	2,083
E11357	Parks & Gardens - Plant & Equipment Capital	210,000	17,500	0	17,500
E12350	Purchase Of Plant And Equipment	1,725,000	143,750	0	143,750
E12353	Depot - Plant & Equipment Capital	75,000	6,250	0	6,250
E13257	Caravan Park Improvements - Plant & Equipment Capital	65,000	0	0	0
E14656	Shire Administration - Plant & Equipment	52,000	0	0	0
<b>Infrastructure - roads</b>					
RRG28	R2030 - Bodallin Wheatbin Rd - Replace Culvert And Reconstruc	1,674,799	0	600	(600)
R2R40	R2R - Marvel Loch Forrestania Rd - Reconstruct To 8M Primer Se	445,054	0	0	0
R2R41	R2R - Marvel Loch Forrestania Rd - Reseal - Slk 0.17 - 2.90 (24/2	120,728	0	0	0
R2R42	R2R - Koorda-Bullfinch Rd - Shoulder Widening - Slk 6.00 - 11.20	303,088	151,545	1,242	150,303
R2R43	R2R - Southern Cross South Rd - Gravel Sheet - Slk 86.00 - 91.9	414,953	207,478	38,905	168,573
WSFN1	Wsfm - Koorda/Bullfinch Rd - Geotesting, Survey & Replace 2 Culv	136,500	27,299	0	27,299
RRU38	Rru - Various Reseals, Short Sections And Intersections (24/25)	406,980	0	0	0
RRU39	Rru - Noongaar North Rd - Gravel Sheet - Slk ?? (24/25)	303,017	0	640	(640)
RRU40	Rru - Cockatoo Tank Rd - Resheet - Slk 0.00 To 5.00 (24/25)	364,894	0	0	0
RRU41	Rru - Dulyalbin Rd - Gravel Sheet - Slk 1.00 - 5.00 (24/25)	282,325	282,325	129,624	152,701
RRU42	Rru - Lrci Phase 4B - Replace Various Culverts	272,000	45,332	0	45,332
RRU43	Rru - Ivy Rd - Gravel Sheet - Slk 23.00 - 28.00 (24/25)	308,576	0	640	(640)
TRU14	Tru - Altair St - Reseal - Slk 0.00 - 1.35 (24/25)	70,291	0	0	0
HVRIC9	Hvric - Koolyanobbing Rd - Replace Various Culverts And Recons	308,148	0	7,944	(7,944)
<b>Infrastructure - Other</b>					
E10350	Southern Cross Sewerage Scheme - Infrastructure Capital	17,500	2,916	0	2,916
E10450	Marvel Loch Sewerage Scheme - Infrastructure Capital	25,500	4,250	0	4,250
J11344	Renewal Of Cricket Practice Nets & Surface	30,000	5,000	0	5,000
J12101	Concrete Footpath - Spica Street - Southern Cross	120,000	20,000	0	20,000
AERO5	Windsock Lighting Upgrade	20,000	3,332	0	3,332
TRU15	Tru - Lrci Phase 4B - Sx Town Kerbing	272,000	0	0	0
		<b>14,537,274</b>	<b>1,689,168</b>	<b>842,432</b>	<b>846,736</b>

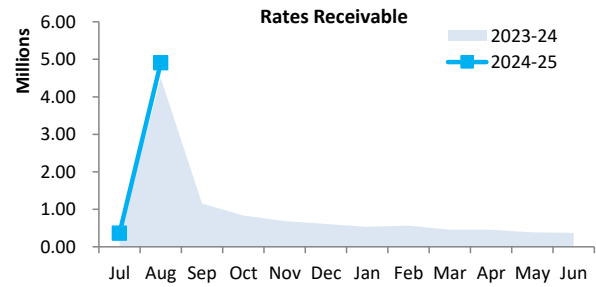
6 DISPOSAL OF ASSETS

		Budget				YTD Actual			
Asset Ref.	Asset description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
2061	Light Tip Truck	54,881	40,000	0	(14,881)	0	0	0	0
2013	Freightliner Prime Mover	153,753	65,000	0	(88,753)	0	0	0	0
2011	Replace Asset 2011 - John Deere Grader	163,055	80,000	0	(83,055)	0	0	0	0
P1818	Replace Asset P1818 - Tandem Dolly	17,272	10,000	0	(7,272)	0	0	0	0
2018	Toro GM360 Ride On	23,606	4,500	0	(19,106)	0	0	0	0
2057	Dual Cab 4x4 Truck	67,716	60,000	0	(7,716)	0	0	0	0
2058	Dual Cab 4x4 Truck	67,716	60,000	0	(7,716)	0	0	0	0
2035	Tray Deck & Crane	56,172	45,000	0	(11,172)	0	0	0	0
2112	Toyota Landcruiser (WS)	60,251	70,000	9,749	0	0	0	0	0
2043	Builders Ute	25,000	26,000	1,000	0	0	0	0	0
2100	Mitsubishi Outlander	32,305	31,000	0	(1,305)	0	0	0	0
		721,727	491,500	10,749	(240,976)	0	0	0	0



## 7 RECEIVABLES

Rates receivable	30 Jun 2024	31 Aug 2024
	\$	\$
Opening arrears previous year	310,001	367,490
Levied this year	4,378,475	4,682,791
Less - collections to date	(4,320,986)	(48,121)
<b>Net rates collectable</b>	<b>367,490</b>	<b>5,002,160</b>
% Collected	92.2%	1.0%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	584,209	26,672	79	14,856	625,816
Percentage	0.0%	93.4%	4.3%	0.0%	2.4%	
<b>Balance per trial balance</b>						
Trade receivables						625,816
GST receivable						62,125
Allowance for credit losses of rates and statutory receivables						(4,452)
<b>Total receivables general outstanding</b>						<b>683,489</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.

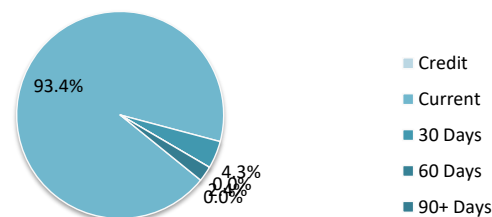
Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

### 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.

### Accounts Receivable (non-rates)



## 8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 31 August 2024
<b>Other current assets</b>	\$	\$	\$	\$
<b>Inventory</b>				
Fuel and materials	37,455		(6,788)	30,667
<b>Other assets</b>				
Accrued income	4,676		(4,676)	0
Contract assets	135,262			135,262
<b>Total other current assets</b>	<b>177,393</b>	<b>0</b>	<b>(11,464)</b>	<b>165,929</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.

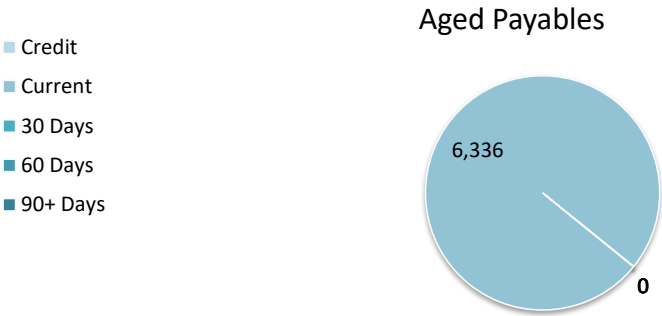
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	6,336	0	0	0	6,336
Percentage	0.0%	100.0%	0.0%	0.0%	0.0%	
<b>Balance per trial balance</b>						
Sundry creditors						6,337
Accrued salaries and wages						35,142
ATO liabilities						126,855
Other payables [describe]						3,810
Other payables [describe]						66,954
<b>Total payables general outstanding</b>						<b>239,098</b>
<b>Amounts shown above include GST (where applicable)</b>						

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 BORROWINGS

### Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2024	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
WA Treasury, Southern Cross swimming pool	98	662,883	0	0	0	98,814	662,883	564,069	0	(7,323)
Southern Cross Recreation Center Upgrade	99	0		1,000,000	0	0	0	0		(22,600)
<b>Total</b>		<b>662,883</b>	<b>0</b>	<b>1,000,000</b>	<b>0</b>	<b>98,814</b>	<b>662,883</b>	<b>564,069</b>	<b>0</b>	<b>(29,923)</b>
Current borrowings		98,814					98,814			
Non-current borrowings		564,069					564,069			
		<b>662,883</b>					<b>662,883</b>			

All debenture repayments were financed by general purpose revenue.

### New borrowings 2024-25

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Southern Cross Recreation Centre Upgrade		1,000,000	WATC	Annuity	10	0	0.05		252,168	

### KEY INFORMATION

The City 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.

## 11 LEASE LIABILITIES

### Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2024	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<i>Canon Photocopier (back office)</i>		2,979			(218)		2,761	2,979	(14)	(1,200)
<b>Total</b>		<b>2,979</b>	<b>0</b>	<b>0</b>	<b>(218)</b>	<b>0</b>	<b>2,761</b>	<b>2,979</b>	<b>(14)</b>	<b>(1,200)</b>
Current lease liabilities		1,296					1,078			
Non-current lease liabilities		1,683					1,683			
		<b>2,979</b>					<b>2,761</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.

## 12 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2024	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 August 2024
		\$	\$	\$	\$	\$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
Contract liabilities		629,210	0			629,210
Unearned Revenue		41,093	0			41,093
<b>Total other liabilities</b>		670,303	0	0	0	670,303
<b>Employee Related Provisions</b>						
Provision for annual leave		244,291	0			244,291
Provision for long service leave		228,168	0			228,168
<b>Total Provisions</b>		472,459	0	0	0	472,459
<b>Total other current liabilities</b>		<b>1,142,762</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,142,762</b>

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13

### 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.

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability 1 July 2024	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Aug 2024	Current Liability 31 Aug 2024	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Grants and subsidies</b>								
GRANTS COMMISSION GENERAL				0		526,462	131,615	103,609
GRANTS COMMISSION ROADS				0		179,759	44,939	44,363
ESL OPERATING GRANT				0		62,500	15,625	4,472
CRC PROFESSIONAL DEVELOPMENT & TRAINING				0		2,500	416	0
DRD GRANT FUNDING (CRC)				0		113,944	28,486	29,857
GRANT FUNDING				0		1,000	166	0
STREET LIGHT - OPERATION GRANT				0		12,500	0	0
HVRIC - HEAVY VEHICLE ROAD IMPROVEMENT CHARGE				0		550,000	91,666	317,539
	0	0	0	0	0	1,448,665	312,913	499,840
<b>Contributions</b>								
GRANT FUNDING - OTHER				0		10,432	1,738	1,528
	0	0	0	0	0	10,432	1,738	1,528
<b>TOTALS</b>	0	0	0	0	0	1,459,097	314,651	501,368

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Capital grant/contribution liabilities	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD Revenue
	1 July 2024	Increase in Liability	(As revenue)	31 Aug 2024	31 Aug 2024	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>								
LOCAL ROADS AND COMMUNITY INFRASTRUCTURE (LRCI)				0		1,136,311	284,077	0
GRANT ROADS 2025				0		1,116,533	446,613	472,614
MRWA DIRECT GRANT				0		561,067	561,067	561,067
ROADS TO RECOVERY (R2R)				0		1,178,691	0	0
COMMODITY ROUTE / SECONDARY FREIGHT NETWORK FUNDING				0		127,355	50,942	0
	0	0	0	0	0	4,119,957	1,342,699	1,033,681

**SHIRE OF YILGARN**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 31 AUGUST 2024**

**15 TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2024	Amount Received	Amount Paid	Closing Balance 31 August 2024
	\$	\$	\$	\$
Police Licensing	759	-	-	759
Builders Levy	28,438	123	(10,638)	17,923
Transwa Bookings	3,047	-	-	3,047
Staff Personal Dedns	(1)	-	-	(1)
Housing Tenancy Bonds	4,240	-	-	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	16,047	-	(4,333)	11,714
Retention Monies	20,000	-	-	20,000
Council Nomination Deposit	100	-	-	100
	<b>81,803</b>	<b>123</b>	<b>(14,971)</b>	<b>66,955</b>

Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st August 2024 to 31st August 2024  
Presented to Council, 19th September 2024

Date	Payee	Description	Amount
		CHQ	
09/08/2024	LGRCEU	41288	\$ 20.50
23/08/2024	LGRCEU	41289	\$ 20.50
23/08/2024	SHIRE OF YILGARN	41290	\$ 37,662.80
		TOTAL CHEQUES:	\$ 37,703.80

Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st August 2024 to 31st August 2024  
Presented to Council, 19th September 2024

Date	Payee	Description	Amount
<i>EFT</i>			
09/08/2024	3SIXT AUTOMOTIVE SERVICES	EFT15548	\$ 1,713.49
09/08/2024	STAFF	EFT15549	\$ 79.99
09/08/2024	EX-STAFF	EFT15550	\$ 300.00
09/08/2024	ALINTA SALES PTY LTD	EFT15551	\$ 5,855.16
09/08/2024	WA DISTRIBUTORS PTY LTD	EFT15552	\$ 1,344.65
09/08/2024	AUSTRALIA POST	EFT15553	\$ 165.46
09/08/2024	AVON WASTE	EFT15554	\$ 17,288.60
09/08/2024	AXFORD PLUMBING AND GAS PTY LTD	EFT15555	\$ 770.00
09/08/2024	BOC GASES	EFT15556	\$ 130.98
09/08/2024	STAFF	EFT15557	\$ 105.00
09/08/2024	AUST. GOVERNMENT CHILD SUPPORT AGENCY	EFT15558	\$ 631.18
09/08/2024	COMBINED TYRES PTY LTD	EFT15559	\$ 6,941.00
09/08/2024	TEAM GLOBAL EXPRESS PTY LTD	EFT15560	\$ 32.75
09/08/2024	DEPARTMENT OF PLANNING, LANDS AND HERITAGE	EFT15561	\$ 183.34
09/08/2024	DEVLYN AUSTRALIA PTY LTD	EFT15562	\$ 4,312.82
09/08/2024	E FIRE & SAFETY	EFT15563	\$ 4,334.00
09/08/2024	STAFF	EFT15564	\$ 303.83
09/08/2024	ROBERT GLENN BONE	EFT15565	\$ 2,519.00
09/08/2024	HAVCON ENGINEERING	EFT15566	\$ 2,145.00
09/08/2024	LANDGATE	EFT15567	\$ 290.20
09/08/2024	LG ASSIST ANZ PTY LTD	EFT15568	\$ 330.00
09/08/2024	LGISWA	EFT15569	\$ 12,301.42
09/08/2024	LNB ELECTRICAL	EFT15570	\$ 4,870.32
09/08/2024	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	EFT15571	\$ 13,734.40
09/08/2024	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	EFT15572	\$ 526.90
09/08/2024	LOEGAN RHEACE BAUGHEN	EFT15573	\$ 600.00
09/08/2024	G & PM DELLA BOSCA	EFT15574	\$ 6,198.50
09/08/2024	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	EFT15575	\$ 1,484.55
09/08/2024	MARKET CREATIONS	EFT15576	\$ 3,802.70
09/08/2024	IXOM OPERATIONS PTY LTD	EFT15577	\$ 465.12
09/08/2024	PAYWISE PTY LTD	EFT15578	\$ 483.21
09/08/2024	PERFECT COMPUTER SOLUTIONS PTY LTD	EFT15579	\$ 85.00
09/08/2024	QUEST INNALOO	EFT15580	\$ 392.00
09/08/2024	RAILWAY TAVERN	EFT15581	\$ 1,102.00
09/08/2024	CARAVAN PARK GUEST	EFT15582	\$ 105.00
09/08/2024	SOUTH METRO TAFE	EFT15583	\$ 270.04
09/08/2024	YILGARN SHIRE SOCIAL CLUB	EFT15584	\$ 72.00
09/08/2024	FOODWORKS - SRI DEVESH PTY LTD	EFT15585	\$ 1,376.37
09/08/2024	SOUTHERN CROSS GENERAL PRACTICE	EFT15586	\$ 343.20
09/08/2024	SOUTHERN CROSS HARDWARE AND NEWS	EFT15587	\$ 6,093.36
09/08/2024	SOUTHERN CROSS MOTOR MART	EFT15588	\$ 1,451.10
09/08/2024	SOUTHERN CROSS PLANT & MECHANICAL SERVICES PTY LTD	EFT15589	\$ 11,780.50
09/08/2024	SOUTHERN CROSS TYRE & AUTO SERVICES	EFT15590	\$ 4,259.85
09/08/2024	SYNERGY	EFT15591	\$ 16,149.82
09/08/2024	TOTALLY WORKWEAR	EFT15592	\$ 1,466.55
09/08/2024	BOB WADDELL & ASSOCIATES PTY LTD	EFT15593	\$ 1,496.00
09/08/2024	WATER CORPORATION	EFT15594	\$ 2,830.21
09/08/2024	WESTRAC EQUIPMENT PTY LTD	EFT15595	\$ 7,374.17
09/08/2024	WHEATBELT UNIFORMS SIGNS & SAFETY	EFT15596	\$ 645.70
09/08/2024	WREN OIL	EFT15597	\$ 143.00
09/08/2024	YILGARN AGENCIES	EFT15598	\$ 2,690.74
09/08/2024	ENTERPRISE PLUMBING AND GAS	EFT15599	\$ 441.10
19/08/2024	DEVLYN AUSTRALIA PTY LTD	EFT15600	\$ 338,144.59
19/08/2024	WB CONTRACTING	EFT15601	\$ 11,880.00
23/08/2024	AERODROME MANAGEMENT SERVICES PTY LTD	EFT15602	\$ 3,095.15
23/08/2024	ALINTA SALES PTY LTD	EFT15603	\$ 2,006.49
23/08/2024	WA DISTRIBUTORS PTY LTD	EFT15604	\$ 2,302.05



Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st August 2024 to 31st August 2024  
Presented to Council, 19th September 2024

Date	Payee	Description	Amount
<i>EFT</i>			
23/08/2024	EUROFINS ARL PTY LTD	EFT15605	\$ 341.00
23/08/2024	AQUATIC SERVICES WA	EFT15606	\$ 11,803.88
23/08/2024	BENARA NURSERIES	EFT15607	\$ 2,013.00
23/08/2024	CR BRADFORD	EFT15608	\$ 400.00
23/08/2024	BROOKS HIRE SERVICES PTY LTD	EFT15609	\$ 2,937.70
23/08/2024	AUST. GOVERNMENT CHILD SUPPORT AGENCY	EFT15610	\$ 682.11
23/08/2024	CR BRYAN CLOSE	EFT15611	\$ 2,100.00
23/08/2024	HUB INN (SX) PTY LTD	EFT15612	\$ 1,289.85
23/08/2024	AUSTRALIAN TAXATION OFFICE	EFT15613	\$ 38,682.08
23/08/2024	COPIER SUPPORT	EFT15614	\$ 4,723.33
23/08/2024	CORSIGN	EFT15615	\$ 287.10
23/08/2024	TEAM GLOBAL EXPRESS PTY LTD	EFT15616	\$ 705.67
23/08/2024	DEPARTMENT OF COMMUNITIES - HOUSING AUTHORITY	EFT15617	\$ 3,759.78
23/08/2024	CR DONNA NEWBURY	EFT15618	\$ 428.02
23/08/2024	DUN DIRECT PTY LTD	EFT15619	\$ 34,140.04
23/08/2024	EASTERN DISTRICTS PANEL BEATERS & RADIATOR SPECIALISTS	EFT15620	\$ 2,572.81
23/08/2024	CR GARY MICHAEL GUERINI	EFT15621	\$ 493.07
23/08/2024	GASTECH AUSTRALIA PTY LTD	EFT15622	\$ 572.00
23/08/2024	STAFF	EFT15623	\$ 89.00
23/08/2024	HERSEY SAFETY PTY LTD	EFT15624	\$ 449.85
23/08/2024	INDUSTRIAL AUTOMATION GROUP PTY LTD	EFT15625	\$ 5,853.65
23/08/2024	STAFF	EFT15626	\$ 105.00
23/08/2024	WESFARMERS KLEENHEAT GAS PTY LTD	EFT15627	\$ 1,653.63
23/08/2024	LANDGATE	EFT15628	\$ 38,245.86
23/08/2024	CR LINDA ROSE	EFT15629	\$ 558.42
23/08/2024	STAFF	EFT15630	\$ 97.50
23/08/2024	CR LISA M GRANICH	EFT15631	\$ 419.80
23/08/2024	LNB ELECTRICAL	EFT15632	\$ 18,343.25
23/08/2024	LOEGAN RHEACE BAUGHEN	EFT15633	\$ 1,200.00
23/08/2024	G & PM DELLA BOSCA	EFT15634	\$ 10,752.50
23/08/2024	STAFF	EFT15635	\$ 97.41
23/08/2024	PAYWISE PTY LTD	EFT15636	\$ 483.21
23/08/2024	PERFECT COMPUTER SOLUTIONS PTY LTD	EFT15637	\$ 1,250.00
23/08/2024	FINISHING WA	EFT15638	\$ 1,477.19
23/08/2024	QUAY PERTH	EFT15639	\$ 6,088.50
23/08/2024	WA CONTRACT RANGER SERVICES	EFT15640	\$ 1,320.00
23/08/2024	ROYAL LIFE SAVING SOCIETY	EFT15641	\$ 1,540.00
23/08/2024	SHEQSY PTY LTD	EFT15642	\$ 197.84
23/08/2024	YILGARN SHIRE SOCIAL CLUB	EFT15643	\$ 72.00
23/08/2024	ACS SWAN EXPRESS PRINT	EFT15644	\$ 1,320.00
23/08/2024	TOTALLY WORKWEAR	EFT15645	\$ 1,524.56
23/08/2024	TOWN PLANNING INNOVATIONS PTY LTD	EFT15646	\$ 618.75
23/08/2024	WATER CORPORATION	EFT15647	\$ 33,354.04
23/08/2024	CR WAYNE DELLA BOSCA	EFT15648	\$ 7,000.00
23/08/2024	WB CONTRACTING	EFT15649	\$ 27,472.50
23/08/2024	WESTRAC EQUIPMENT PTY LTD	EFT15650	\$ 5,368.89
23/08/2024	TRANSWA PUBLIC TRANSPORT AUTHORITY OF WA	EFT15651	\$ 681.98
23/08/2024	TELSTRA LIMITED	EFT15652	\$ 4,348.11
23/08/2024	FESTIVAL OF SMALL HALLS	EFT15653	\$ 3,755.00
23/08/2024	WURTH AUSTRALIA PTY LTD	EFT15654	\$ 370.80
23/08/2024	ENTERPRISE PLUMBING AND GAS	EFT15655	\$ 3,030.50
<b>TOTAL EFTS:</b>			<b>\$ 799,310.74</b>

## Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st August 2024 to 31st August 2024  
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CHQ/EFT	Date	Payee	Description	Amount
<b>DIRECT DEBITS</b>				
DD19066.1	13/08/2024	THE TRUSTEE FOR AWARE SUPER	PAYROLL	\$ 14,392.44
DD19066.2	13/08/2024	MERCER SUPER TRUST	PAYROLL	\$ 916.40
DD19066.3	13/08/2024	BT PANORAMA SUPER	PAYROLL	\$ 647.57
DD19066.4	13/08/2024	HESTA SUPER FUND	PAYROLL	\$ 637.68
DD19066.5	13/08/2024	AUSTRALIAN RETIREMENT TRUST	PAYROLL	\$ 132.37
DD19066.6	13/08/2024	HOSTPLUS EXECUTIVE SUPERANNUATION FUND	PAYROLL	\$ 606.72
DD19066.7	13/08/2024	REST (RETAIL EMPLOYEES SUPERANNUATION TRUST)	PAYROLL	\$ 1,199.95
DD19066.8	13/08/2024	AUSTRALIAN SUPER	PAYROLL	\$ 2,539.04
DD19066.9	13/08/2024	CBUS	PAYROLL	\$ 898.79
DD19066.10	13/08/2024	AUSTRALIAN RETIREMENT TRUST	PAYROLL	\$ 1,371.11
DD19066.11	13/08/2024	PRIME SUPER	PAYROLL	\$ 1,134.94
DD19066.12	13/08/2024	THE TRUSTEE FOR MACQUARIE SUPERANNUATION PLAN	PAYROLL	\$ 670.68
DD19066.13	13/08/2024	MLC SUPER FUND	PAYROLL	\$ 323.25
DD19066.14	13/08/2024	THE GARY AND JOSIE KENT SUPERANNUATION FUND	PAYROLL	\$ 194.00
<b>TOTAL DIRECT DEBIT 19066:</b>				<b>\$ 25,664.94</b>

DD19100.1	27/08/2024	THE TRUSTEE FOR AWARE SUPER	PAYROLL	\$ 14,305.29
DD19100.2	27/08/2024	BT PANORAMA SUPER	PAYROLL	\$ 910.88
DD19100.3	27/08/2024	HESTA SUPER FUND	PAYROLL	\$ 626.59
DD19100.4	27/08/2024	AUSTRALIAN RETIREMENT TRUST	PAYROLL	\$ 666.02
DD19100.5	27/08/2024	HOSTPLUS EXECUTIVE SUPERANNUATION FUND	PAYROLL	\$ 65.02
DD19100.6	27/08/2024	REST (RETAIL EMPLOYEES SUPERANNUATION TRUST)	PAYROLL	\$ 599.41
DD19100.7	27/08/2024	AUSTRALIAN SUPER	PAYROLL	\$ 1,203.03
DD19100.8	27/08/2024	CBUS	PAYROLL	\$ 3,238.72
DD19100.9	27/08/2024	AUSTRALIAN RETIREMENT TRUST	PAYROLL	\$ 1,092.00
DD19100.10	27/08/2024	PRIME SUPER	PAYROLL	\$ 1,285.20
DD19100.11	27/08/2024	THE TRUSTEE FOR MACQUARIE SUPERANNUATION PLAN	PAYROLL	\$ 1,154.16
DD19100.12	27/08/2024	MERCER SUPER TRUST	PAYROLL	\$ 692.78
DD19100.13	27/08/2024	MLC SUPER FUND	PAYROLL	\$ 322.86
DD19100.14	27/08/2024	THE GARY AND JOSIE KENT SUPERANNUATION FUND	PAYROLL	\$ 323.34
<b>TOTAL DIRECT DEBIT 19100:</b>				<b>\$ 26,161.96</b>
<b>TOTAL DIRECT DEBITS:</b>				<b>\$ 51,826.90</b>

Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st August 2024 to 31st August 2024  
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CHQ/EFT	Date	Payee	Description	Amount
BANK CHARGES				
	01/08/2024	WESTPAC BANK	BANK CHARGES	\$ 10.00
	01/08/2024	WESTPAC BANK	BANK CHARGES	\$ 289.89
	01/08/2024	WESTPAC BANK	BANK CHARGES	\$ 517.56
TOTAL BANK CHARGES:				\$ 817.45

Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st August 2024 to 31st August 2024  
Presented to Council, 19th September 2024

Date	Payee	Description	Amount
		<b>CHQ</b>	
01/08/2024	SOUTHERN CROSS GENERAL PRACTICE	2434 \$	8,800.00
02/08/2024	DEPARTMENT OF TRANSPORT	2435 \$	2,319.40
09/08/2024	DEPARTMENT OF TRANSPORT	2436 \$	14,811.55
11/08/2024	TELSTRA	2437 \$	186.00
14/08/2024	TELSTRA	2438 \$	984.77
12/08/2024	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	2439 \$	250.00
14/08/2024	SHIRE OF YILGARN - PAYROLL	2440 \$	110,418.83
15/08/2024	MOTORCHARGE LIMITED	2441 \$	1,470.65
15/08/2024	TELCO CHOICE - COMMANDER CENTRE NORTH PERTH	2442 \$	1,368.89
21/08/2024	TELSTRA	2443 \$	747.52
16/08/2024	DEPARTMENT OF TRANSPORT	2444 \$	9,995.80
14/08/2024	WESTPAC BANKING CORPORATION	2445 \$	1,030.59
14/08/2024	WESTPAC BANKING CORPORATION	2446 \$	1,019.53
08/08/2024	TELSTRA	2447 \$	3.60
23/08/2024	DEPARTMENT OF TRANSPORT	2448 \$	6,625.45
26/08/2024	CANON FINANCE AUSTRALIA PTY LTD	2449 \$	127.62
28/08/2024	SHIRE OF YILGARN - PAYROLL	2450 \$	116,617.90
30/08/2024	DEPARTMENT OF TRANSPORT	2451 \$	9,290.45
		<b>TOTAL CHEQUES:</b>	<b>\$ 286,068.55</b>

Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st August 2024 to 31st August 2024  
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Date	Payee	Description	Amount
<b>CORPORATE CREDIT CARDS</b>			
08/08/2024	LOCAL GOVERNMENT MANA	GOVERNMENT SERVICES	\$ 560.00
21/08/2024	BODDINGTON HOTEL	EATING PLACES, RESTAURANTS	\$ 144.00
22/08/2024	BODDINGTON HOTEL	EATING PLACES, RESTAURANTS	\$ 80.00
TOTAL CEO CREDIT CARD:			\$ 784.00
01/08/2024	IINET BATCH	COMPUTER NETWORK/INFORMATION	\$ 79.99
02/08/2024	LOCAL GOVERNMENT MANA	GOVERNMENT SERVICES	\$ 560.00
05/08/2024	K M & G R HOLDEM	DRINKING PLACES	\$ 342.50
16/08/2024	SAFETYCULTURE	COMPUTER SOFTWARE	\$ 31.90
TOTAL EMCS CREDIT CARD:			\$ 1,014.39
TOTAL CREDIT CARD:			\$ 1,798.39

Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st August 2024 to 31st August 2024  
Presented to Council, 19th September 2024

Date	Payee	Description	Amount
<b>FUEL CARDS</b>			
03/08/2024	UNITED KELLERBERRIN	5207 9653 FUEL	\$ 105.53
03/08/2024	WEX AUSTRALIA	5207 9653 TRANSACTION FEE	\$ 0.83
09/08/2024	UNITED KELLERBERRIN	5207 9653 FUEL	\$ 103.09
09/08/2024	WEX AUSTRALIA	5207 9653 TRANSACTION FEE	\$ 0.83
17/08/2024	UNITED KELLERBERRIN	5207 9653 FUEL	\$ 99.98
17/08/2024	WEX AUSTRALIA	5207 9653 TRANSACTION FEE	\$ 0.83
31/08/2024	WEX AUSTRALIA	5207 9653 CARD FEE	\$ 11.29
		<b>CARD 5207 9653 TOTAL:</b>	<b>\$ 322.38</b>
31/08/2024	WEX AUSTRALIA	5294 7495 CARD FEE	\$ 11.29
		<b>CARD 5294 7495 TOTAL:</b>	<b>\$ 11.29</b>
31/08/2024	WEX AUSTRALIA	5521 9892 CARD FEE	\$ 11.29
		<b>CARD 5521 9892 TOTAL:</b>	<b>\$ 11.29</b>
05/08/2024	DUNNINGS SOUTHERN CROSS	5701 7682 FUEL	\$ 60.11
05/08/2024	WEX AUSTRALIA	5701 7682 TRANSACTION FEE	\$ 0.83
20/08/2024	DUNNINGS SOUTHERN CROSS	5701 7682 FUEL	\$ 115.56
20/08/2024	WEX AUSTRALIA	5701 7682 TRANSACTION FEE	\$ 0.83
31/08/2024	WEX AUSTRALIA	5701 7682 CARD FEE	\$ 11.29
		<b>CARD 5701 7682 TOTAL:</b>	<b>\$ 188.62</b>
25/08/2024	BP SOUTHERN CROSS	5809 3955 FUEL	\$ 197.94
25/08/2024	WEX AUSTRALIA	5809 3955 TRANSACTION FEE	\$ 0.83
31/08/2024	WEX AUSTRALIA	5809 3955 CARD FEE	\$ 11.29
		<b>CARD 5809 3955 TOTAL:</b>	<b>\$ 210.06</b>
31/08/2024	WEX AUSTRALIA	5842 7070 CARD FEE	\$ 11.29
		<b>CARD 5842 7070 TOTAL:</b>	<b>\$ 11.29</b>
02/08/2024	DUNNINGS SOUTHERN CROSS	6339 6948 FUEL	\$ 123.78
02/08/2024	WEX AUSTRALIA	6339 6948 TRANSACTION FEE	\$ 0.83
08/08/2024	DUNNINGS SOUTHERN CROSS	6339 6948 FUEL	\$ 110.37
08/08/2024	WEX AUSTRALIA	6339 6948 TRANSACTION FEE	\$ 0.83
12/08/2024	DUNNINGS SOUTHERN CROSS	6339 6948 FUEL	\$ 44.16
12/08/2024	WEX AUSTRALIA	6339 6948 TRANSACTION FEE	\$ 0.83
18/08/2024	DUNNINGS SOUTHERN CROSS	6339 6948 FUEL	\$ 125.87
18/08/2024	WEX AUSTRALIA	6339 6948 TRANSACTION FEE	\$ 0.83
22/08/2024	DUNNINGS SOUTHERN CROSS	6339 6948 FUEL	\$ 87.42
22/08/2024	WEX AUSTRALIA	6339 6948 TRANSACTION FEE	\$ 0.83
31/08/2024	WEX AUSTRALIA	6339 6948 CARD FEE	\$ 11.29
		<b>CARD 6339 6948 TOTAL:</b>	<b>\$ 507.04</b>
31/08/2024	WEX AUSTRALIA	6346 5230 CARD FEE	\$ 11.29
		<b>CARD 6346 5230 TOTAL:</b>	<b>\$ 11.29</b>

Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st August 2024 to 31st August 2024  
Presented to Council, 19th September 2024

Date	Payee	Description	Amount
<b>FUEL CARDS</b>			
06/08/2024	BP SOUTHERN CROSS	6673 6959 FUEL	\$ 107.35
06/08/2024	WEX AUSTRALIA	6673 6959 TRANSACTION FEE	\$ 0.83
16/08/2024	UNITED KELLERBERRIN	6673 6959 FUEL	\$ 90.11
16/08/2024	WEX AUSTRALIA	6673 6959 TRANSACTION FEE	\$ 0.83
18/08/2024	UNITED KELLERBERRIN	6673 6959 FUEL	\$ 91.46
18/08/2024	WEX AUSTRALIA	6673 6959 TRANSACTION FEE	\$ 0.83
31/08/2024	WEX AUSTRALIA	6673 6959 CARD FEE	\$ 11.29
		<b>CARD 6673 6959 TOTAL:</b>	<b>\$ 302.70</b>
31/08/2024	WEX AUSTRALIA	5240 1576 CARD FEE	\$ 11.29
		<b>CARD 5240 1576 TOTAL:</b>	<b>\$ 11.29</b>
31/08/2024	WEX AUSTRALIA	5526 7685 CARD FEE	\$ 11.29
		<b>CARD 5526 7685 TOTAL:</b>	<b>\$ 11.29</b>
31/08/2024	WEX AUSTRALIA	5808 4749 CARD FEE	\$ 11.29
		<b>CARD 5808 4749 TOTAL:</b>	<b>\$ 11.29</b>
		<b>TOTAL FUEL CARD:</b>	<b>\$ 1,609.83</b>



# ***Housing & Land Portfolio***

***April 2024***

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## Unit 1-4, 50 Antares

### Unit 1



All of the units are situated on a block 50 Antares St. They were built in 2015. All of the units are steel frame with fibro cladding on a concrete foundation.

These units are in good condition and have had minor maintenance since they were built. All units have the same configuration.

All units have the following



2 bedroom



1.5 bathroom



1 kitchen



Laundry



Store room



Lounge



Dining room



Patio

## Unit 2

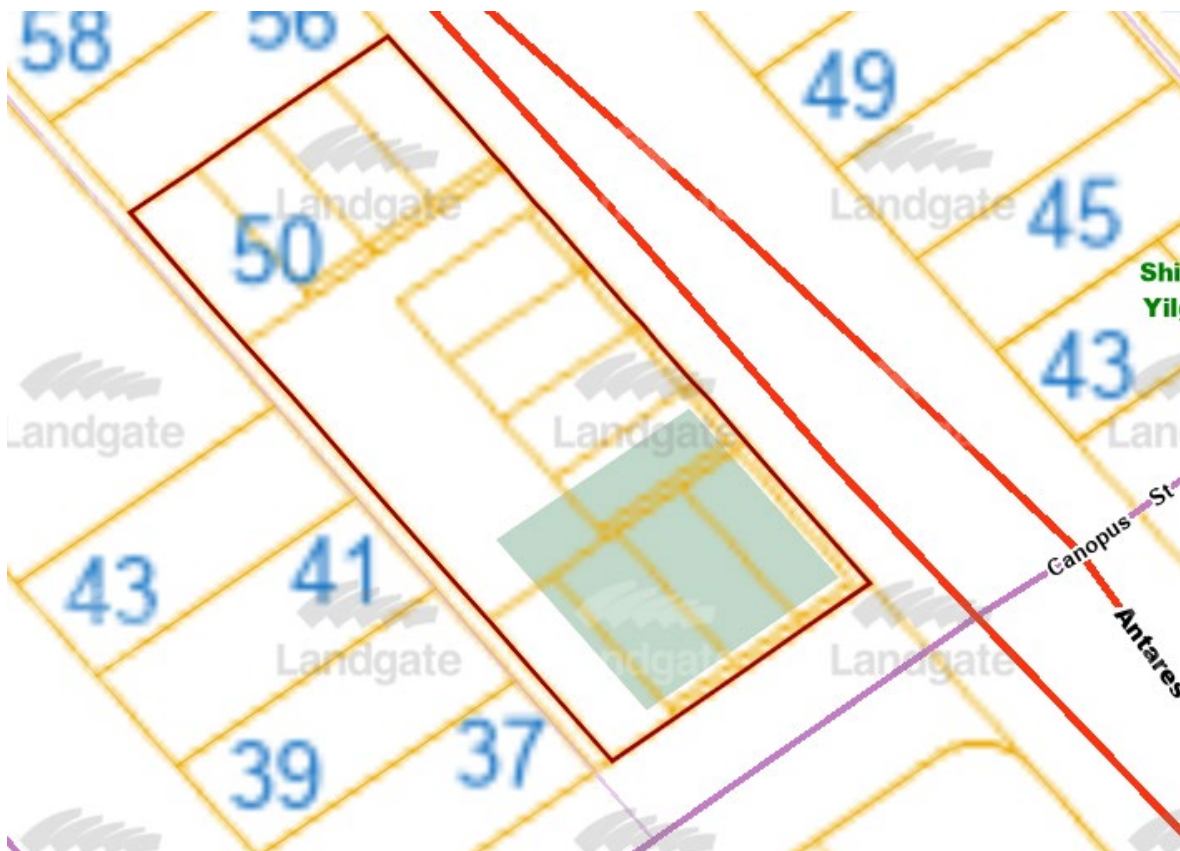


## Unit 3





## Unit 4



Our asset number for these buildings is B0234. These units are 144m<sup>2</sup> in size. Title deeds for the units are Unit 1 – VOL:4001 FOL:563, Unit 2 – VOL: 4001 FOL:564, Unit 3 – VOL: 4001 FOL:563, Unit 4 – VOL: 4001 FOL:564.

The units have an expected life of 27 years. They are currently 9 years old.

Estimated remaining life is 18 years.

<b>10 Year maintenance plan:</b>	<b>\$ 426,260.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$1,900,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$ 720,000.00</b>
<b>Fair Value (Land Asset):</b>	<b><u>\$ 88,000.00</u></b>
<b>Total Fair Value:</b>	<b>\$ 808,000.00</b>

## 2 Libra Place



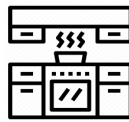
2 Libra was acquired in 1997. This is a steel frame transportable home on a concrete slab on footings. It was built in 1992. The house had a full rewire in 2021. Extensive interior capital works were carried out in 2016 and 2017.



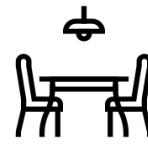
5 x bedroom



2 x bathroom



kitchen



dining



lounge



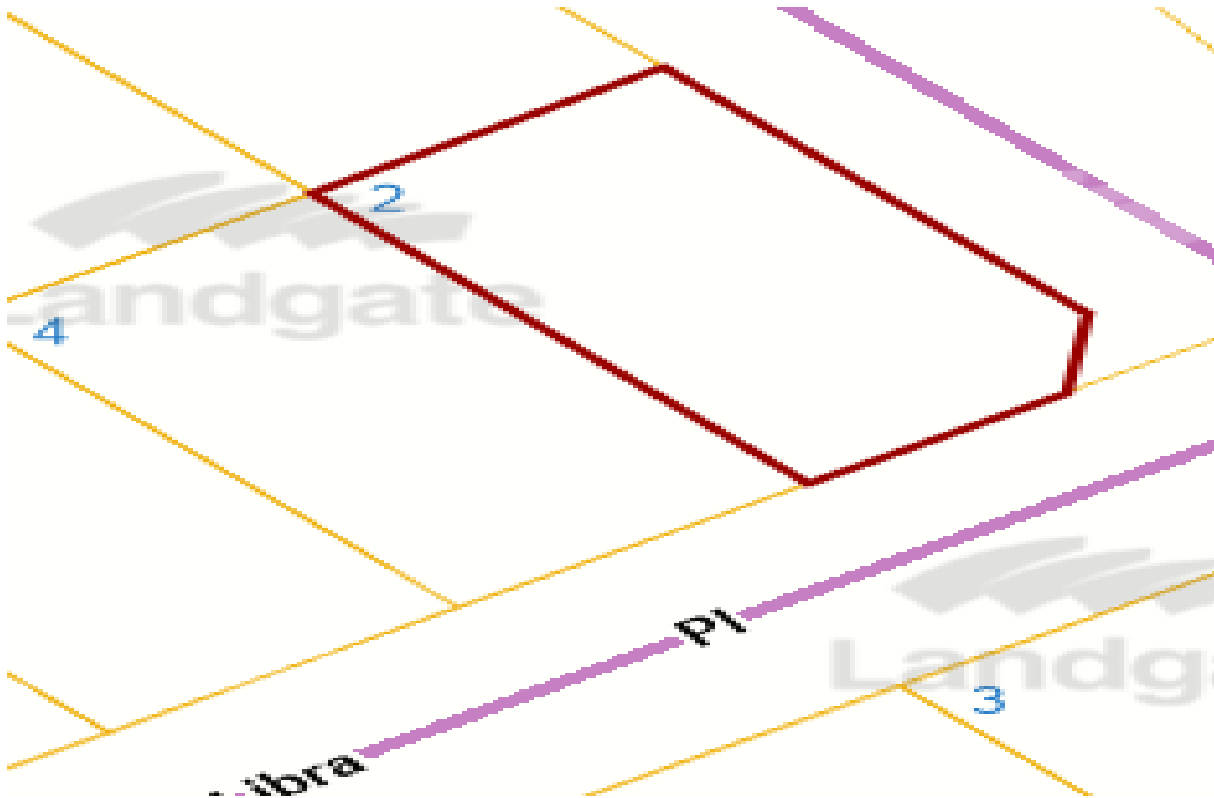
laundry



patio



2 x WC



Our asset number for this building is B0006. The land asset number is L0032. Land area is 862m2. The house is 182m2 in size. Title Deeds are VOL:1944 FOL:262.

The house has an expected useful life of 27 years. It is currently 32 years old.

Estimated remaining life is 0.

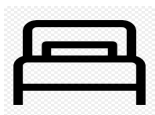
<b>10 Year maintenance plan:</b>	<b>\$345,356.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$560,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$200,000.00</b>
<b>Fair Value (Land Asset):</b>	<b><u>\$ 21,000.00</u></b>
<b>Total Fair Value:</b>	<b>\$221,000.00</b>



## 3 Libra Place



3 Libra Place was acquired in 2006. This is a steel frame transportable home on a concrete slab. The house was built in 1997. There has been minimal maintenance on the building since purchase. It is coming up for new kitchen and bathroom upgrades.



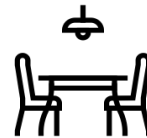
4 x bedroom



2 x bathroom



kitchen



dining



lounge



laundry



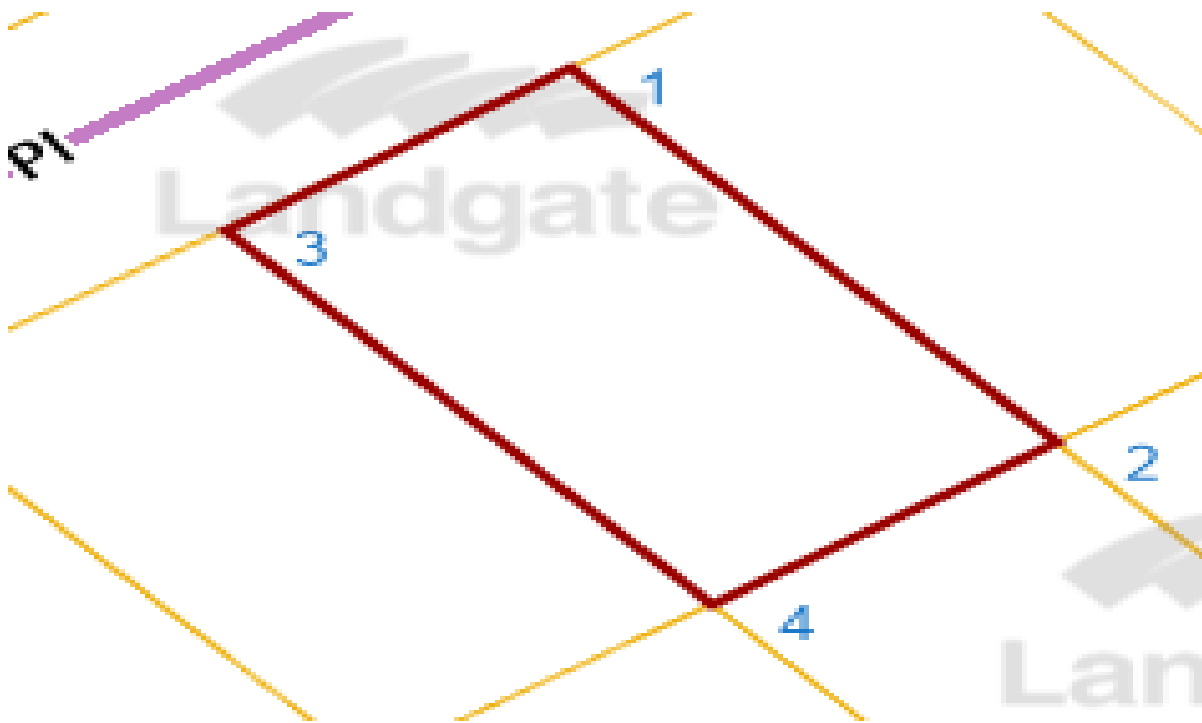
patio



2 x WC



store room



Our asset number for this building is B0007. The land asset number is L0038. Land area is 880m2. The house is 164m2 in size. Title deeds are 937/DP217516.

The house has an expected useful life of 27 years. It is currently 27 years old.

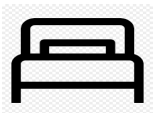
Estimated remaining life 0 years.

<b>10 Year maintenance plan:</b>	<b>\$197,096.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$450,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$190,000.00</b>
<b>Fair Value (Land Asset):</b>	<b><u>\$ 21,000.00</u></b>
<b>Total Fair Value:</b>	<b>\$211,000.00</b>

## 6 Libra Place



The house was purchased in 2006. It was built in 1997. It is a transportable building on a concrete slab. In 2021 there was extensive interior renovations to the house with full kitchen upgrade, new flooring, blinds, air conditioning and full repaint. Historically it has had minimal maintenance since purchase.



4 x bedroom



2 x bathroom



kitchen



dining



lounge



laundry



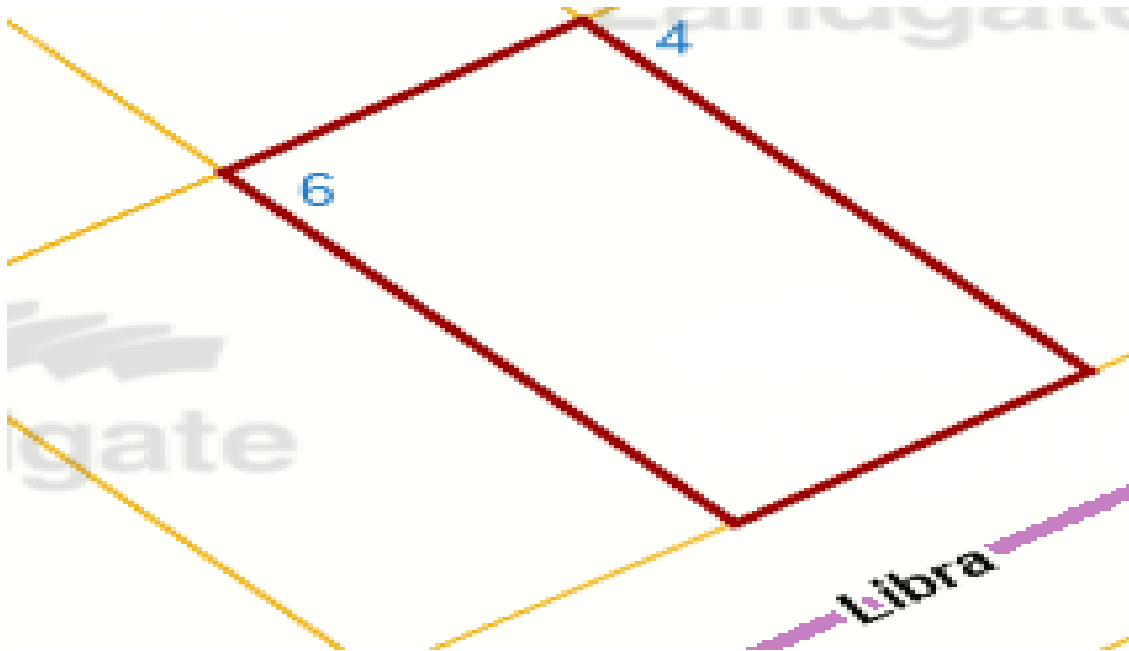
patio



2 x WC



store room



Our asset number for this building is B0008. The land asset number is L0037. The land area is 880m2. House size is 164m2 in size. Title deeds are 931/DP217516.

The house has an expected life of 27 years. It is currently 27 years old.

Estimated remaining life is 0 years.

<b>10 Year maintenance plan:</b>	<b>\$205,450.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$450,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$190,000.00</b>
<b>Fair Value (Land Asset):</b>	<b><u>\$ 21,000.00</u></b>
<b>Total Fair Value:</b>	<b><u>\$211,000.00</u></b>

## 11 Andromeda Place



11 Andromeda was purchased and built in 1994. It is a brick and iron clad dwelling situated on a concrete slab with a double carport under main roof. There is current significant cracking in the brick work which is being investigated. Capital works were carried out in 2014 on the interior. Historically maintenance carried out on the building is minimal. Capital works are required to bring house back to a good standard.



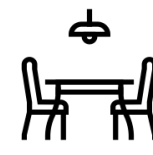
4 x bedroom



1.5 x bathroom



kitchen



dining



lounge



laundry

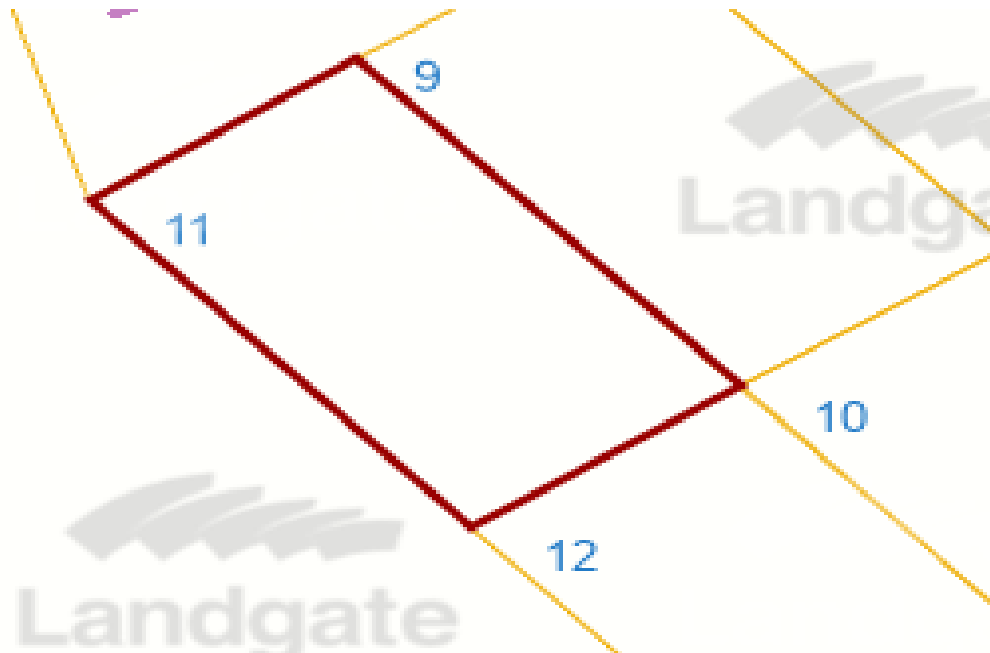


WC



patio





Our asset number for this dwelling is B0002. Land asset number is L0009. The land area is 880m<sup>2</sup> and the building is approximately 160m<sup>2</sup>. Title deeds are 923/DP217516.

The house has an expected life of 60 years. It is currently 30 years old.

Estimated remaining life is 30yrs

<b>10 Year maintenance plan:</b>	<b>\$289,014.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$450,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$184,000.00</b>
<b>Fair Value (Land Asset):</b>	<b><u>\$ 22,000.00</u></b>
<b>Total Fair Value:</b>	<b>\$206,000.00</b>

## 13 Libra East and West



The units at 13 Libra were built in 2014. They are transportable with a concrete slab sitting on piers. They are steel frames homes with an external cladding. They are both 2 bedroom 2 bathroom homes.



bedroom



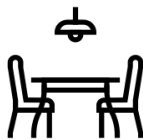
bathrooms



Lounge



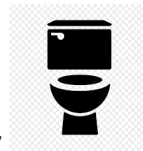
Kitchen



Dining



Laundry



WC



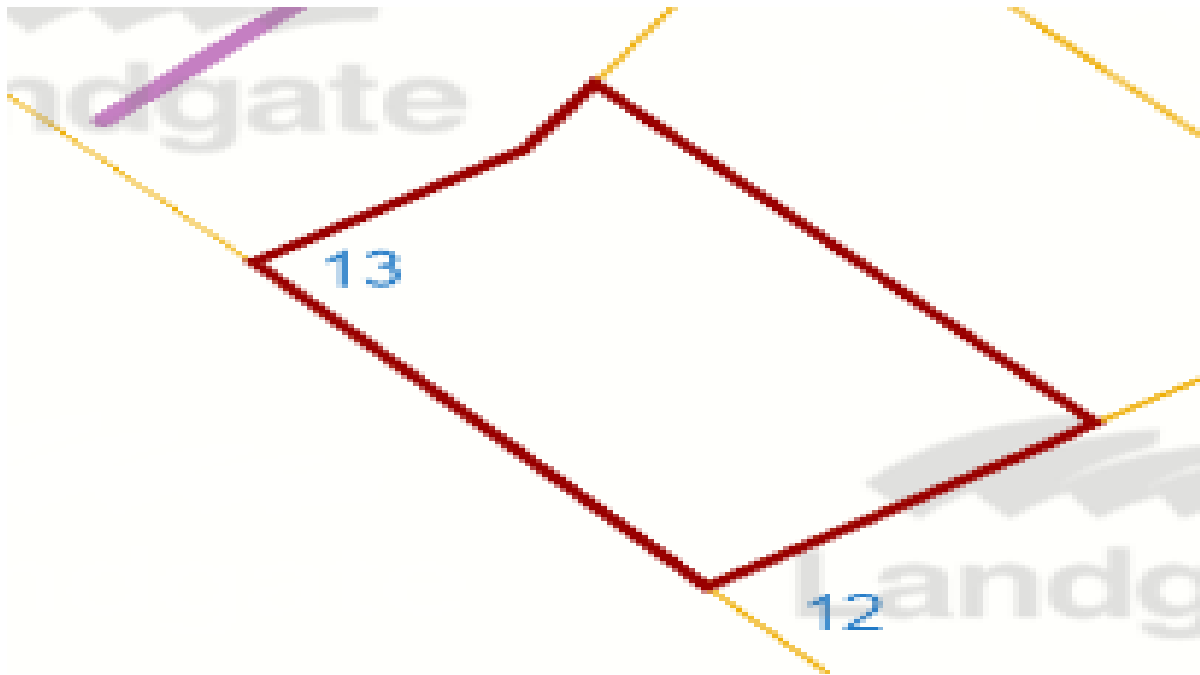
Store room



Patio



carports



The asset number for these buildings are B0229 and B0230. The land asset number is L0015. The land area is 700m<sup>2</sup>. The units are 106m<sup>2</sup>. Title deeds are 1DP61953.

These units have an expected useful life of 27 years.

Estimated remaining life is 17 years.

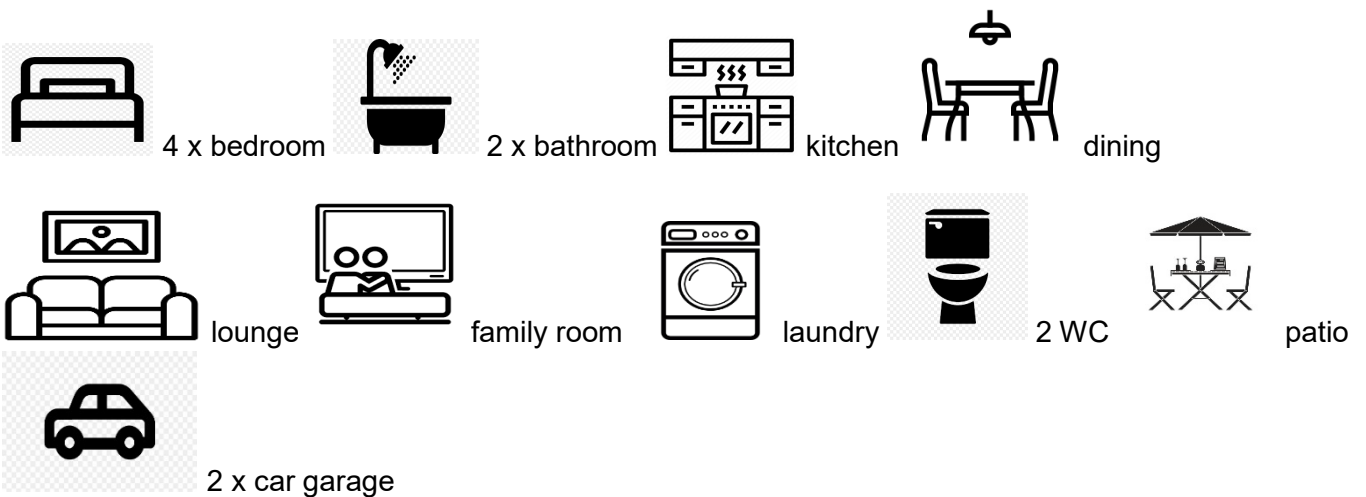
<b>10 Year maintenance plan:</b>	<b>\$131,452.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$650,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$344,000.00</b>
<b>Fair Value (Land Asset):</b>	<b><u>\$ 17,000.00</u></b>
<b>Total Fair Value:</b>	<b>\$365,000.00</b>

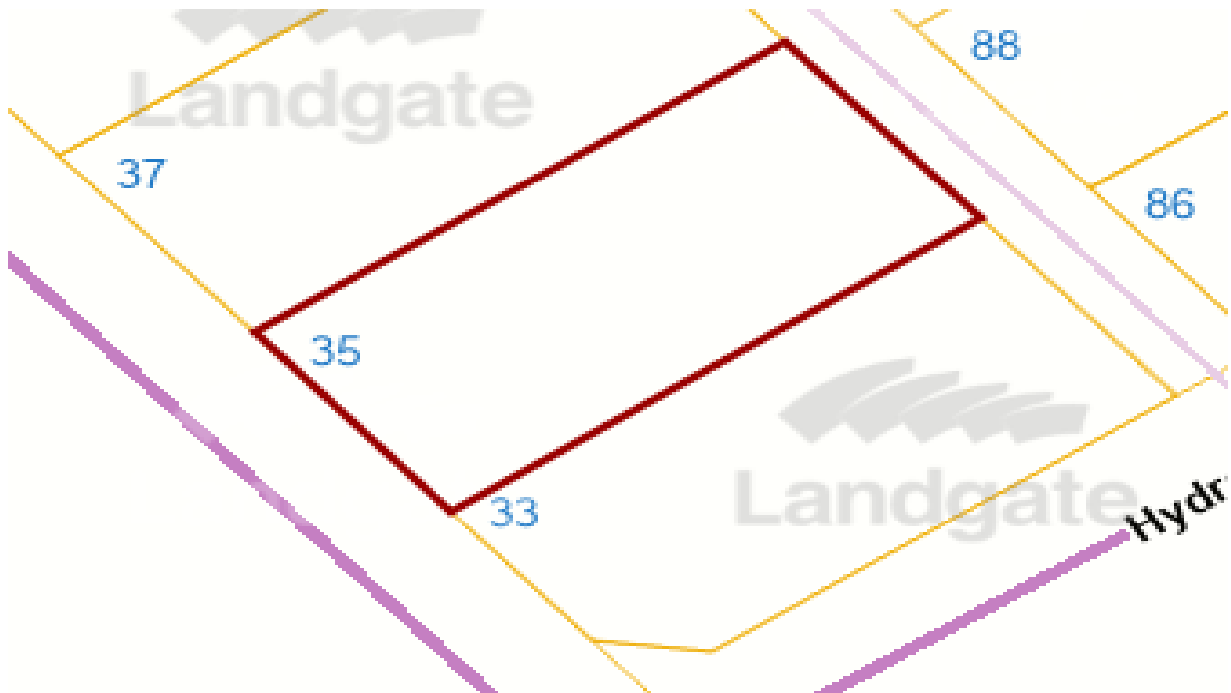


## 35 Taurus St



35 Taurus St is a brick and iron clad dwelling situated on a concrete slab. This is known as the Doctors house. The house was built in 1988 and the Shire acquired it in 1993. In 2013 a new roof was installed. There were also significant capital works carried out on the property from 2014 to 2018. In it's current state from the property condition report it requires patch and paint interior and new flooring.





Our asset number for this dwelling is B0011. The land asset number is L0024. The land area is 1058m<sup>2</sup> and the house size is 300m<sup>2</sup>. Title deeds are 882/DP214910.

This house has an expected life of 60 years. It is currently 36 years old.

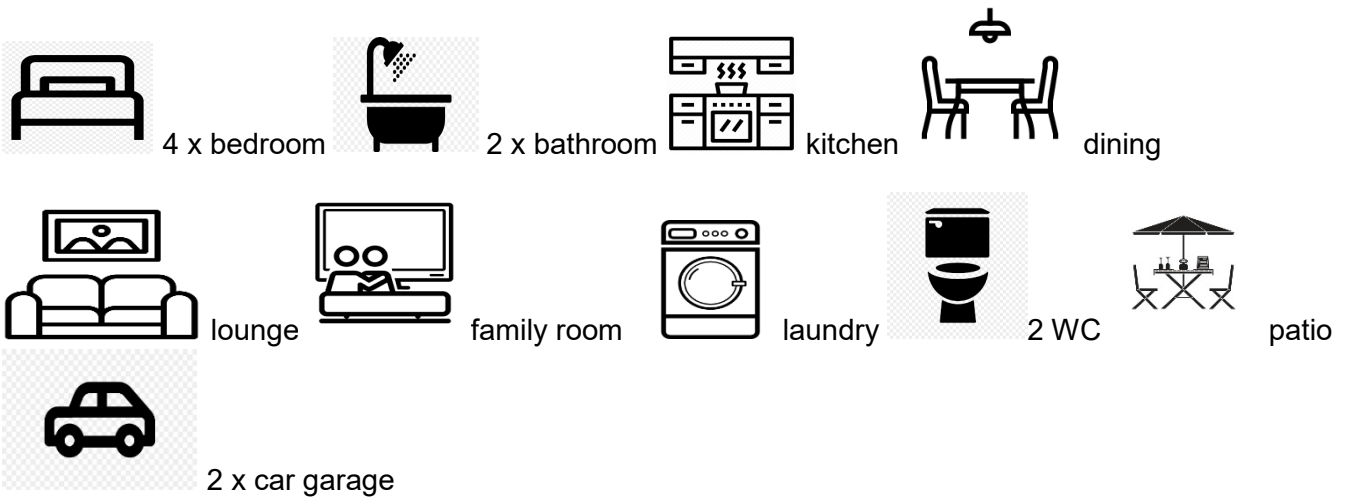
Estimated remaining life is 24 years.

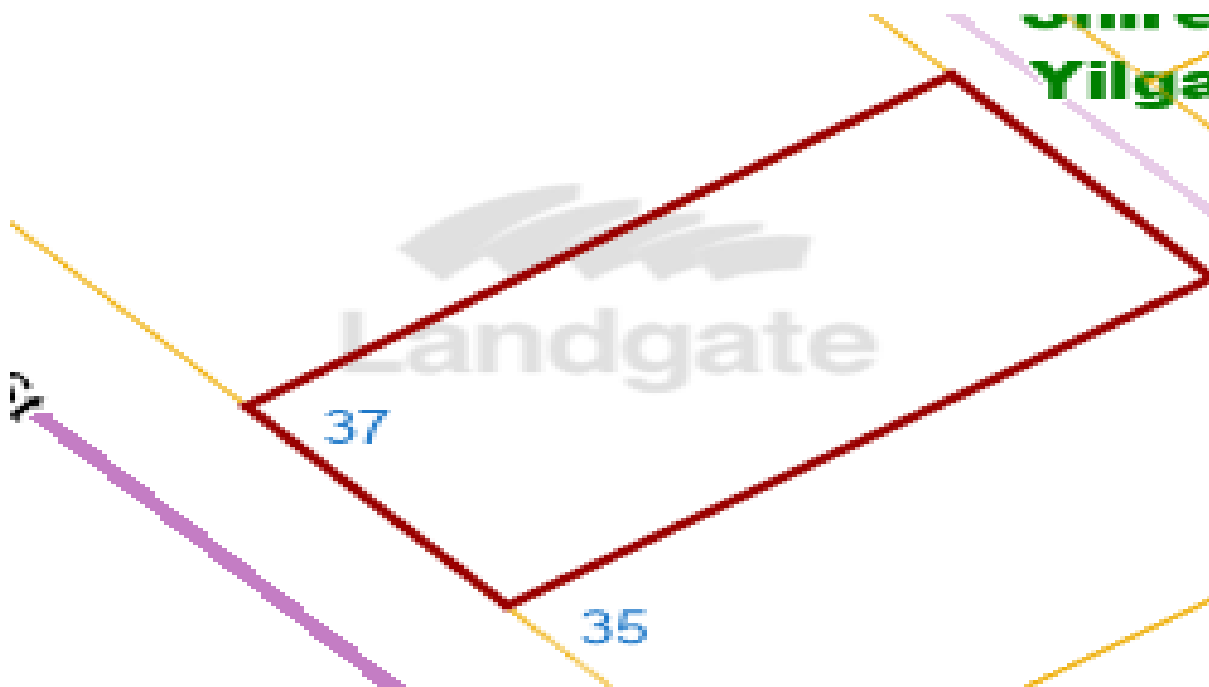
<b>10 Year maintenance plan:</b>	<b>\$307,610.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$900,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$200,000.00</b>
<b>Fair Value (Land Asset):</b>	<b><u>\$ 31,500.00</u></b>
<b>Total Fair Value:</b>	<b>\$231,500.00</b>

## 37 Taurus St



This is a brick and iron clad building situated on a concrete slab. The house was built in 1988 and the Shire acquired it in 1993. A new roof was installed in 2010. Major interior capital works were carried out in 2012 and 2018.





Our asset number for this house is B0012. The land asset number is L0023. The land area is 1058m<sup>2</sup> and the house size is 328m<sup>2</sup>. Title deeds are 883/DP214910.

This house has an expected life of 60 years. It is currently 36 years old.

Estimated remaining life is 24 years.

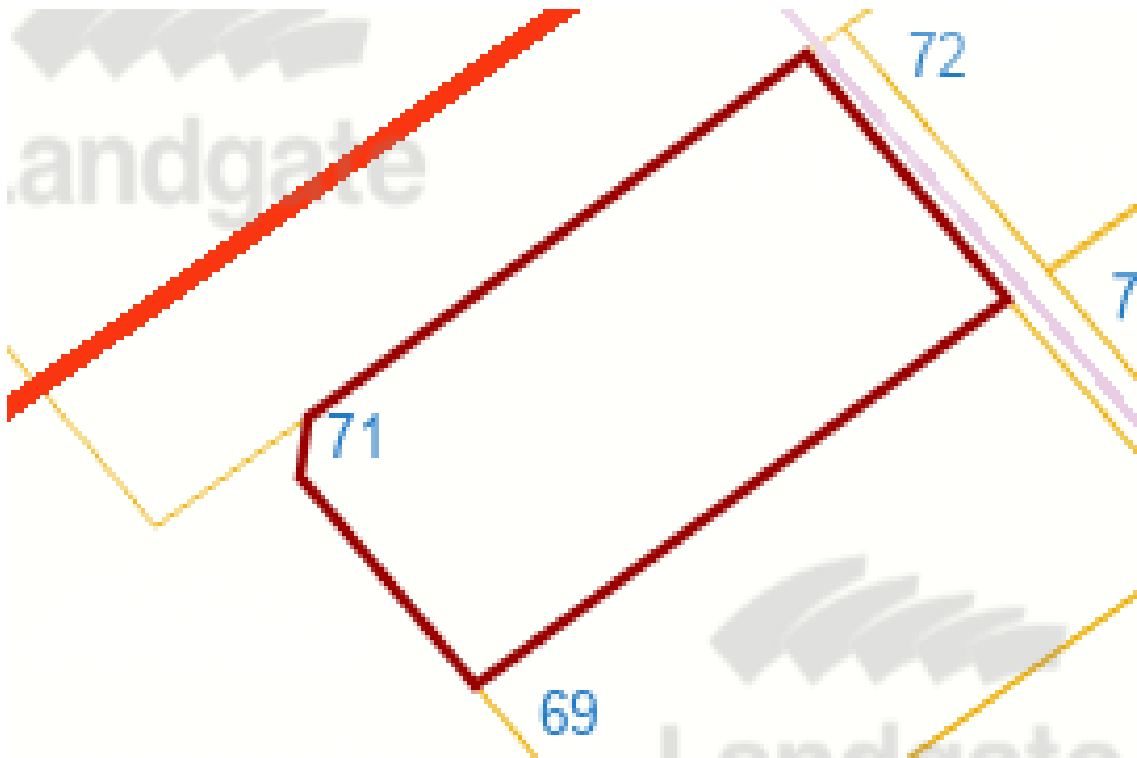
<b>10 Year maintenance plan:</b>	<b>\$ 256,564.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$990,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$205,000.00</b>
<b>Fair Value (Land Asset):</b>	<b><u>\$ 31,500.00</u></b>
<b>Total Fair Value:</b>	<b>\$236,500.00</b>

## 71 Antares St



71 Antares St was built in 1966. The Shire acquired the building in 1993. This is a brick and iron clad dwelling on a concrete slab. The 4<sup>th</sup> bedroom was an addition 1988. This building has had extensive maintenance of it's time. There is significant capital work required to bring this building up to standard.





Our asset number for this building is B0003. The land asset number is L0020. The land area is 825m<sup>2</sup> and the house size is approximately 130m<sup>2</sup>. Title deeds are VOL:1298 FOL:254.

This house has an expected life of 60 years. It is currently 58 years old. In poor condition.

Estimated remaining life is 2 years.

<b>10 Year maintenance plan:</b>	<b>\$356,630.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$400,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$125,000.00</b>
<b>Fair Value (Land Asset):</b>	<b><u>\$ 24,500.00</u></b>
<b>Total Fair Value:</b>	<b>\$149,500.00</b>

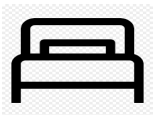
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## 91A Antares



This is a unit 1 of 3 situated on 91 Antares St. We purchased the unit in 1993. This is a limestone, brick and metal clad purpose built 1-bedroom unit on concrete slab. There has been interior capital work completed on the unit including a new kitchen, flooring and painting. General maintenance is quite minimal for the property



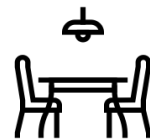
1 x bedroom



1 x bathroom



kitchen



dining



lounge



laundry



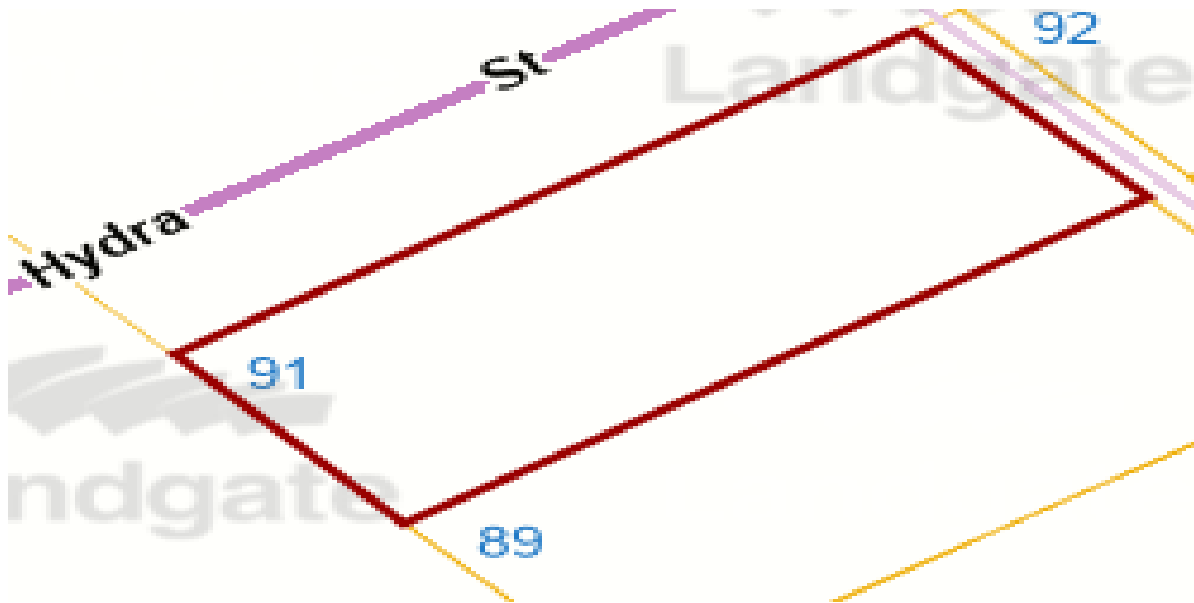
WC



1 x car garage



patio



The asset number for this unit is B0004. The total land area that the unit sits on is 1012m2. Title deeds are VOL: 3148 FOL: 309.

The unit is estimated 31 years old. The estimated useful life is 60 years.

Estimated remaining life is 29 years.

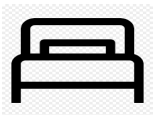
<b>10 Year maintenance plan:</b>	<b>\$115,803.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$255,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$114,000.00</b>
<b>Fair Value (Land Asset):</b>	<b><u>\$ 8,333.00</u></b>
<b>Total Fair Value:</b>	<b>\$122,333.00</b>



## 91B Antares



This is a unit 2 of 3 situated on 91 Antares St. We purchased the unit in 1993. This is a limestone, brick and metal clad purpose built 1-bedroom unit on concrete slab. There was storm damage to the unit in 2011. Insurance claim was lodged to replace roof, ceiling and internal works on the unit. General maintenance is very minimal for the property. Internal upgrades have been identified for the future.



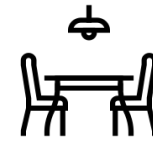
1 x bedroom



1 x bathroom



kitchen



dining



lounge



laundry



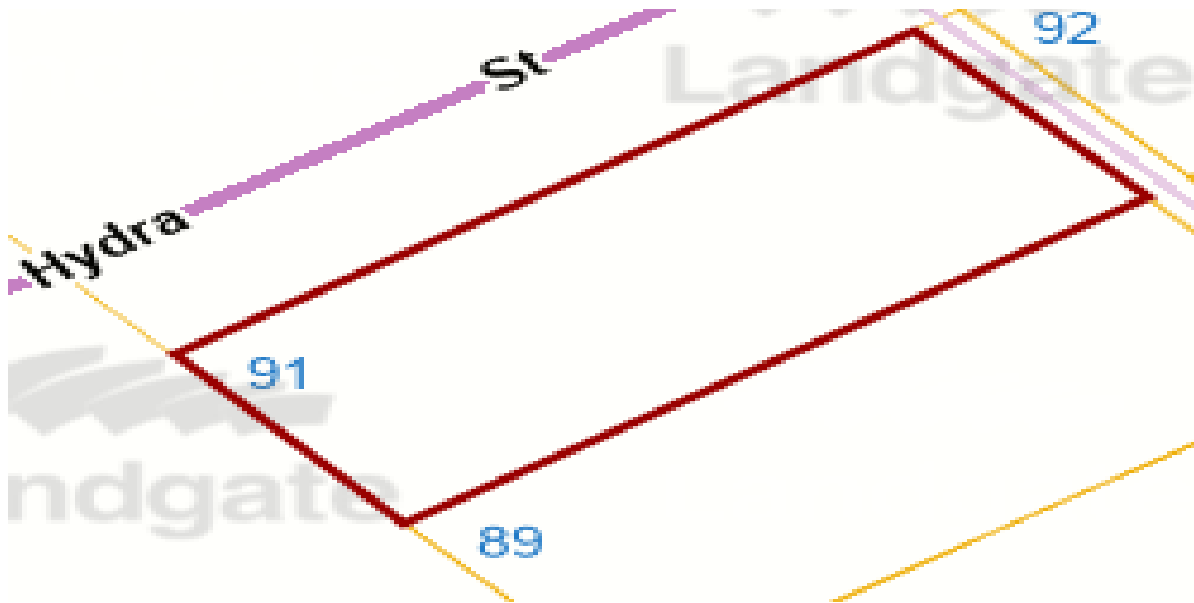
WC



1 x carport



patio



The asset number for this unit is B0217. The total land area that the unit sits on is 1012m2. Title deeds are VOL: 3148 FOL: 309.

The unit is estimated 31 years old. The estimated useful life is 60 years.

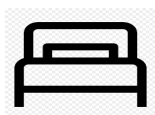
Estimated remaining life is 29 years.

<b>10 Year maintenance plan:</b>	<b>\$172,034.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$255,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$114,000.00</b>
<b>Fair Value (Land Asset):</b>	<b><u>\$ 8,333.00</u></b>
<b>Total Fair Value:</b>	<b>\$122,333.00</b>

## 91C Antares



This is a unit 3 of 3 situated on 91 Antares St. We purchased the unit in 1993. This is a limestone, brick and metal clad purpose built 1-bedroom unit on concrete slab. Capital works was completed in 2022. This included new kitchen, flooring, painting, new fence and remedial works on the interior. Prior to this the unit had minimal maintenance.



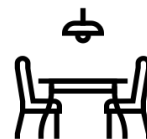
1 x bedroom



1 x bathroom



kitchen



dining



lounge



laundry



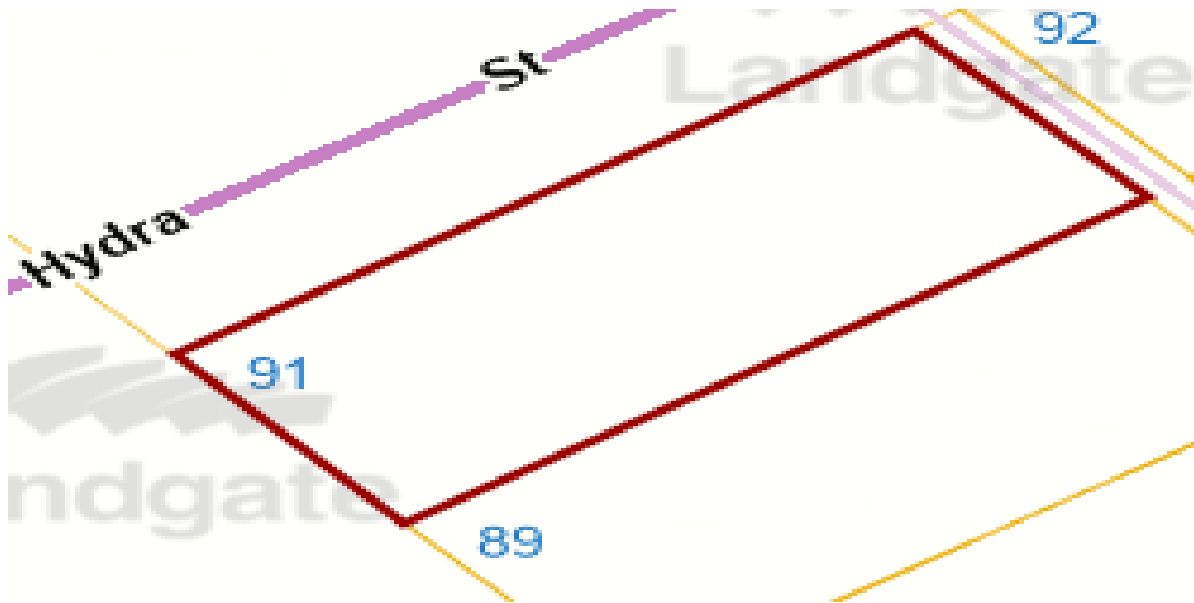
WC



1 x carport



patio



The asset number for this unit is B0218. The total land area that the unit sits on is 1012m2. Title deeds are VOL: 3148 FOL: 309.

The unit is estimated 31 years old. The estimated useful life is 60 years.

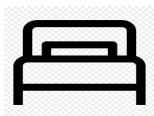
Estimated remaining life is 29 years.

<b>10 Year maintenance plan:</b>	<b>\$101,052.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$255,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$114,000.00</b>
<b>Fair Value (Land Asset):</b>	<b><u>\$ 8,333.00</u></b>
<b>Total Fair Value:</b>	<b>\$122,333.00</b>

## 103 Altair



103 Altair was built in the 70's. Under Local Government asset management guidelines, the useful life of this property is 60 years. A full property Condition report has been completed along with a 10-year maintenance plan.



3 x bedroom



1 x bathroom



1 x kitchen



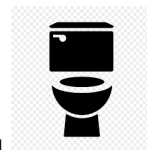
1 x laundry



1 x lounge



1 x dining



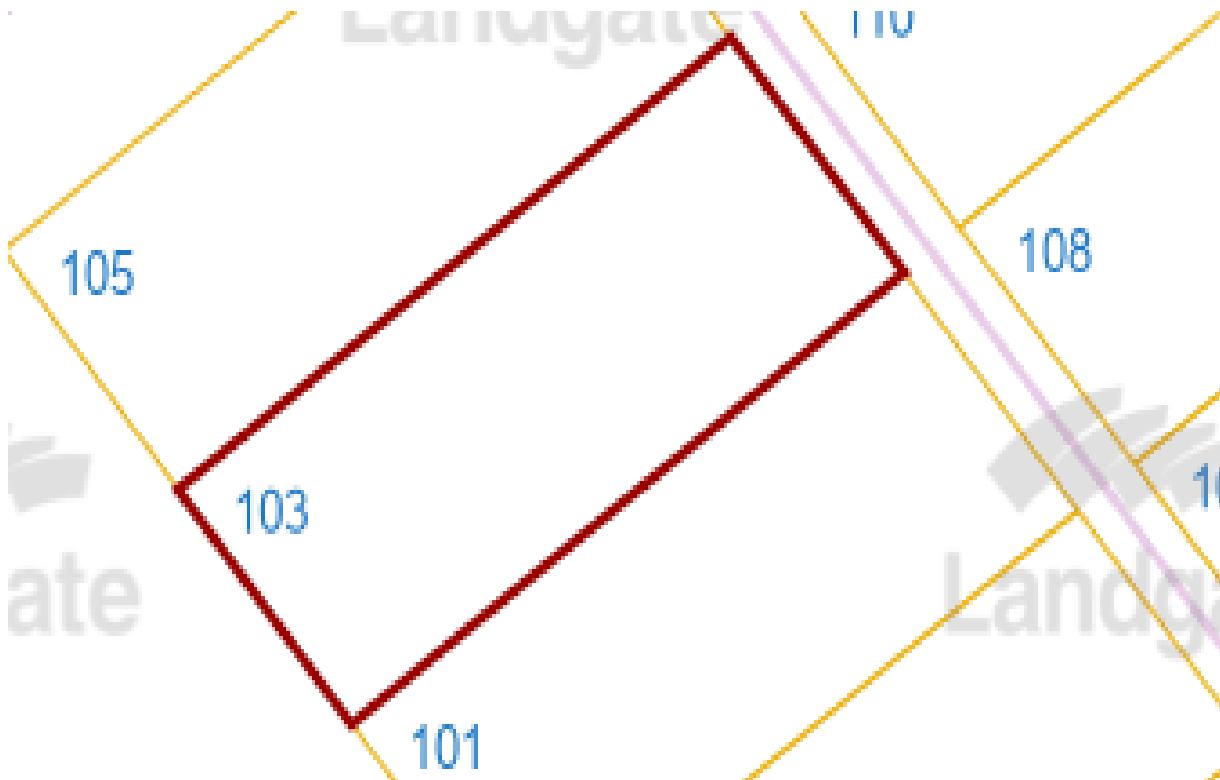
WC



1 x patio



1 x carport



Total and area 993m<sup>2</sup>. Our asset number for this building is B0001. Title deed are VOL:1443 FOL: 659. The Shire purchased this property in 1993. This building is estimated at 50 years old.

Estimated remaining life is 10 years.

<b>10 Year maintenance plan:</b>	<b>\$328,983.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$415,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$115,000.00</b>
<b>Fair Value (Land Asset):</b>	<b><u>\$ 30,000.00</u></b>
<b>Total Fair Value:</b>	<b>\$145,000.00</b>



## 120 Antares



120 Antares St was built in 1974's. Under Local Government asset management guidelines, the useful life of this property is 60 years. A full property Condition report has been completed along with a 10-year maintenance plan. The sub foundation and super structure have signs of cracking.



3 x bedroom



1 x bathroom



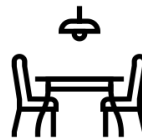
1 x kitchen



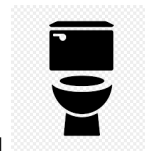
1 x laundry



1 x lounge



1 x dining



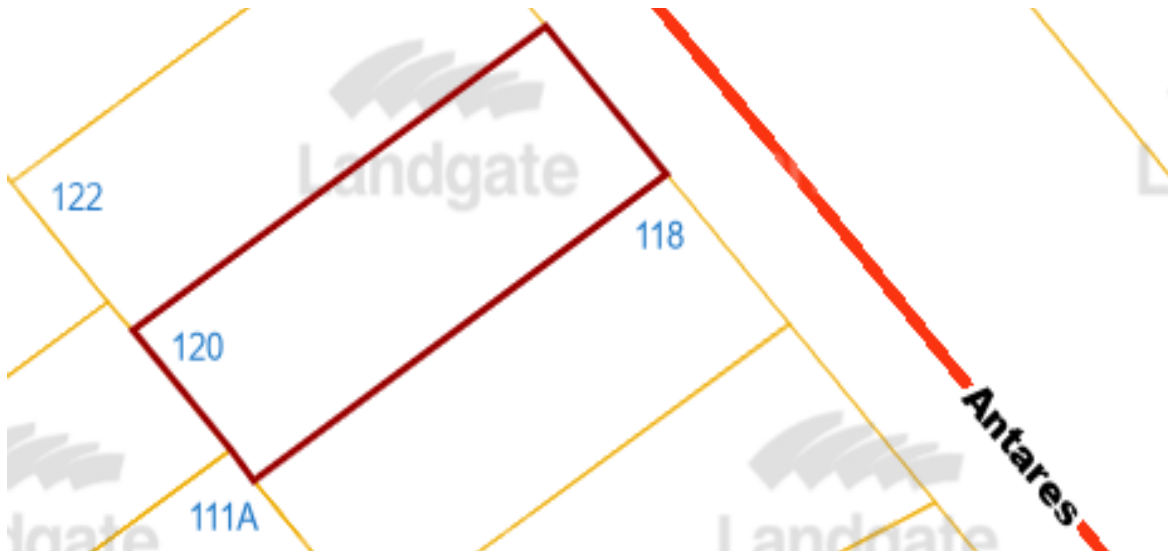
WC



1 x patio



1 x garage



Total land area is 1069m<sup>2</sup>. Our asset number for this building is B0005. Title Deed is 780/DP173295. The Shire of Yilgarn purchased this property in 1993.

The roof was installed in 2019 along with a new kitchen install. The laundry, toilet and bathroom require extensive upgrades. Some windows cannot open and need replacement. New flooring, painting and window treatments required. No gardens established. Fencing needs replacement as part of our asbestos management plan. Work needs to be done around the tile fire surround and ceiling area as it is cracking and peeling with paint.

Estimated remaining useful life is 10 years.

<b>10 Year maintenance plan:</b>	<b>\$412,235.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$400,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$115,000.00</b>
<b>Fair Value (Land Asset):</b>	<b><u>\$ 30,000.00</u></b>
<b>Total Fair Value:</b>	<b>\$145,000.00</b>



## Caravan Park Residence



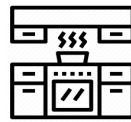
The Caravan Park Residence is located at 10 Coolgardie Road. It was built in 1971. Under Local Government asset management guidelines, the useful life of this property is 60 years. This property requires some extensive capital works to bring the house to a good standard. It is a double brick house on a concrete foundation with a tiled roof.



3 x bedroom



1 x bathroom



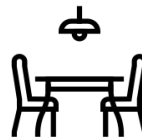
1 x kitchen



1 x laundry



1 x lounge



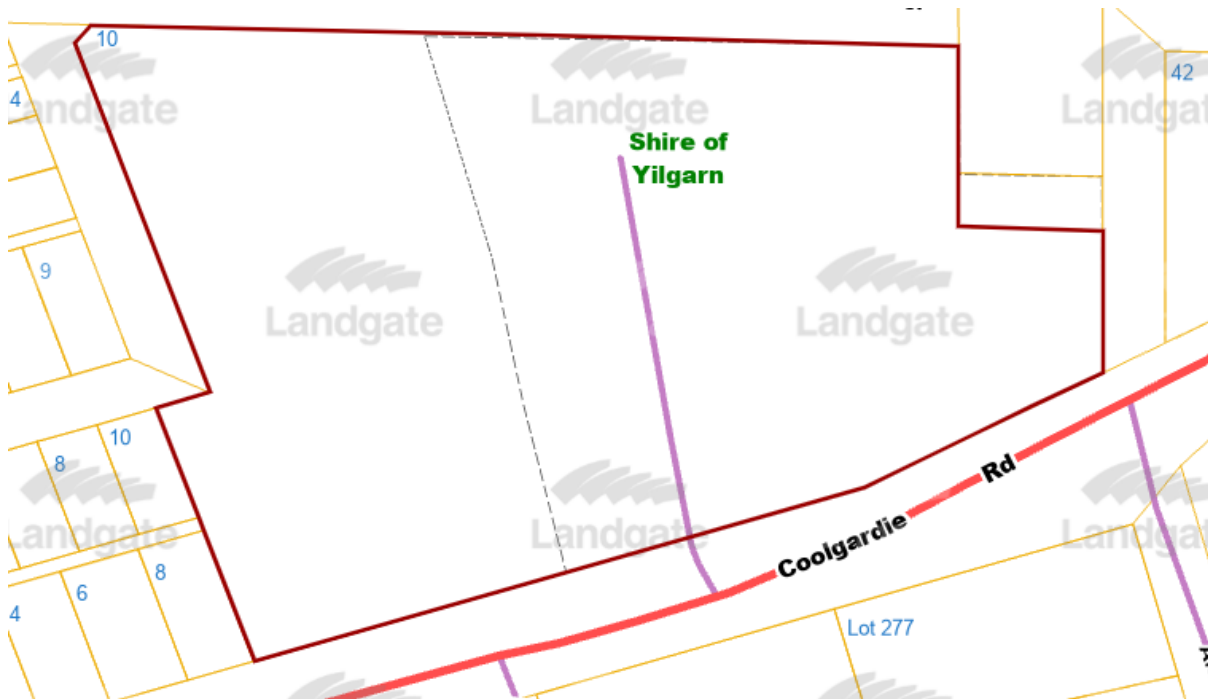
1 x dining



1 x patio



WC



The residence is part of the Caravan Park. The Shire acquired the building in 1993. The land area is part of the total Caravan Park. Our asset number for this building is B0013. Title deeds are VOL: 3052 FOL: 99. VOL:3053 FOL:72

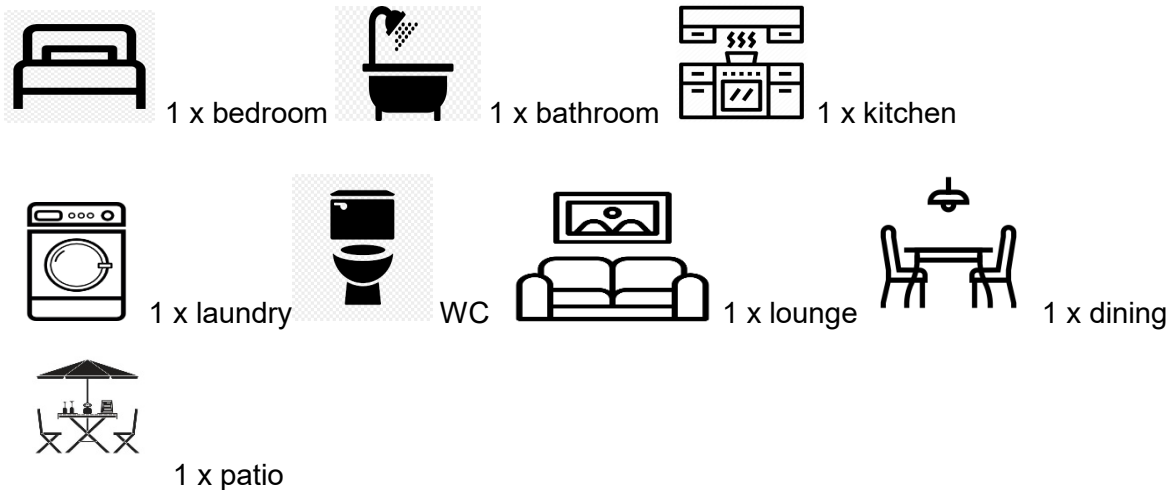
Estimated remaining useful life is 7 years.

<b>10 Year maintenance plan:</b>	<b>\$407,302.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$530,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b><u>\$166,000.00</u></b>
<b>Total Fair Value:</b>	<b>\$166,000.00</b>

## Homes For The Aged



Homes for the Aged units are situated at 59-69 Antares St. There are 12 units all up in a duplex style set up. The units were set up in 3 stages. Unit 1-4 were built in 1973. Units 5-8 were built in 1978 and units 9-12 were built in 1987. Each unit is 1 bedroom 1 bathroom with a laundry included into the bathroom. They are a brick and tile unit on a concrete base. Unit 9-12 are set up for full disability. There have been extensive renovations to the units over the years. There is still currently 3 units to be renovated. There are only 6 carports at the property. All units now have rear patios. These units are nearing the end of useful life.



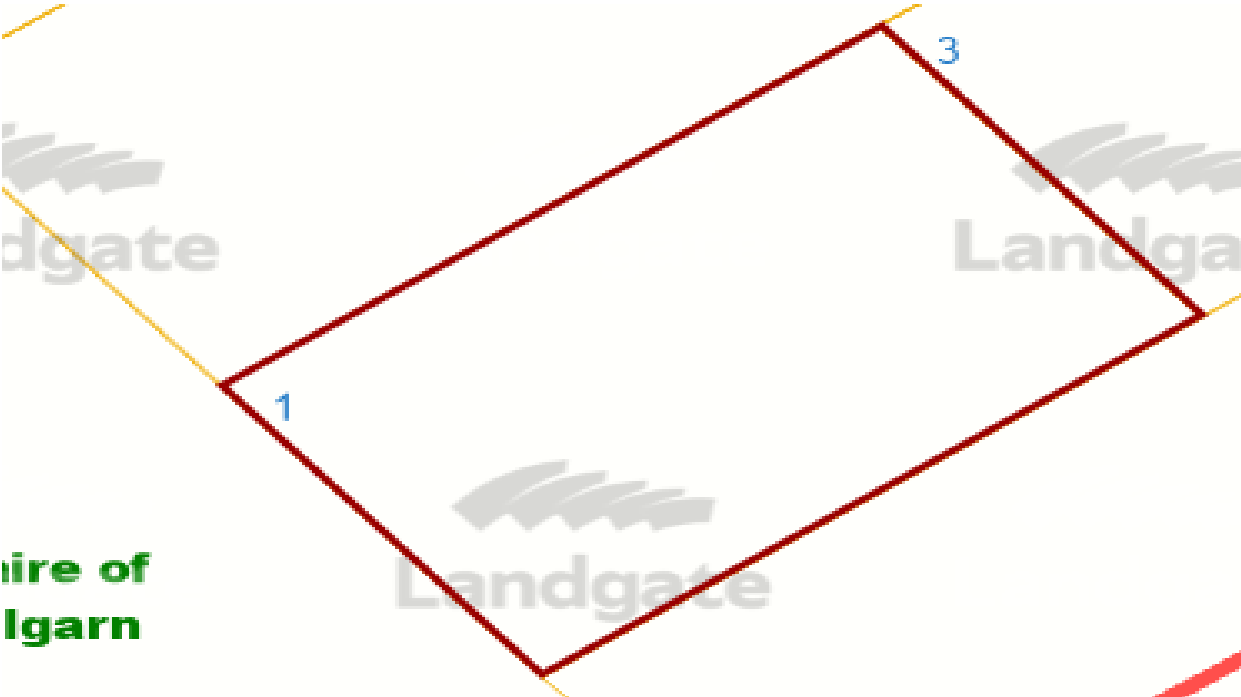


Total land area is 4958m2. The land was acquired in 1973. The units were built mid to late 70's. Our asset numbers for this property is B0014, B0020, B0021, B0022, B0023 and B0024. Title deeds for these units are VOL: 1359 FOL: 266.

<b>10 Year maintenance plan:</b>	<b>\$1,041,751.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$2,310,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$ 768,000.00</b>
<b>Fair Value (Land Asset):</b>	<b><u>\$ 147,000.00</u></b>
<b>Total Fair Value:</b>	<b>\$ 915,000.00</b>



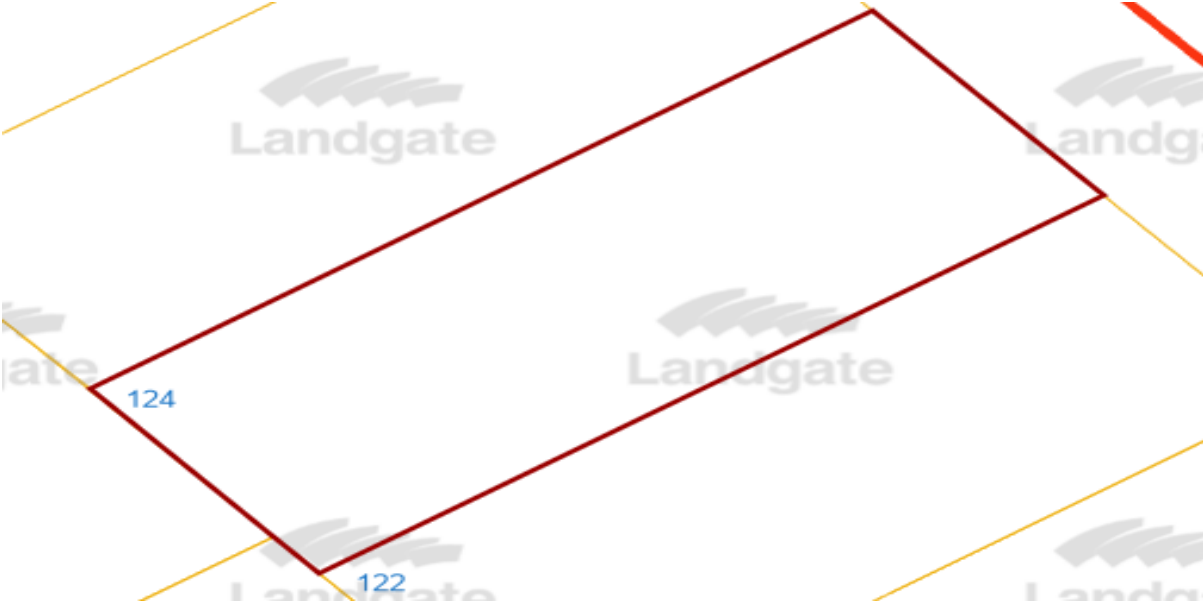
**1 Altair – Emu Park**



Total Land area is 644m2. Land asset number is L0014. Zoned commercial.

Fair Value of Land:        \$20,000.00

**124 Antares St Land**

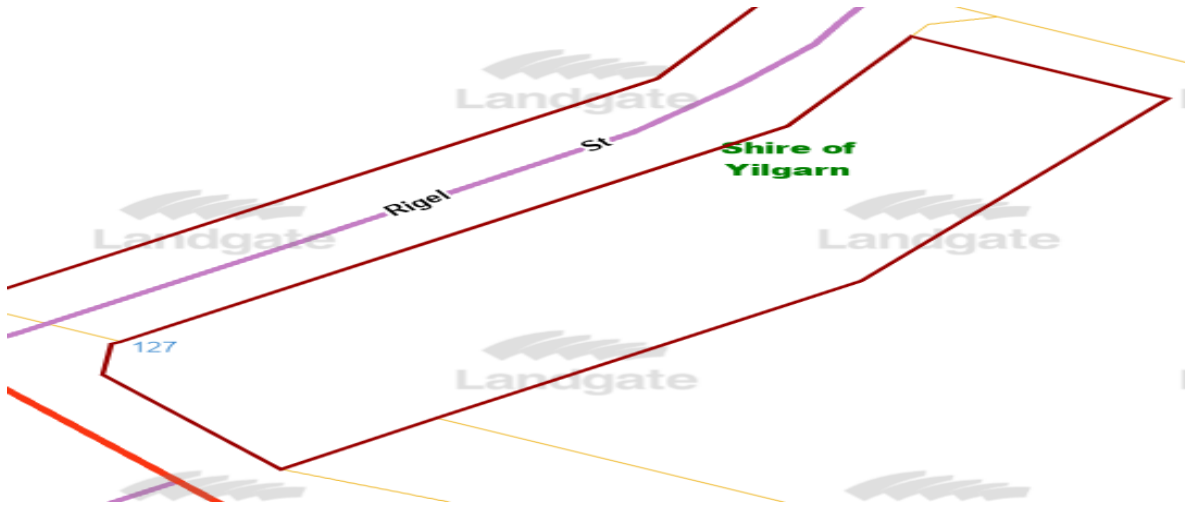


Total Land area is 1069m2. Land asset number is L0010. Zoned residential R30.

Fair Value of Land:    \$32,000.00

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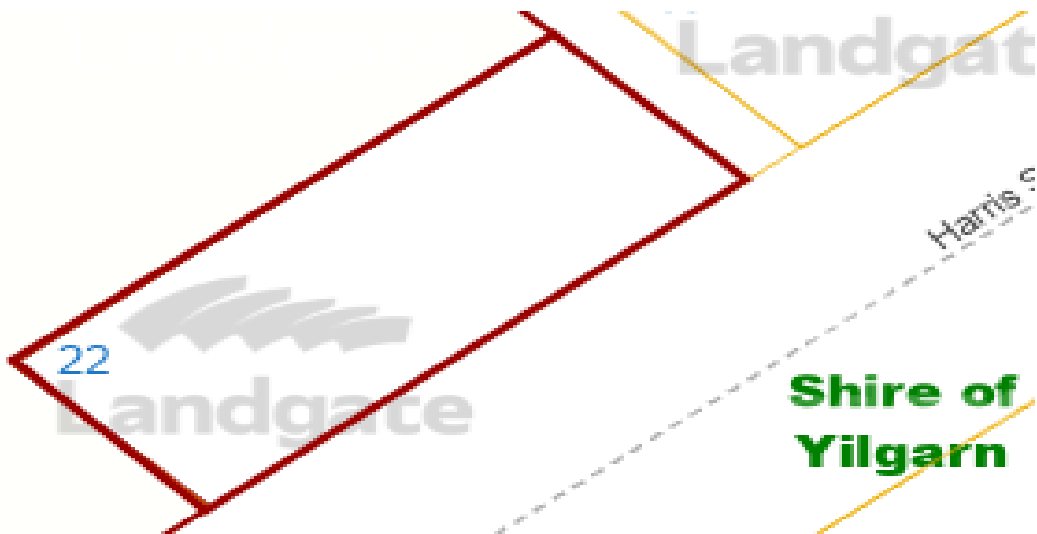
## 127 Antares St Land



Total land area is 2.1998ha. Land asset number is L0040. Zoned residential R12.5. This is old Railway land.

**Fair Value of Land: \$155,000.00**

## 22 Harris St Land



Total land area is 1011m2. Land asset number is L0046. Zoned residential.

**Fair Value of Land: \$7,000.00**

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## 23 Draconis St Land – Horse Yards



Land size is 2.4526ha. Our asset number for the land is L0028. Zoned rural/mining.

**Fair Value of Land: \$35,000.00**

## 26 Doolette St Land



Land size is 1012m<sup>2</sup>. Our asset number for the land is L0004. Zoned residential.

**Fair Value of Land: \$7,000.00**

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### 3 Orion St Land – Emu Park



Land size is 368m<sup>2</sup>. Our asset number for the land is L0016. Zoned commercial.

**Fair Value of Land: \$7,000.00**

### 43 Dorothy St Land



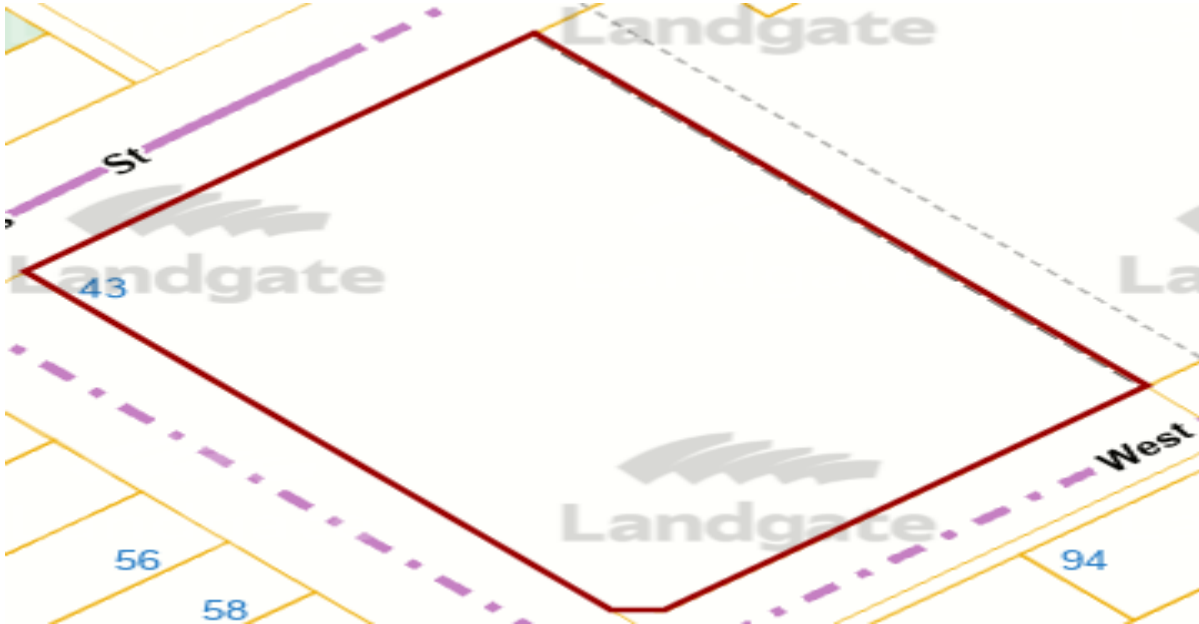
Land size 1011m<sup>2</sup>. Our asset number for the land is L0007. Zoned residential.

**Fair Value of Land: \$7,000.00**

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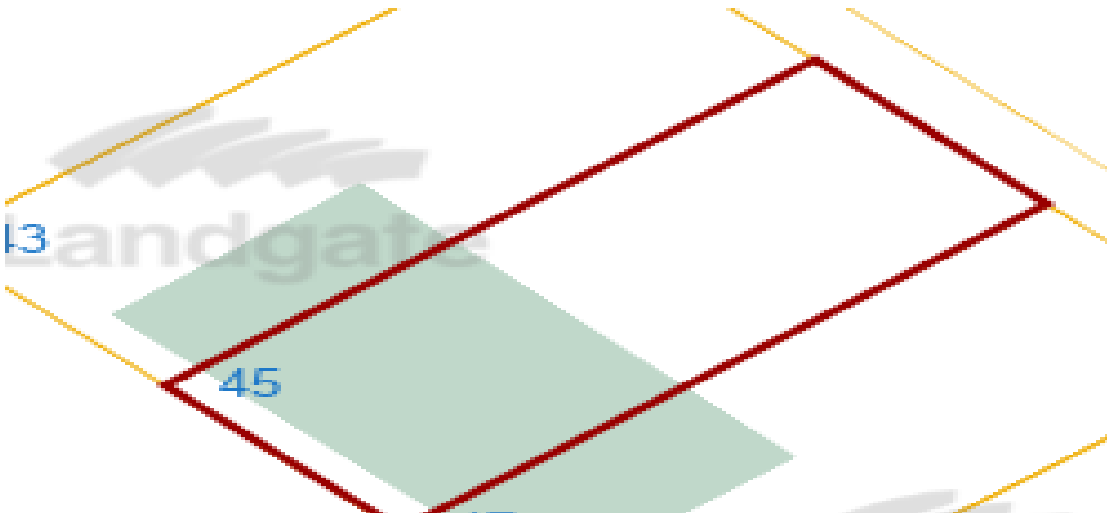
## 43 Jones St Land



Land size 1.4858ha. Our asset number for the land is L0035. Zoned residential.

**Fair Value of Land: \$35,000.00**

## 45 Dorothy St Land

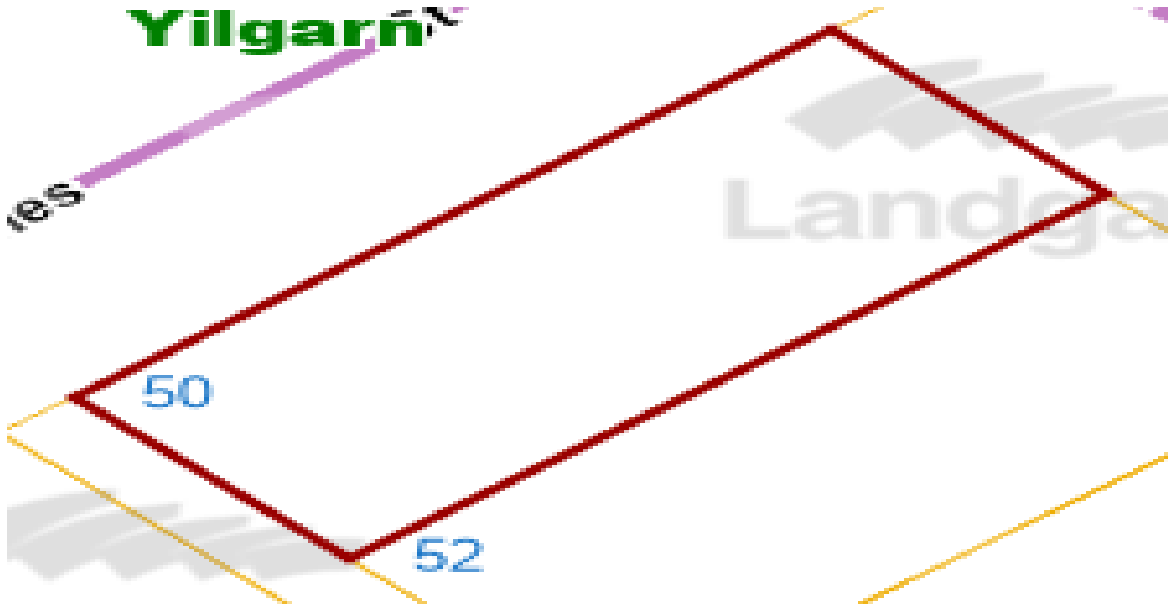


Land size 1011m2. Our asset number for the land is L0008. Zoned residential.

**Fair Value of Land: \$7,000.00**

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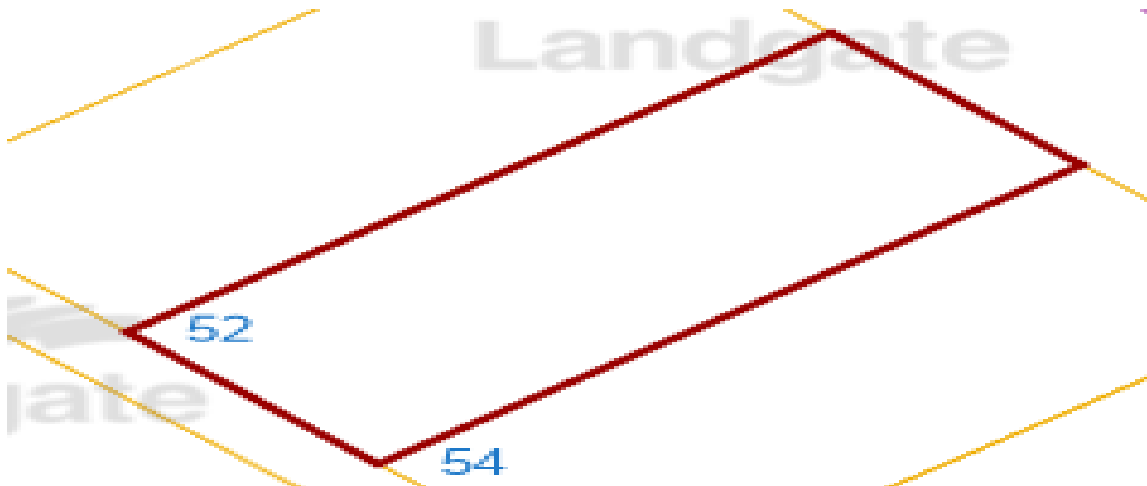
## 50 Dorothy St Land



Land size 1012m2. Our asset number for the land is L0006. Zoned residential.

**Fair Value of Land: \$7,000.00**

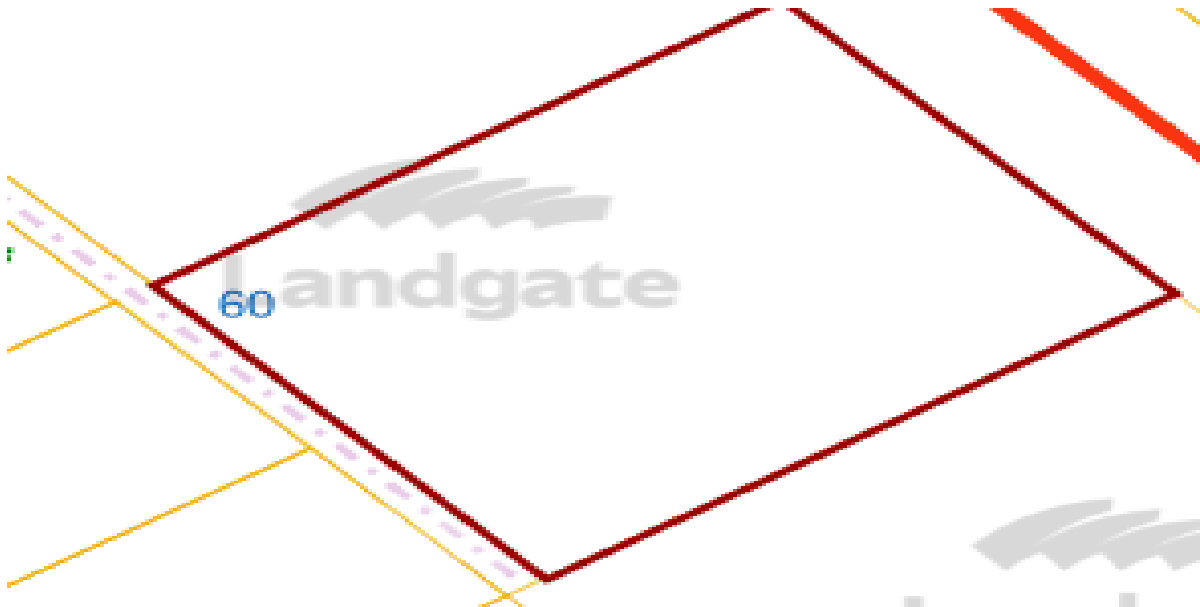
## 52 Dorothy St Land



Land size 1012m2. Our asset number for the land is L0005. Zoned residential.

**Fair Value of Land: \$7,000.00**

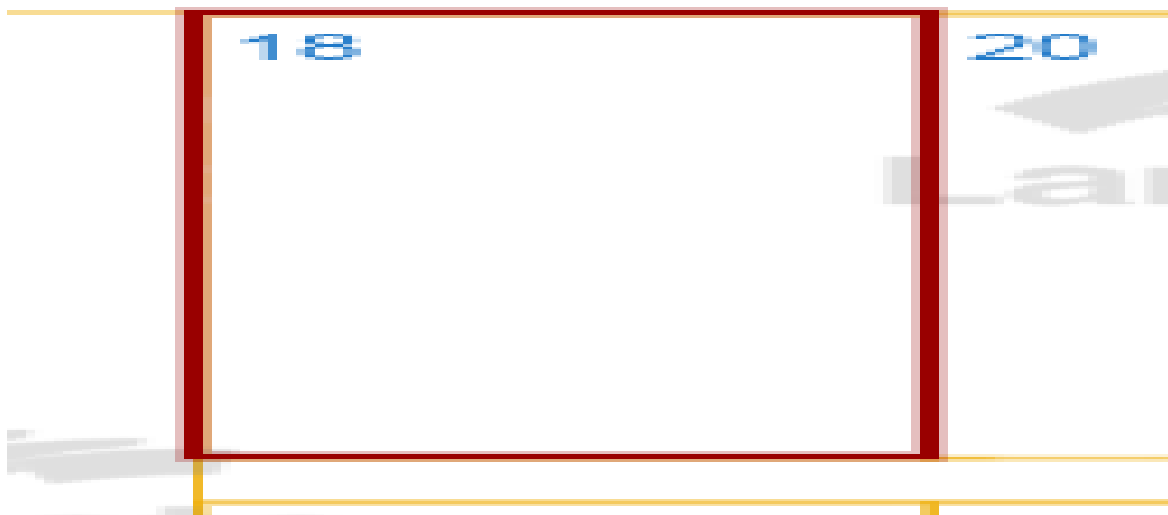
## 60 Antares St Land



Land size is 2024m<sup>2</sup>. Land asset number is L0053. Zoned special use – place of worship.

**Fair Value of Land: \$40,000.00**

## 18 Lenneberg St Land

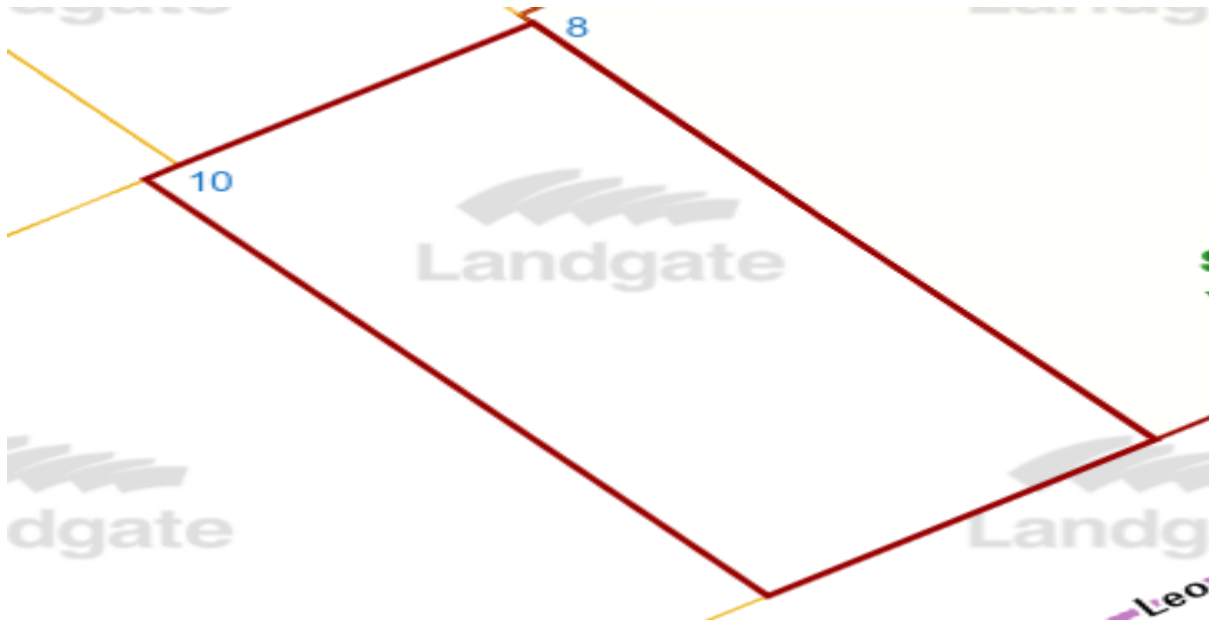


Land size is 1012m<sup>2</sup>. Our asset number is L0044. Zoned residential. This was the old golf club in Marvel Loch.

**Fair Value of Land: \$7,000.00**

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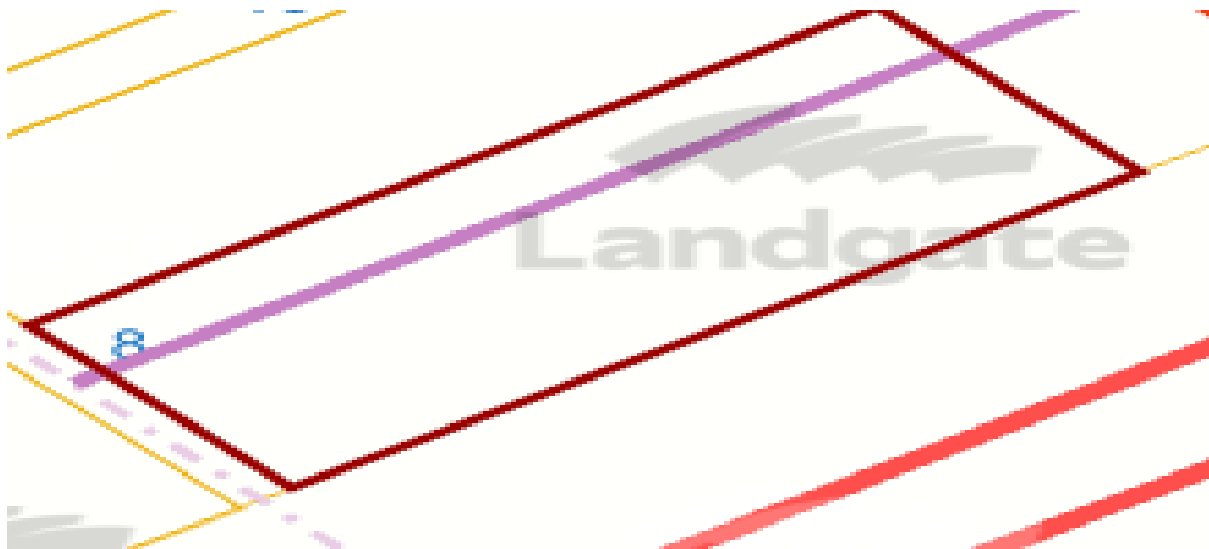
## 10 Leo St Land



Land size is 740m2. Land asset number is L0052. Zoned residential.

**Fair Value of Land: \$18,000.00**

## 8 Antares St Land – Emu Park

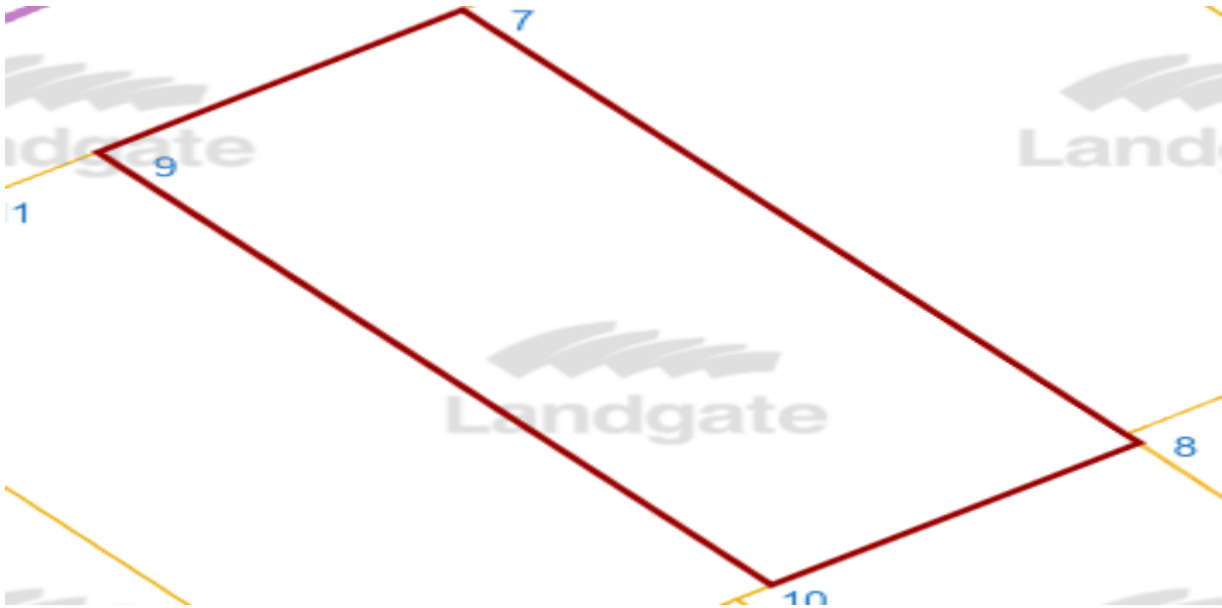


Land size is 1011m2. Our asset number is L0057. Zoned commercial.

**Fair Value of Land: \$32,000.00**

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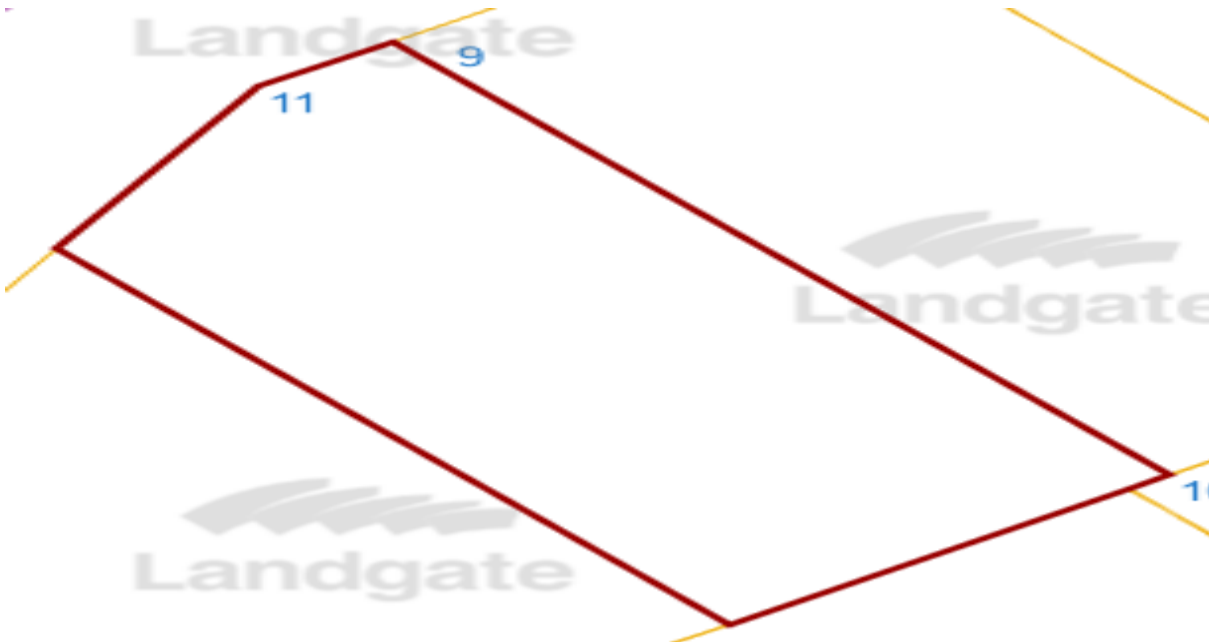
## 9 Libra Place Land



Land size is 702m2. Land asset number is L0051. Zoned residential.

**Fair Value of Land: \$17,000.00**

## 11 Libra Place Land



Land size is 700m2. Land asset number is L0052. Zoned residential.

**Fair Value for Land: \$17,000.00**

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## 21 Williamson St Land



Land size is 1012m2. Land asset number is L0031. Zoned residential.

**Fair Land Value:     \$7,000.00**

## 23 Williamson St Land

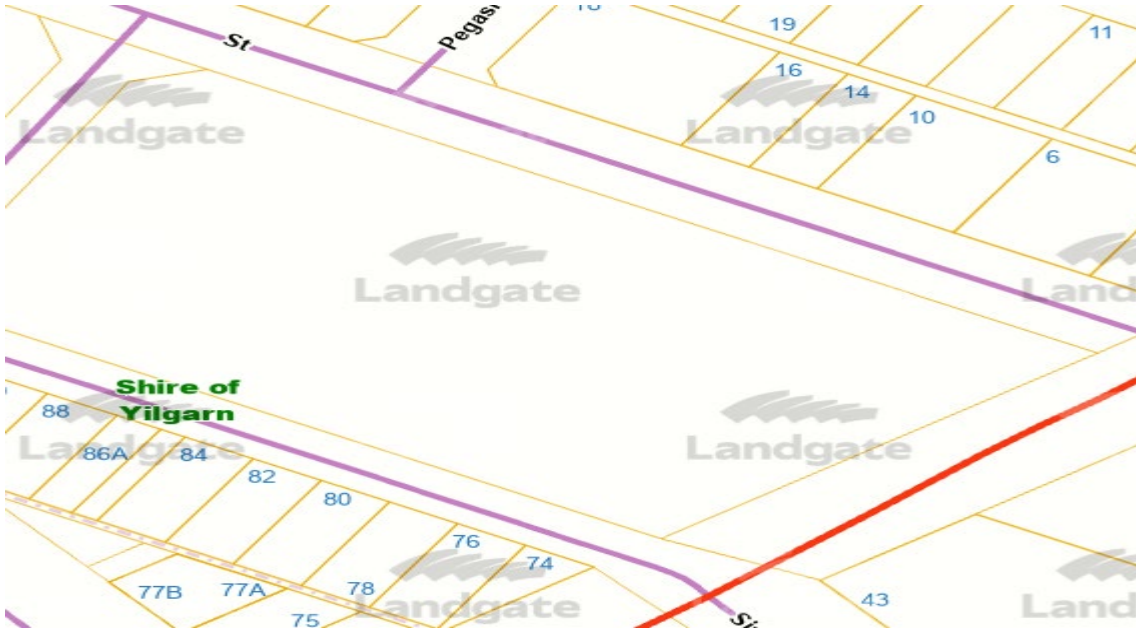


Land size is 1012m2. Land asset number is L0049. Zoned residential.

**Fair Land Value:     \$7,000.00**

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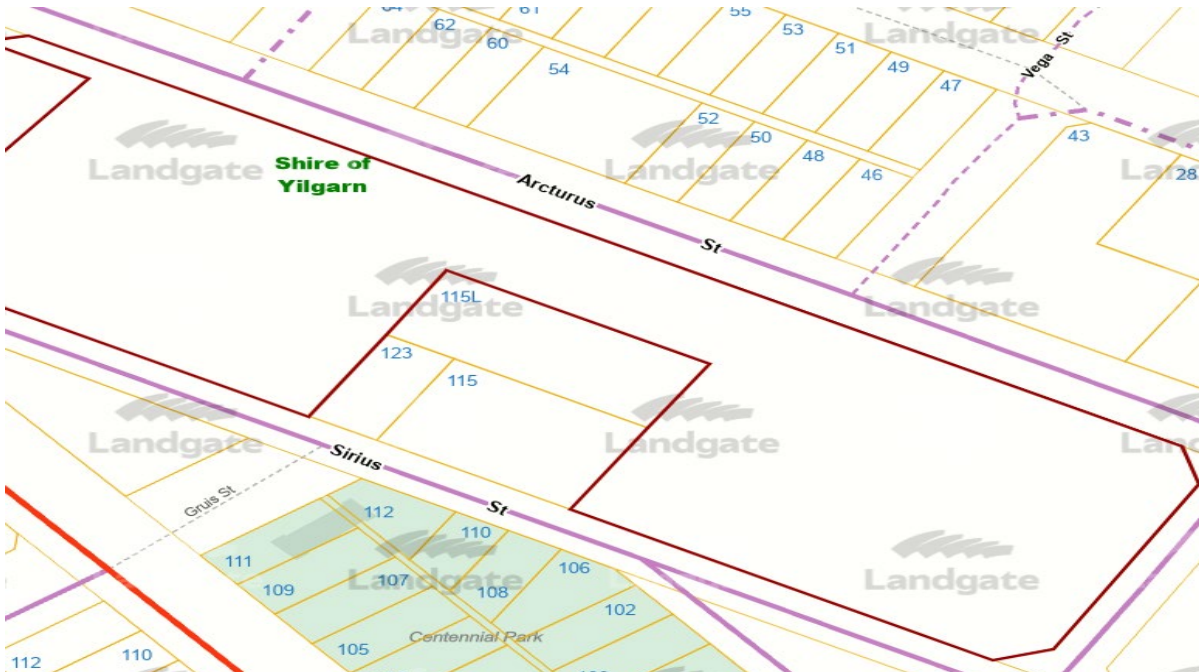
## Sirius St



Land size is 3.251ha. Land asset number is L0042. Zoned R12.5.

**Fair Land Value:     \$30,000.00**

## Sirius St



Land size is 4.8113ha. Land asset number is L0011. Zoned R12.5.

**Fair Land Value:     \$45,000.00**

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# ***Building Portfolio***

***April 2024***



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## 11 Antares Shop & House



The building was constructed by a local builder and previously known as the “Foggarty” Building. It is approximately 40 years old. The building was purchased in 2016. It is a double brick constructed building. It is a full masonry construction. Structural steel roof super structure supported by brick walls trusses to the fascia parapet and front reception offices. The roof is clad with profile metal sheeting and the foundations are concrete. Internal load bearing walls are typically single leaf masonry. The ceiling is suspended T bar system with panels.

There are 4 shop areas within the building. Two of the shops are commercially rented. Renovations took place in 2019 and 2020 with new roof, ceiling and lighting panels in shop A, C & D. New flooring throughout, air-conditioning, lighting and Shire key system.



4 office retail areas



2 toilets



4 kitchenettes

The house has been extensively renovated with a full interior refurbishment. There is just some minor exterior works to complete and the gardens.



3 x bedroom



1 x bathroom



1 x toilet



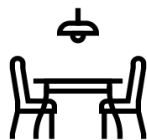
kitchen



laundry



lounge



dining



Total land area is 1012 m2 and the building is located to the very front of the property with a house located at the rear of the land which is called 11 E Antares St. Our Asset number for the building is B0238. Title details are VOL: 1863 FOL: 147. Land Asset number L0080.

Building has not had a valuation on it at this time. The buildings useful life is 60 years. As you can see that is how old the building is.

Estimated remaining life 20 years.

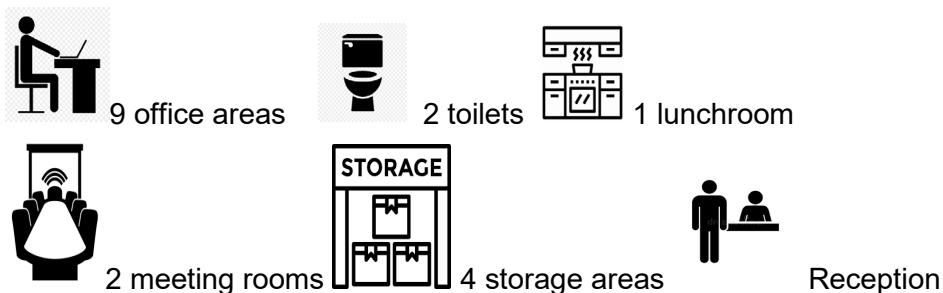
<b>10 year maintenance plan:</b>	<b>\$210,370.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$300,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$300,000.00</b>
<b>Fair Value (Land Asset):</b>	<b><u>\$ 22,000.00</u></b>
<b>Total Fair Value:</b>	<b>\$322,000.00</b>

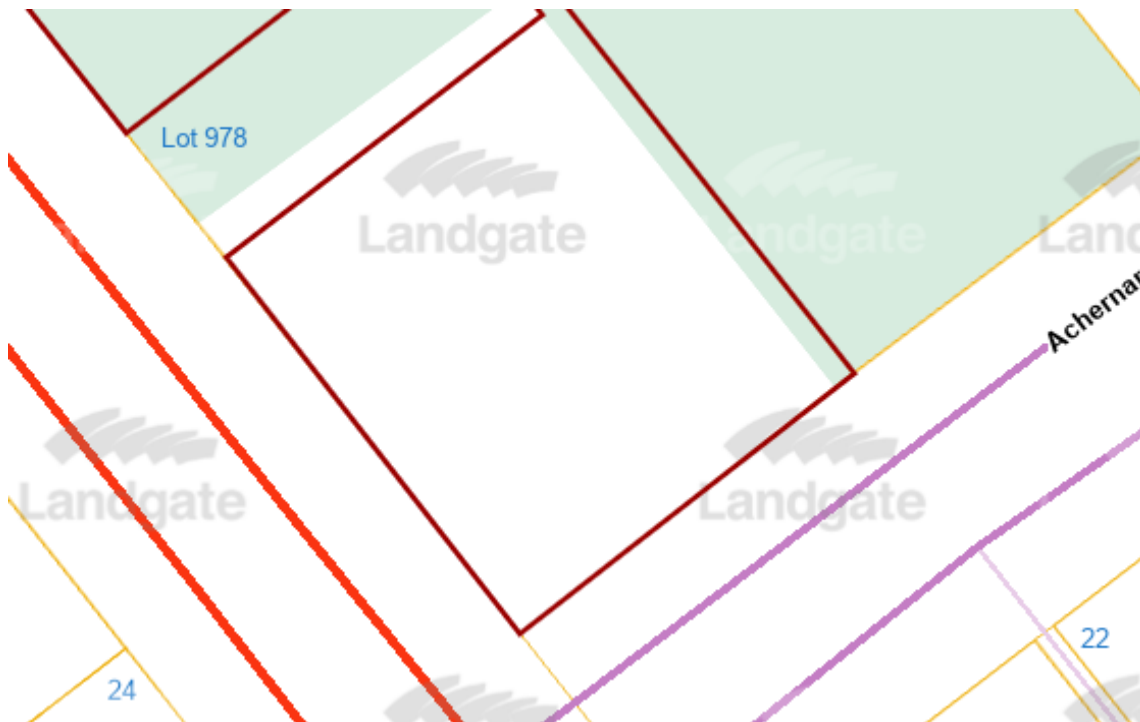
## 23 Antares St – Administration Building



This building was constructed in 1967/68 which makes it 55 years old. It was initially built for Council Offices and a Medical Centre. It is a double brick constructed building. Structural steel roof super structure supported by brick walls. The roof is clad with profile metal sheeting and the foundations are concrete. Internal load bearing walls are typically single leaf masonry. The ceiling is suspended T bar system with panels.

As the building is aging and has required some extensive maintenance and capital works on it. Looking to the future there is still some extensive works to be carried out. The roof was replaced in 2013. There is some works required on the exterior brick walls but they are in fair condition for the buildings age. There looks like some drainage issues over time that have moved bricks on exterior walls.





Land area is 15098m2. Our Asset number for the building is B0051 and is located on a Reserve.

This building has an expected useful life of 60 years. The building is 55 years old.

Estimated remaining life 5 years.

<b>10 year maintenance plan:</b>	<b>\$ 502,915.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$3,100,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$1,600,000.00</b>
<b>Fair Value (Land Asset):</b>	<b><u>\$ 15,000.00</u></b>
<b>Total Fair Value:</b>	<b>\$1,615,000.00</b>



## Lot 88 Great Eastern Hwy – Airport Terminal



The aerodrome terminal is a pre-fabricated building and was installed in October 2009 which makes it 14 years old. It has a tin sheeted roof with steel framing. External cladding is corrugated colour bond. Fencing is colour bond post and rail. Both verandas have wooden decking which is re-varnished yearly as part of the maintenance budget. The only major capital works that has been performed on the terminal is new commercial vinyl flooring was installed in 2021.



2 office areas



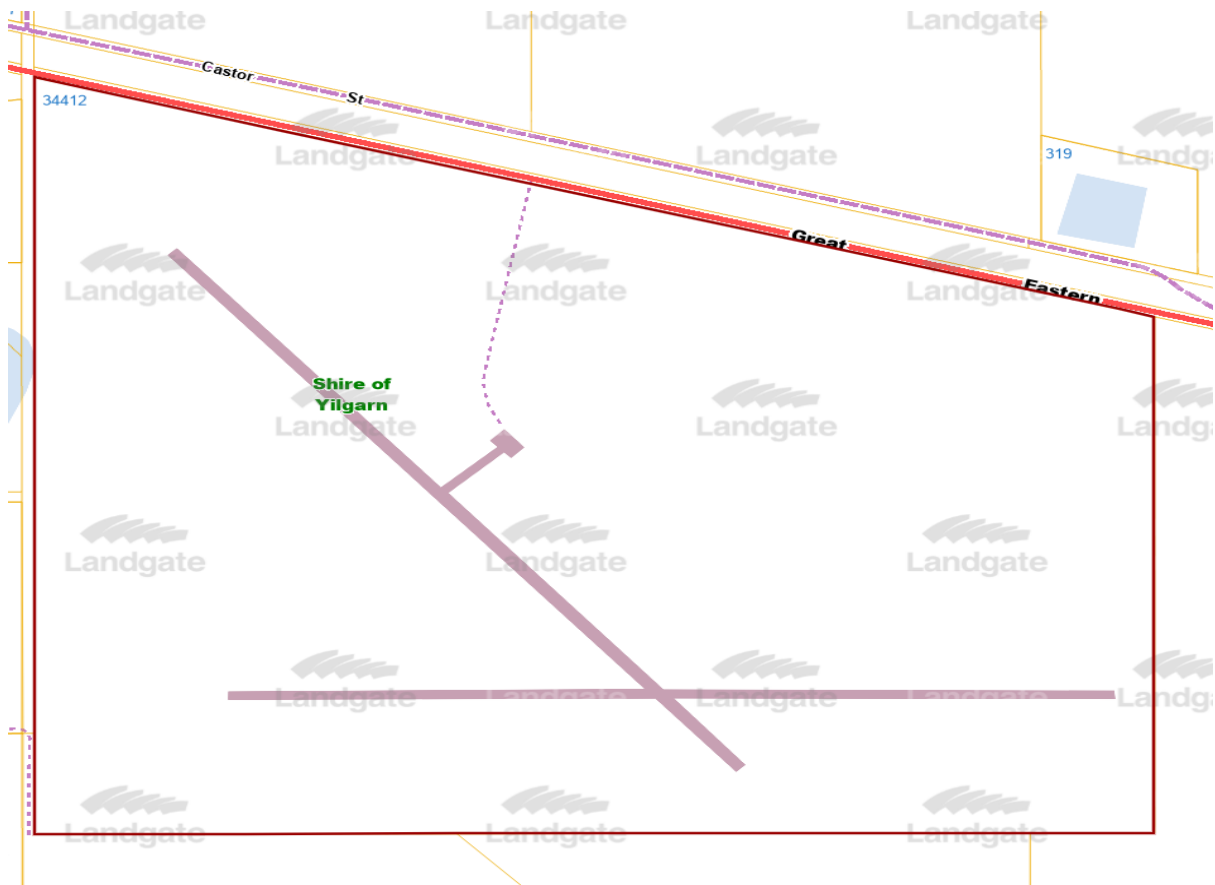
2 toilets



Reception



1 Storage room



The terminal is just one part of the aerodrome. Or Asset number for this building is B0066. Title deeds are VOL:1248 FOL:905. The aerodrome total land size is 2,309,079m2.

This building has an expected useful life of 27 years. As the building is only 13 years old.

Estimated remaining life 14 years

<b>10 year maintenance plan:</b>	<b>\$107,178.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$190,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$140,000.00</b>
<b>Fair Value (Land Asset):</b>	<b><u>\$275,000.00</u></b>
<b>Total Fair Value:</b>	<b><u>\$415,000.00</u></b>



## **Lot 88 Great Eastern Hwy – Airport Ambulance Shed**



The Ambulance shed is another part of the Aerodrome. It has a concrete floor, steel framing and metal colour bond sheeting. The building was installed in 2010. Our asset number for this building is B0067. Title deeds are VOL:1248 FOL:905 same as the terminal.

The shed has an expected useful life of 60 years. As this building is only 13 years old.

Estimated remaining life 46 years.

### **10 year maintenance plan is part of the Terminal maintenance**

<b>Reinstatement with New - Value:</b>	<b>\$102,000.00</b>
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<b>Total Fair Value:</b>	<b>\$ 75,000.00</b>
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## **Lot 88 Great Eastern Hwy – Airport Hangers**

The Hangers shed is another part of the Aerodrome. It has a concrete floor, steel framing and metal colour bond sheeting. The building was installed in 2010. Our asset number for this building is B0174. Title deeds are VOL:1248 FOL:905 same as the terminal.

The shed has an expected useful life of 60 years. As this building is only 13 years old.

Estimated remaining life 46 years.

### **10 year maintenance plan is part of the Terminal maintenance**

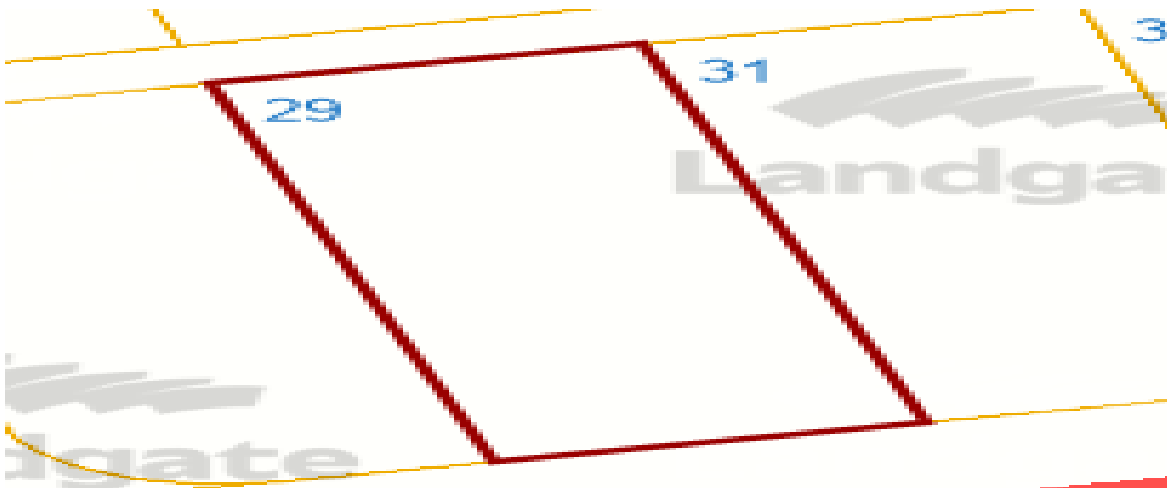
<b>Reinstatement with New - Value:</b>	<b>\$244,000.00</b>
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<b>Total Fair Value:</b>	<b>\$180,000.00</b>
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## Bodallin Fire Shed



The Bodallin fire shed is located on the Great Eastern Hwy. It is a steel frames, metal clad shed with a concrete floor. It was installed in 2016.



The shed is on reserve R24971. The Asset number for this building is B0237. The shed has an expected useful life of 60 yrs. The shed is currently 8 years old.

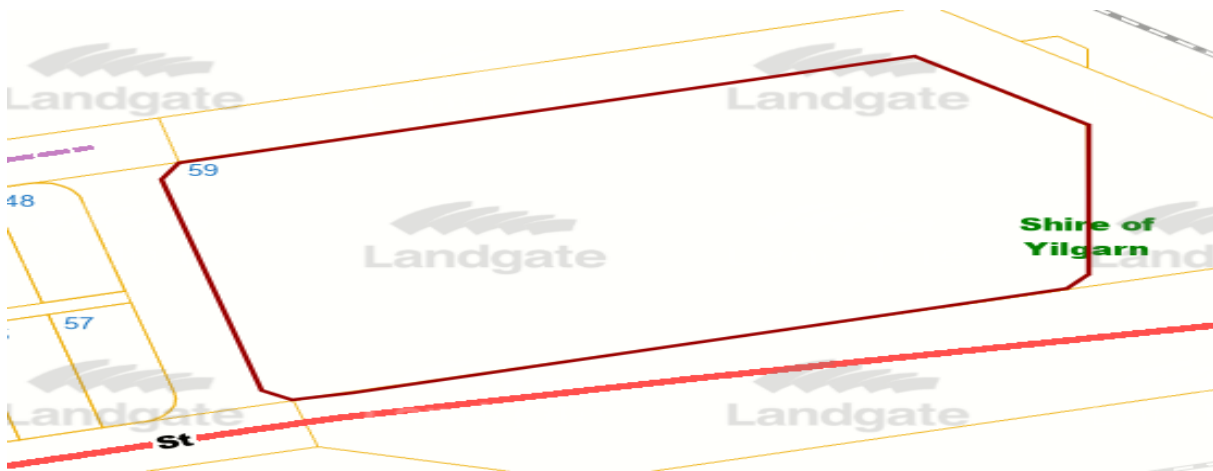
Estimated remaining life is 52 years.

<b>10 year maintenance plan:</b>	<b>\$ 0.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$82,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$75,000.00</b>
<b>Fair Value (Land Asset):</b>	
<b>Total Fair Value:</b>	<b>\$75,000.00</b>

## Bodallin Gazebo



The Bodallin Gazebo is located at the Bodallin Pioneer Park off of Great Eastern Hwy. It is a brick, steel and metal clad structure.



The Bodallin Toilet is located on Reserve R27314. The Asset number for this building is B0186. Age is unknown.

<b>10 year maintenance plan:</b>	<b>\$ 8,544.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$20,500.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$ 7,200.00</b>
<b>Fair Value (Land Asset):</b>	
<b>Total Fair Value:</b>	<b>\$ 7,200.00</b>



## Lot 516 Bodallin Sth Rd – Bodallin Hall



The Bodallin Hall was opened in April 1971. The Hall is 51 years old. This is a brick and iron building that requires some extensive work to bring it up to standard. There are sections of significant cracking in brick work and concrete. This is possibly due to the soil type that the foundation is laid on. Internally the majority of the interior is at end of useful life and items are still original to the building. The Hall was obtained by the Shire of Yilgarn in 1993.



1 meeting room



1 kitchen



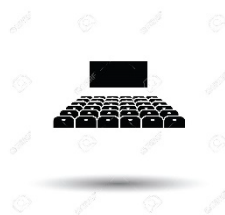
2 toilets



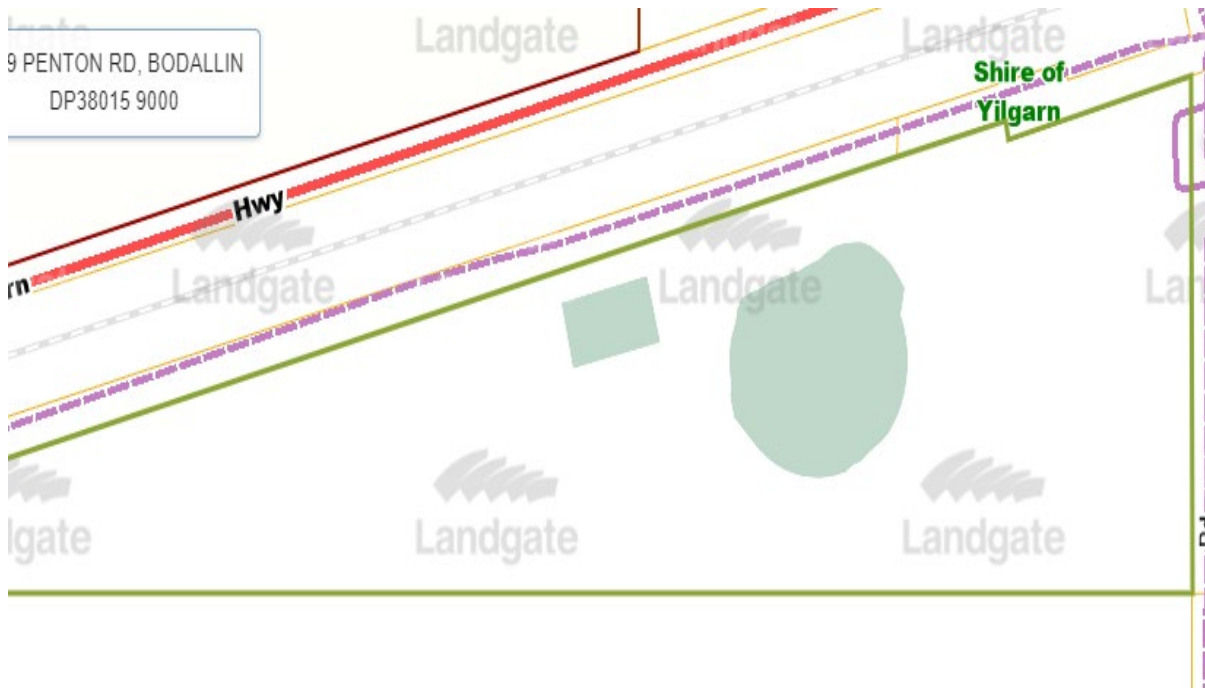
2 storage/dressing areas



1 stage area



1 Hall area



The Bodallin Hall is located on LOT 500 which is the corner of Ivey and Kalgoorlie Rd Bodallin. It sits on Reserve R18692. Our Asset number is B0100. Land area is 4931m2.

The Hall has an expected useful life of 80 years. The building is 52 years old. Overall condition of Hall is poor.

Estimated remaining life is 28yrs.

<b>10 year maintenance plan:</b>	<b>\$ 438,132.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$1,840,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$ 256,000.00</b>
<b>Fair Value (Land Asset):</b>	
<b>Total Fair Value:</b>	<b>\$ 256,000.00</b>

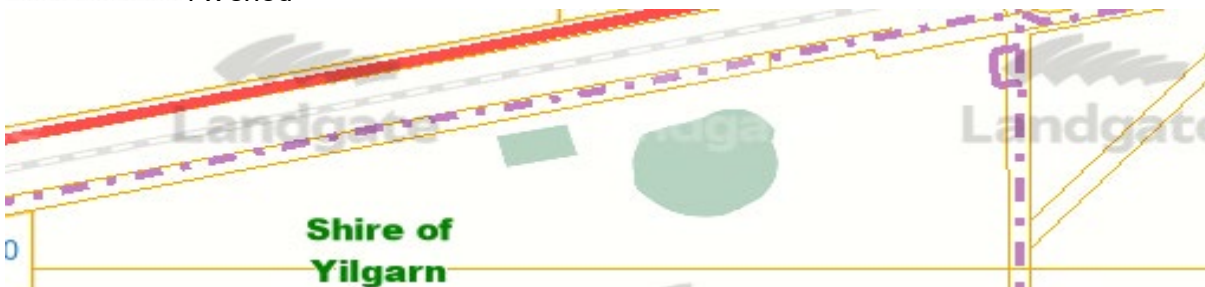
## Bodallin Tennis Shed



The Bodallin Tennis Shed is located on Yeribilion Rd. It is a metal clad, steel framed building with a concrete floor.



1 x shed



This is located on reserve R18692. Our Asset number for this building is B0213. The age of this building is not known. This building is currently not being used.

<b>10 year maintenance plan:</b>	<b>\$14,475.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$42,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$ 8,400.00</b>
<b>Fair Value (Land Asset):</b>	
<b>Total Fair Value:</b>	<b>\$ 8,400.00</b>

## Great Eastern Hwy Bodallin – Bodallin Toilets



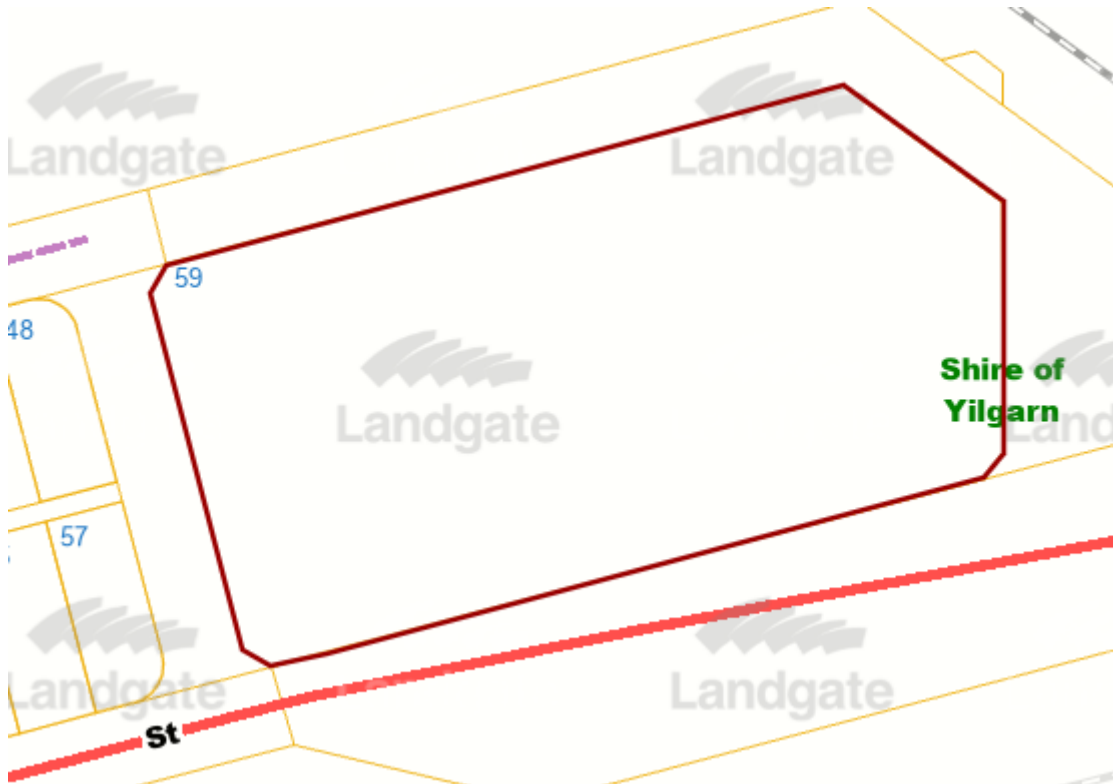
This toilet block was acquired in 1993 which makes the building 29 years old. It is a pre-fabricated building with a wooden deck front veranda. New septic tanks were installed in 2004. As the power for the block runs from the Bodallin Roadhouse which has now closed there is no power to the building.



2 female cubicles, 2 men's cubicles and disabled toilet

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The Bodallin Toilet is located on Reserve R27314. Our Asset Number is B0135.

The toilet block has an expected useful life of 27 years. As the building is 29 years old.

Estimated remaining life is 0.

<b>10 year maintenance plan:</b>	<b>\$78,779.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$64,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$14,000.00</b>
<b>Fair Value (Land Asset):</b>	
<b>Total Fair Value:</b>	<b>\$14,000.00</b>

## Bowls Tennis Club – Spica St

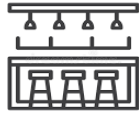


The Bowls Tennis Club was constructed in 2012 which makes it 11 years old. The building has a concrete base with steel framing on walls and roof. The exterior walls are a fibro cladding and the roof is metal sheeting.

As the building is only ten years old there has been minor maintenance carried out. In the 22/23 budget it will be getting a full external repaint as the exterior paint is faded and at end of useful life.



1 Kitchen



1 bar



Storage area



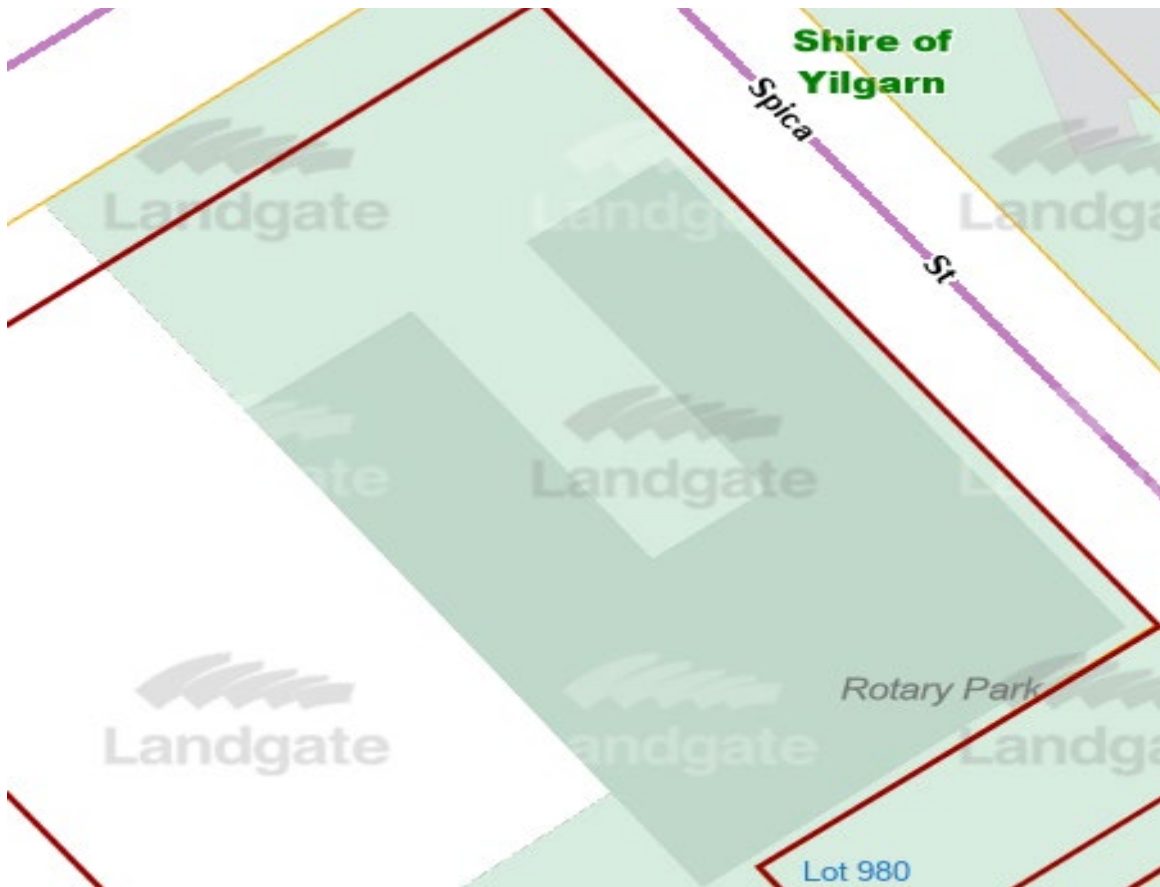
2 Captains rooms



Male, female, disabled toilet & outside unisex toilet



1 Hall Area



The Boulders Tennis Club is located on Reserve IPR11874 which is on the Cnr of Spica and Canopus St. The land area is 3035m<sup>2</sup>. Our Asset Number for the building is B0172.

The building has an expected useful life of 60years. As the building is only 11 years old.

Estimated remaining life 49 years.

<b>10 year maintenance plan:</b>	<b>\$ 156,706.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$2,300,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$1,800,000.00</b>
<b>Fair Value (Land Asset):</b>	<b>\$ <u>\$6,000.00</u></b>
<b>Total Fair Value:</b>	<b>\$1,806,000.00</b>

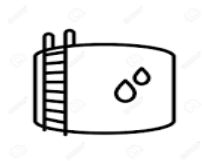
## Bullfinch Fire Shed – Doolette St Bullfinch



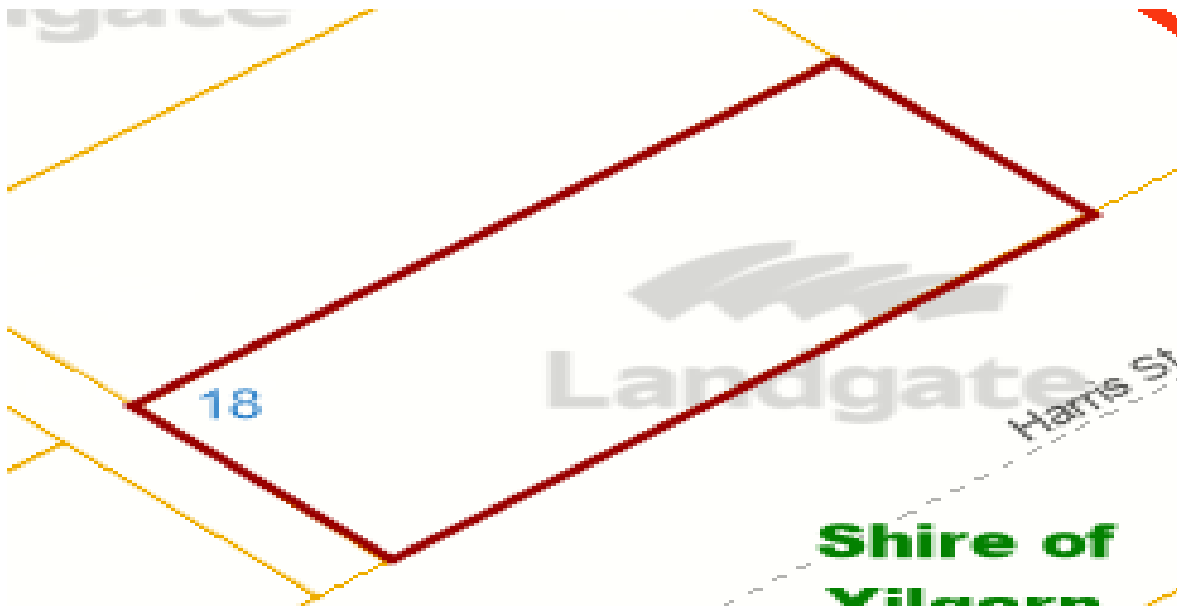
The Bullfinch Fire Shed is located on 16 and 18 Doolette St Bullfinch. The shed is a steel framed, iron clad building on a concrete slab. This was built in 2011.



1 Shed



1 tank



The Bullfinch Fire Shed is located on 18 Dollette St Bullfinch. The land area is 1012m2. Our Asset Number for the building is B0170. The Land Asset Number is L0034.

The building has an expected life of 60 years. The building is 12 years old.

Estimated remaining useful life is 48 years.

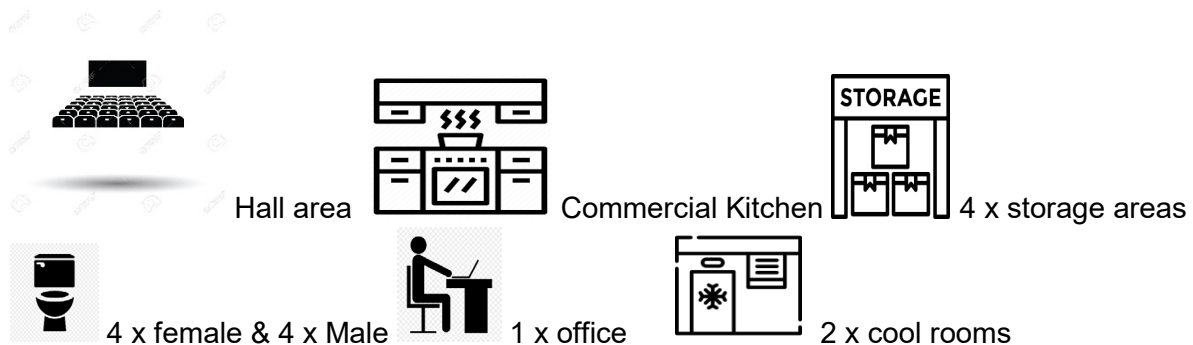
<b>10 year maintenance plan:</b>	<b>\$13,172.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$65,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$45,000.00</b>
<b>Fair Value (Land Asset):</b>	<b><u>\$14,000.00</u></b>
<b>Total Fair Value:</b>	<b><u>\$59,000.00</u></b>

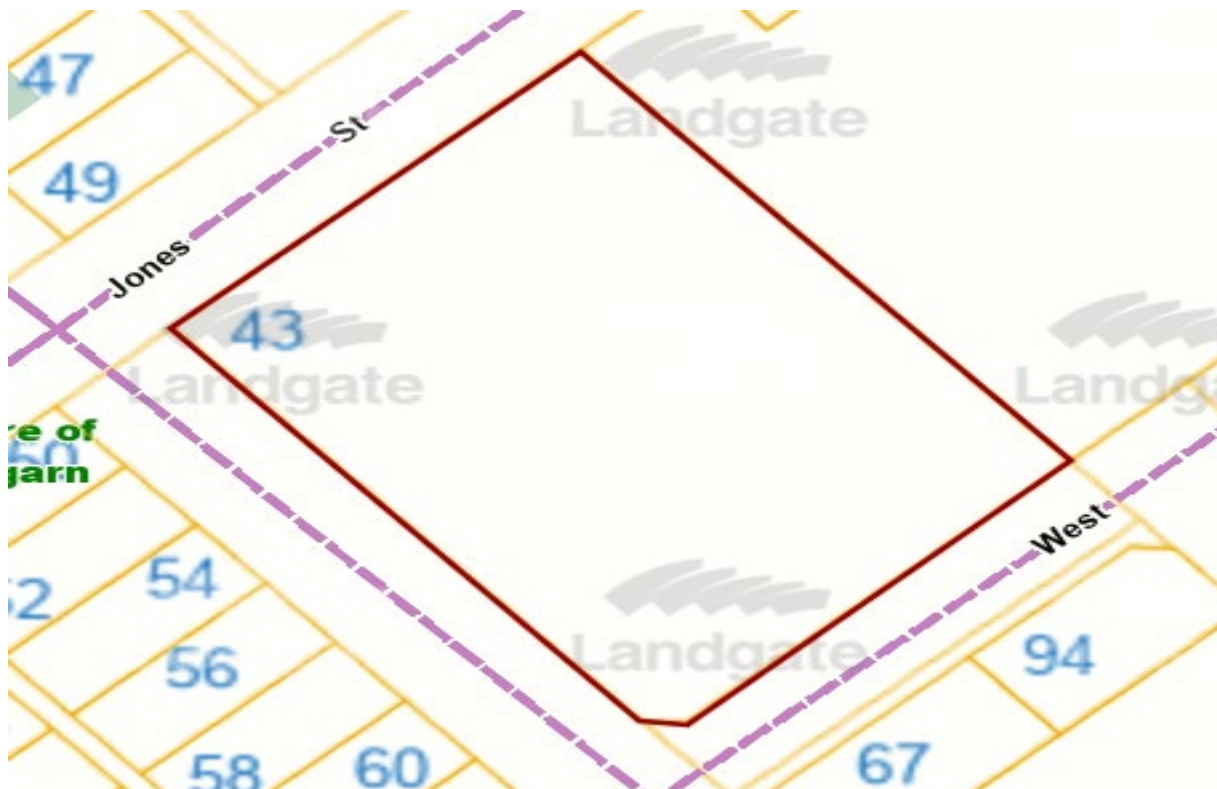


## Bullfinch Hall



The Bullfinch hall was originally the school. This was built in 1912. There was an extension put on in 2000 by Sons of Gwalia and they utilised the old school as a Mess Hall. The original part of the building is at end of useful life but has fared well for its age. The hall was handed to the Shire and Bullfinch Progress Association in 2015. The original structure is wood framed with a tin sheeting roof. The exterior walls are asbestos but in fair condition as they are paint encapsulated. The extension part of the building is a transportable. The toilet block is a prefabricated building which is at end of useful life. There are also 2 out buildings that are damaged. They also contain asbestos and need urgent repair or removal. I would recommend a meeting with the Bullfinch Progress Association to help set a plan moving forward.





The Bullfinch Hall is on Lot 43 Jones St Bullfinch. The Land area is 1.4858ha. Our Asset Number for the building is B0183. Land Asset number is L0035. Title deeds are VOL: 1865 FOL:102.

The building has an expected useful life of 60 years. The original section of the building is 110 years old.

Estimated remaining useful life 0.

<b>10 year maintenance plan:</b>	<b>\$563,353.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$760,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$ 88,000.00</b>
<b>Fair Value (Land Asset):</b>	<b><u>\$ 35,000.00</u></b>
<b>Total Fair Value:</b>	<b>\$123,000.00</b>

## Caravan Park – 10 Coolgardie Rd

### Disabled Ablution



The Caravan Park Disabled Ablution is a pre fabricated building. It was installed in 2011.



1 x unisex disabled toilet



1 x shower

Our asset number for this building is B0182. Estimated useful life is 27 yrs. This building is 12 years old.

Estimated remaining life is 15 years.

<b>Reinstatement with New - Value:</b>	<b>\$21,500.00</b>
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<b>Fair Value (Improvements Asset):</b>	<b>\$ 4,100.00</b>
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## Guest Laundry and Ablutions & Camp Kitchen



The guest laundry and ablution building and camp kitchen were installed in 2017. It is metal framed and iron clad on a concrete slab.



3 x female showers 3 male shower s



3 x female toilets 2 x men's and a urinal



1 x outdoor kitchen

Our Asset number for these buildings is B0111.Estimated useful life for these buildings are 60 years. These buildings are currently 6 years old.

Estimated remaining useful life is 44 years.

**Reinstatement with New - Value:** **\$545,500.00**

**Fair Value (Improvements Asset):** **\$465,000.00**

## Staff Laundry



The Staff laundry is a pre fabricated transportable building. It is steel framed and iron clad. It also has a storage room. The building was purchased in 2021.

Our Asset number for this building is B0252. Estimated useful life is 27 years. This building is currently 2 years old.

Estimated remaining life is 25 years.

<b>Reinstatement with New - Value:</b>	<b>\$72,000.00</b>
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<b>Fair Value (Improvements Asset):</b>	<b>\$59,000.00</b>
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## Kurrajong rooms 1-8



The Kurrajong rooms are pre fabricated Dongas. They have shared bathrooms. The floor is made of a chip board or ply wood fabrication. The interior walls have wood panelling. There is extensive maintenance required to the buildings.



8 x rooms



4 x bathrooms

The asset number for these are B0232 and B0233. Overall condition is poor.

Estimated remaining life is 0.

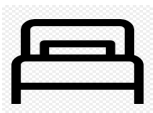
<b>Reinstatement with New - Value:</b>	<b>\$214,000.00</b>
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<b>Fair Value (Improvements Asset):</b>	<b>\$ 19,000.00</b>
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## Sandalwood Lodge



The Sandalwood lodge is a steel framed and weather board clad building on a concrete slab with metal sheeting roof. It was purchased in 2014 from the Caravan Park Leasees. It is approximately 30 years old. There are 14 rooms and 10 bathrooms. 8 rooms have been extensively renovated. There are still 6 left to go.



14 x rooms



10 x bathrooms

The asset number for this building is B0112. Estimated useful life is 60 years. This building is approximately 30 years old.

Estimated remaining life is 30 years.

<b>Reinstatement with New - Value:</b>	<b>\$500,000.00</b>
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<b>Fair Value (Improvements Asset):</b>	<b>\$170,000.00</b>
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## Caravan Park Bays



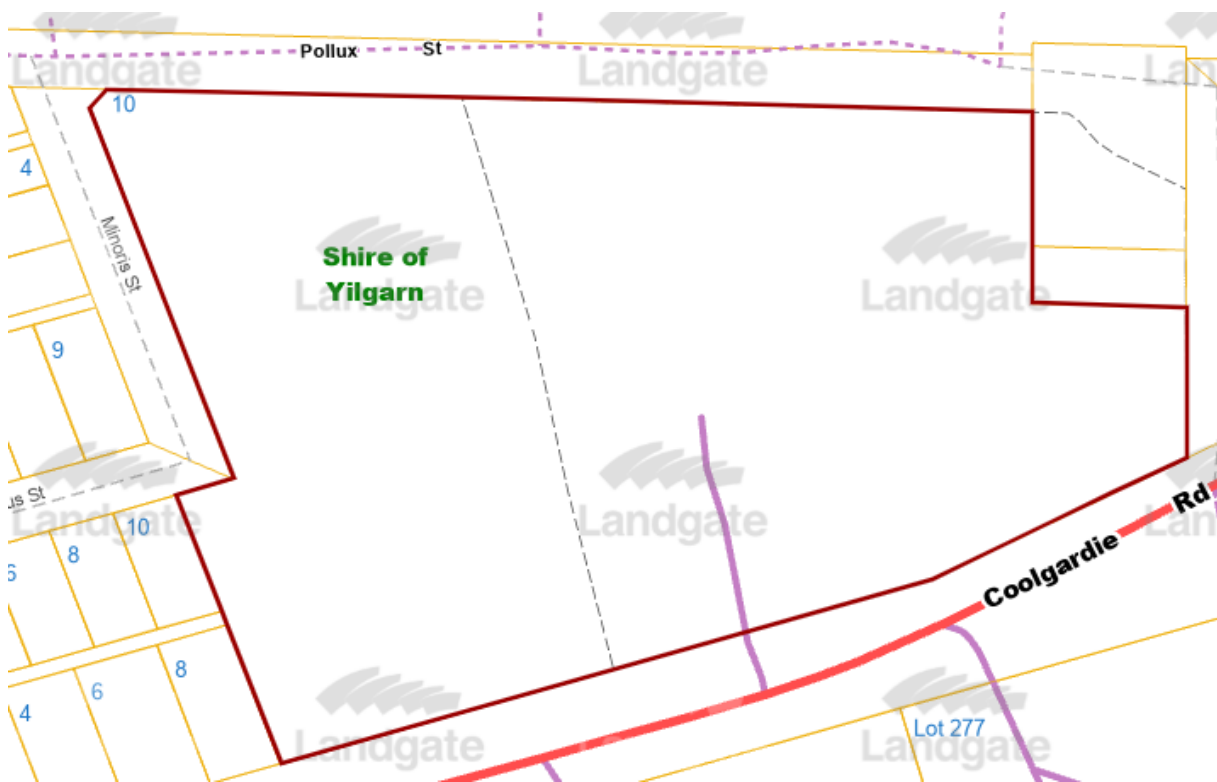
The Caravan Park has 58 bays. 7 have no power connected. There are 4 disabled bays. There are only 3 bays that have a concrete slab. Most of the curbing and garden beds need replacing. The rest of the bays has blue metal. The yearly average of caravans is 16 per day. In saying that there are a few occasions a year that the park is fully booked. There is a lot of work to make new bays and fix roadways.

Asset number for the bays is IO0007.

<b>Reinstatement with New - Value:</b>	<b>\$800,000.00</b>
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<b>Fair Value (Improvements Asset):</b>	<b>\$133,130.00</b>
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The Caravan Park is located on Reserve R23237. The land size is 5.3842ha.

<b>10 year maintenance plan</b>	<b>\$1,435,005.00</b>
<b>Total Reinstatement with New - Value:</b>	<b>\$2,153,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$ 850,230.00</b>

## CBD Toilet – 16 Antares



The CBD toilet was built in 1998. It is constructed of limestone brick with a colour bond roof sheeting. It is located at 16 Antares St, Southern Cross.



2 x ladies cubicles 1 x men's cubicle & 2 urinals, 1 x disabled toilet



1 x storage room 1 x mothers/waiting room

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The CBD toilets are located on 16 Antares St Southern Cross. The land area is 322m2. Our asset number is B0131.

The building has an expected useful life of 60 years. At this stage the building is only 25 years old.

Estimate remaining life 35 years.

<b>10 year maintenance plan:</b>	<b>\$ 55,649.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$208,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$148,000.00</b>
<b>Fair Value (Land Asset):</b>	<b><u>\$ 12,000.00</u></b>
<b>Total Fair Value:</b>	<b>\$160,000.00</b>

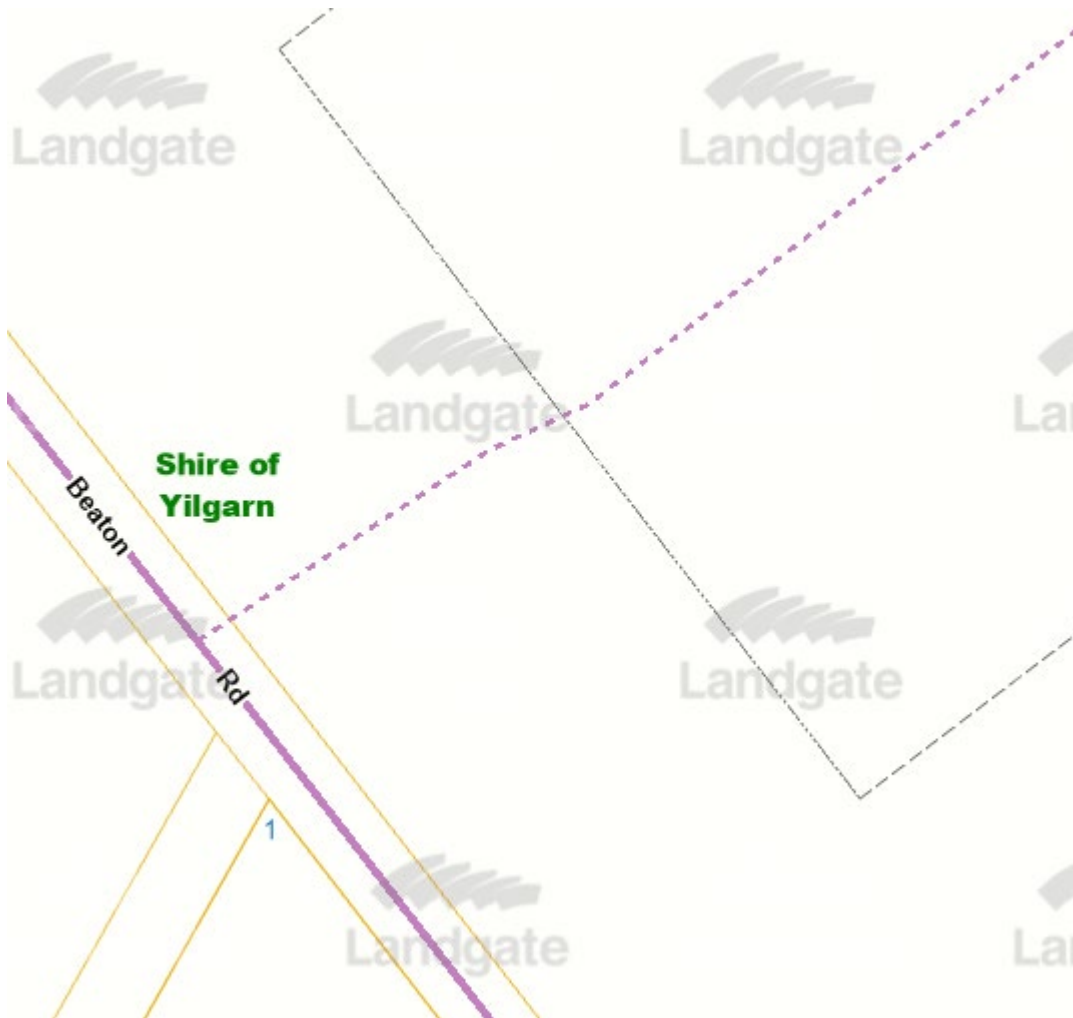
## Cemetery Toilet – Beaton Rd



The Cemetery Toilet was built in 2017. It is constructed of a concrete base with Metal frame and colour bond sheeting. This is a unisex toilet.



1 x unisex toilet



The Cemetery Toilet is located at the Southern Cross Cemetery off of Beaton Rd. Our asset number for this building is B0136.

The building has an estimated life of 60 years. It is currently 6 years old.

Estimate remaining life 35 years.

<b>10 year maintenance plan:</b>	<b>\$28,000.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$18,500.00</b>
<b>Fair Value (Land Asset):</b>	
<b>Total Fair Value:</b>	<b>\$18,500.00</b>

## Community Centre – 25 Antares St



The Community Centre was built in 1995. This is a brick building with sections of Colourbond sheeting. It has a concrete floor base and Metal framed roof with Colourbond sheeting. New carpets were installed in 2020 and a new hardwood dance floor was installed in 2021. There is a medium amount of maintenance required on the building. It is one of our underutilised community buildings.



1x Hall area



1 x stage



1x commercial kitchen



4 x storage areas



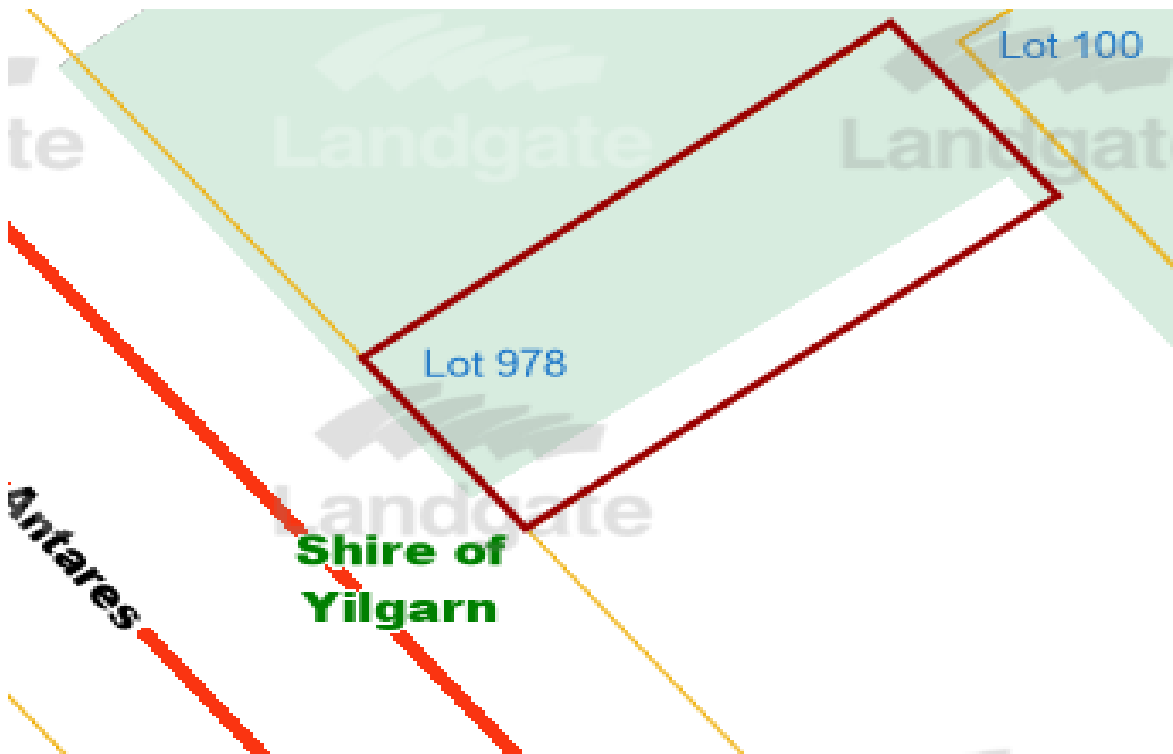
4 x female 2 x male & 3 urinals



2 x dressing rooms with 2 x showers and toilets



1 bar



The Community Centre is located on Antares St Southern Cross. The land area is 1012m2. Our asset number is B0102. Title Deeds are 101/DPS711.

The building has an expected life of 80 years. At this stage the building is 28 years old.

Estimated remaining life is 53 years.

<b>10 year maintenance plan:</b>	<b>\$ 204,432.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$6,300,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$2,900,000.00</b>
<b>Fair Value (Land Asset):</b>	
<b>Total Fair Value:</b>	<b>\$2,900,000.00</b>



## Constellation Park Toilet – Antares St



Constellation Park toilet was installed in 2019. It has a concrete slab with colour bond sheeting and steel frame. This is a unisex and disabled toilet.



1 x unisex and disabled toilet



The toilet is located at Constellation Park. Asset Number is B0247.

This building has an expected useful life of 60 years. This building is 4 years old.

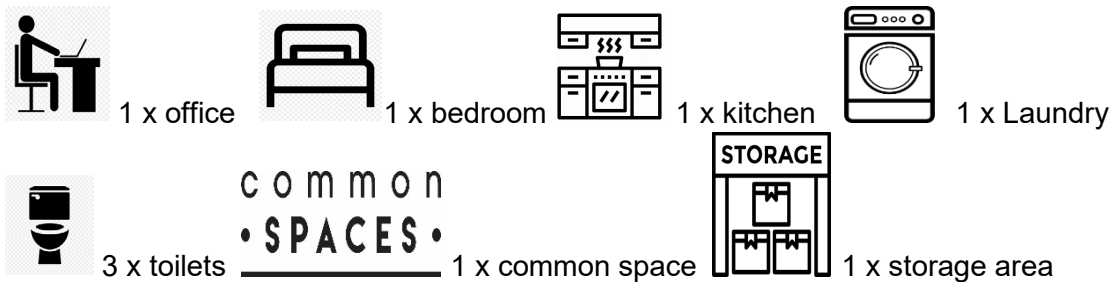
Estimated remaining life is 56 years.

<b>10 year maintenance plan:</b>	<b>\$ 3,751.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$51,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$45,000.00</b>
<b>Fair Value (Land Asset):</b>	<b>\$ _____</b>
<b>Total Fair Value:</b>	<b>\$45,000.00</b>

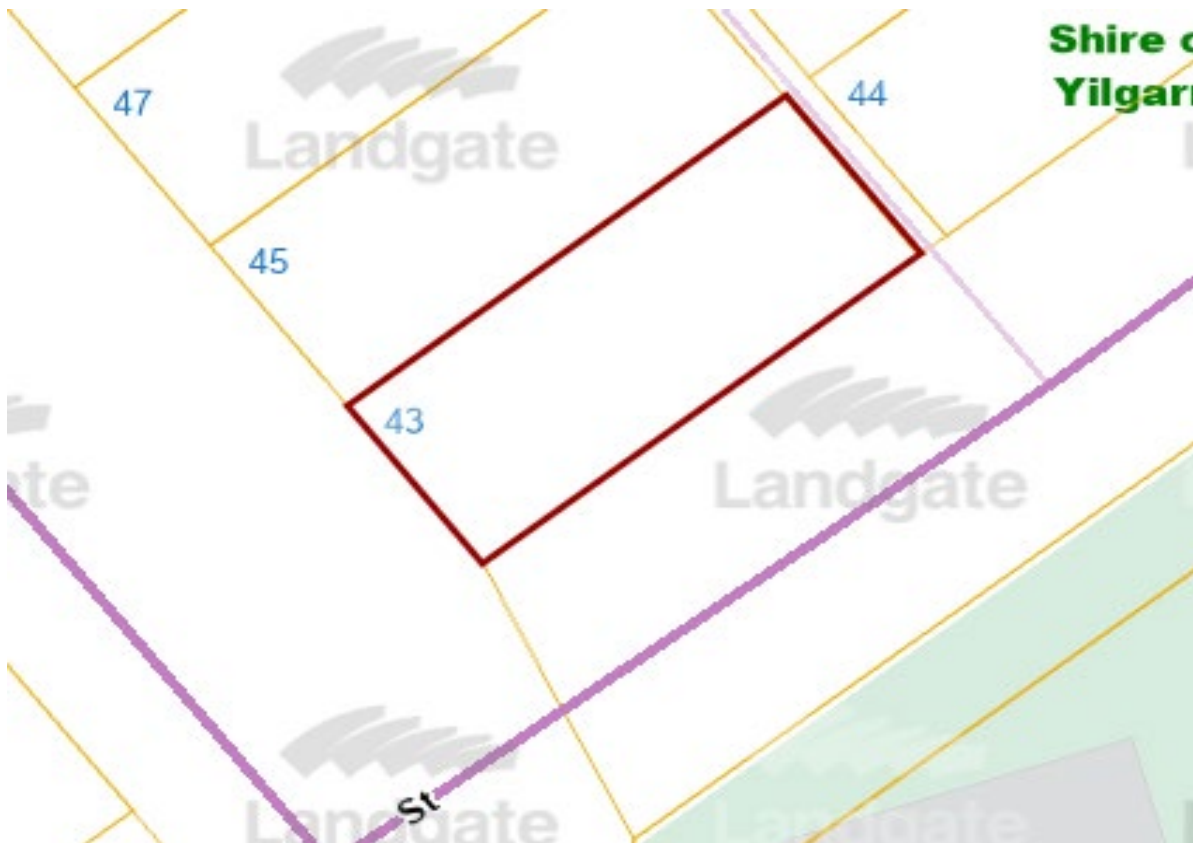
## Daycare – 43 Spica St



The building was a purpose-built kindergarten. The building was opened in 1965. The Shire own the building and the land was gifted by J K Dixon to the kindergarten committee. It was reported in 1968 a large crack appeared in the Eastern exterior wall caused by a recent tremor (Meckering Earthquake). It is a double brick building. East section of the floor is concrete and the rest is wooden flooring. The roof, eaves and facias are asbestos. It has been placed in 2022/23 budget for new roofing, eaves and facias.







The land area is 1012m2. Our asset number for the building is B0160. Title deeds for this property is VOL: 1245 FOL: 933.

The building has an expected useful life of 60 years. This building is 58 years old.

Estimated remaining life 2.

<b>10 year maintenance plan:</b>	<b>\$347,198.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$570,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$142,000.00</b>
<b>Fair Value (Land Asset):</b>	<b><u>\$ 30,000.00</u></b>
<b>Total Fair Value:</b>	<b>\$172,000.00</b>

## Depot – Arcturus St Office



The Depot Office is a prefabricated building which was installed in 2016. It has Steel veranda's back and front with disabled access.



3 x Offices



1 x lunchroom



Male toilet and unisex/disabled toilet



1 x Storeroom

Our Asset number for this building is B0239. Estimated useful life of the building is 27 yrs. This building is currently 7 years old.

Estimated remaining life 20yrs.

<b>Reinstatement with New - Value:</b>	<b>\$350,000.00</b>
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<b>Fair Value (Improvements Asset):</b>	<b>\$192,000.00</b>
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## Old Depot Office



The building originally came from Bullfinch. It was also relocated to the oval and was used as change rooms. It is estimated to be built in the 1950's. The Depot land was acquired in approximately 74/75 and the building was situated there. In 2019 there were some renovations which include external cladding, extension of veranda and upgrade now records room. This building is on a mix of timber and metal stumps with wooden floor, wall and roof timbers.



1 x records storage



1 male and 1 x female toilet



lunchroom

Our Asset Number for this building is B0052. Estimated useful life is 60 years. This building is estimated to be 68 years old.

Estimated remaining life is 0.

<b>Reinstatement with New - Value:</b>	<b>\$395,000.00</b>
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<b>Fair Value (Improvements Asset):</b>	<b>\$94,000.00</b>
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## Depot – Gardeners Shed



Unsure of when the original section of the gardeners shed was build. In 2008 there was an extension. In 2011 The Chemical shed was added. The main section of the building is estimated to have been built in the 80's. the Asset number for this building is B0057. Estimated useful life of the shed is 60 years.

Estimated remaining life is 17years.

<b>Reinstatement with New - Value:</b>	<b>\$47,500.00</b>
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<b>Fair Value (Improvements Asset):</b>	<b>\$33,000.00</b>
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## Depot – Pound



The pound was built in 2012. It has a concrete floor and is of steel frame and metal sheeting construction. Our Asset number for this building is B0205. Estimated useful life of building is 60 years.

Estimated remaining life is 49yrs.

<b>Reinstatement with New - Value:</b>	<b>\$34,000.00</b>
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<b>Fair Value (Improvements Asset):</b>	<b>\$29,000.00</b>
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## Depot – Parking Shed



The parking shed was built in 2011. It is steel framed with metal sheeting and a dirt floor. Our asset number for this building is B0178. Estimated useful life of building is 60 years.

Estimated remaining life is 48yrs.

<b>Reinstatement with New - Value:</b>	<b>\$63,000.00</b>
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<b>Fair Value (Improvements Asset):</b>	<b>\$36,500.00</b>
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## Depot – Rear Shed



This shed is estimated 70 years old. Estimated useful life is 60 years. There is a lot of maintenance required on this building to bring it to a good condition. Our asset number for this building is B0054.

Estimated remaining life is 0.

<b>Reinstatement with New - Value:</b>	<b>\$330,000.00</b>
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<b>Fair Value (Improvements Asset):</b>	<b>\$79,000.00</b>
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## Depot – Workshop



The workshop was built when the land was acquired in around 1974. It is estimated 50 years old. There was an extension put on for the Oil storage. A new office was built in 2020. It is a steel and wooden frame shed with a concrete floor and metal sheeting. Our Asset number is B0053. Estimated useful life is 60 years.

Estimated remaining life is 11 years.

<b>Reinstatement with New - Value:</b>	<b>\$1,100,000.00</b>
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<b>Fair Value (Improvements Asset):</b>	<b>\$ 330,000.00</b>
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## Depot – Builders Shed



The builders shed was built in 2010 which makes it 13 years old. It is steel framed with metal sheeting on concrete base. Our asset number for this building is B0068. Estimated useful life is 60 years.

Estimated remaining life is 47yrs.

<b>Reinstatement with New - Value:</b>	<b>\$98,000.00</b>
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<b>Fair Value (Improvements Asset):</b>	<b>\$72,000.00</b>
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## Depot – Sign Shed

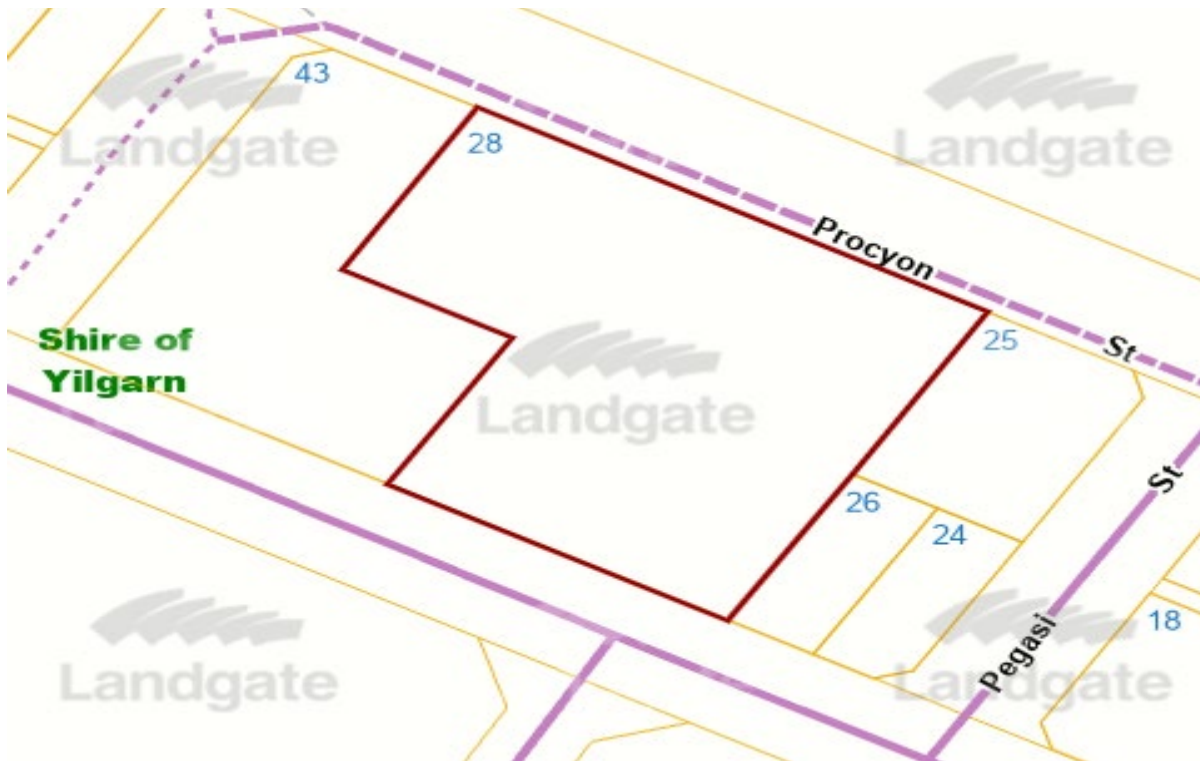


We purchased this shed in 2020. It is a wooden and steel framed shed with metal sheeting. There is an original section of the shed which is estimated being built around 1980. The extension area is estimated built in 1990's. Asset number for this shed is B0250. Estimated useful life for this building is 60 years.

Estimated remaining life is 17yrs.

<b>Reinstatement with New - Value:</b>	<b>\$80,000.00</b>
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<b>Fair Value (Improvements Asset):</b>	<b>\$57,000.00</b>
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The land area of the depot is 2.1196ha. It is situated on 24,26 and 28 Arcturus St.

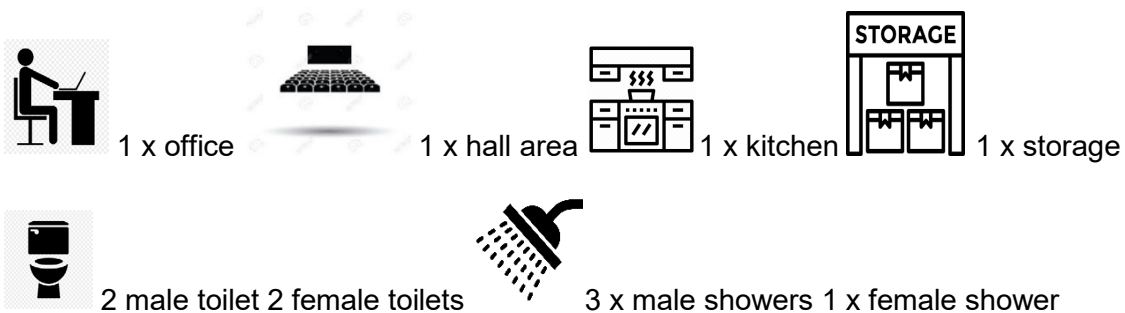
<b>10 year maintenance plan</b>	<b>\$ 599,731.00</b>
<b>Total Reinstatement with New - Value:</b>	<b>\$2,497,500.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$ 922,500.00</b>

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## Golf Club – Turkey Hill Rd



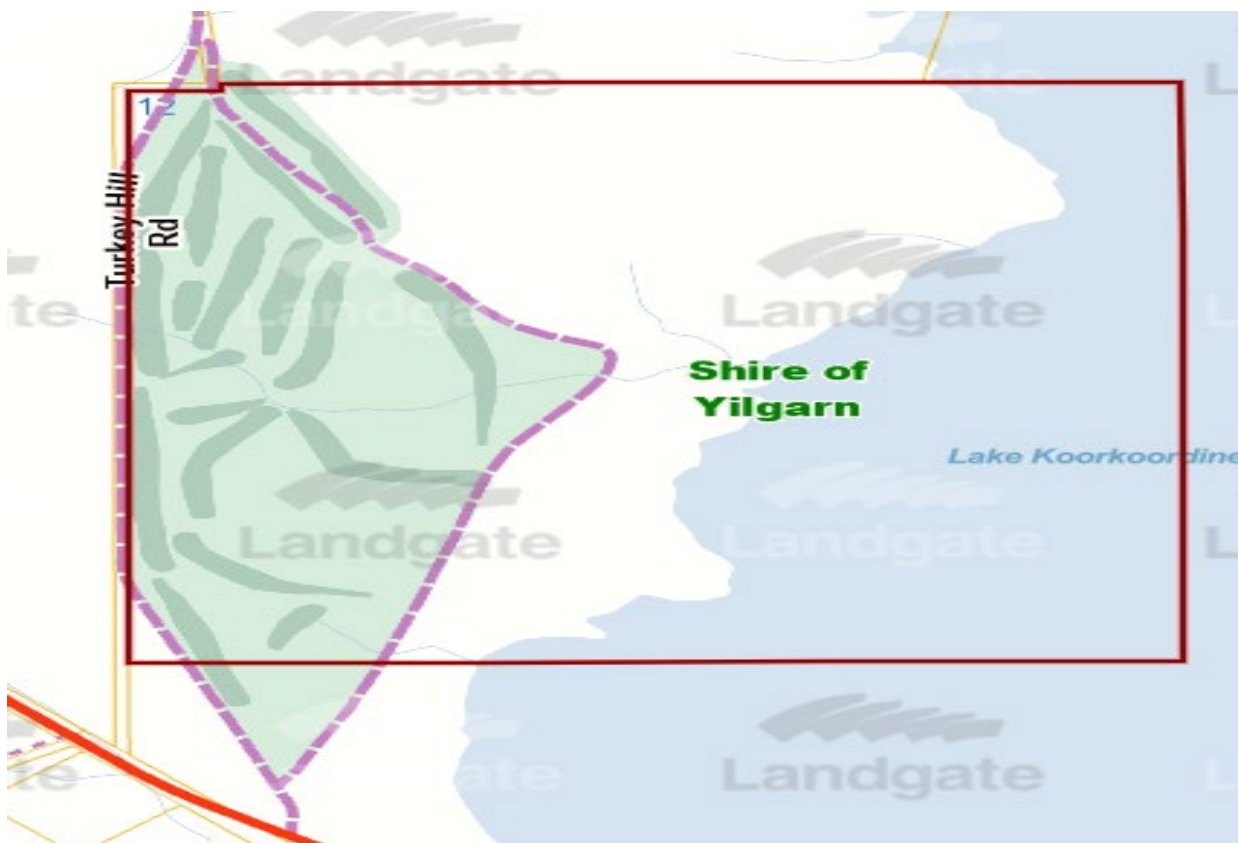
The Southern Cross Golf Club was a 50/50 shared financial interest between the Shire and the Golf Club. It was built in 1977 which makes it 46 years old. It is a brick and metal structure on a concrete base.







This is a steel framed, iron clad shed with concrete footings with a dirt floor.





The garden shed is metal and wood frame on concrete footings with iron sheeting and dirt floor.

The Clubhouse and shed are located on Reserve 1362. The asset number for the Clubhouse is B0161, the Buggy shed is B0180 and the Garden Shed is B0180.

The Club house is 46 years old. Estimated remaining useful life is 14 years.

The Buggy Shed is 5 years old. Estimated remaining useful life is 55 years.

The Garden Shed is 46 years old. Estimated remaining useful life is 0.

<b>10 year maintenance plan</b>	<b>\$ 385,034.00</b>
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<b>Total Reinstatement with New – Value Club House:</b>	<b>\$1,900,000.00</b>
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<b>Fair Value (Improvements Asset) Club House:</b>	<b>\$ 690,000.00</b>
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<b>Total Reinstatement with New – Value Buggy shed:</b>	<b>\$ 71,000.00</b>
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<b>Fair Value (Improvements Asset) Buggy Shed:</b>	<b>\$ 42,500.00</b>
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<b>Total Reinstatement with New – Garden Shed:</b>	<b>\$ 21,500.00</b>
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<b>Fair Value (Improvements Asset) Garden Shed:</b>	<b>\$ 3,400.00</b>
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<b>Total Reinstatement with New</b>	<b>\$1,992,500.00</b>
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<b>Total Fair Value:</b>	<b>\$ 735,900.00</b>
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## Landfill – Southern Cross South RD



Out at the Landfill site there are 3 buildings. The landfill shed was built in 2018 which includes and bathroom/ablution area. The office was brought second hand and it a kitted-out sea container. I can not find when or where this was purchased. The tip shop shed was built in 2020.



2 x sheds



1 x office

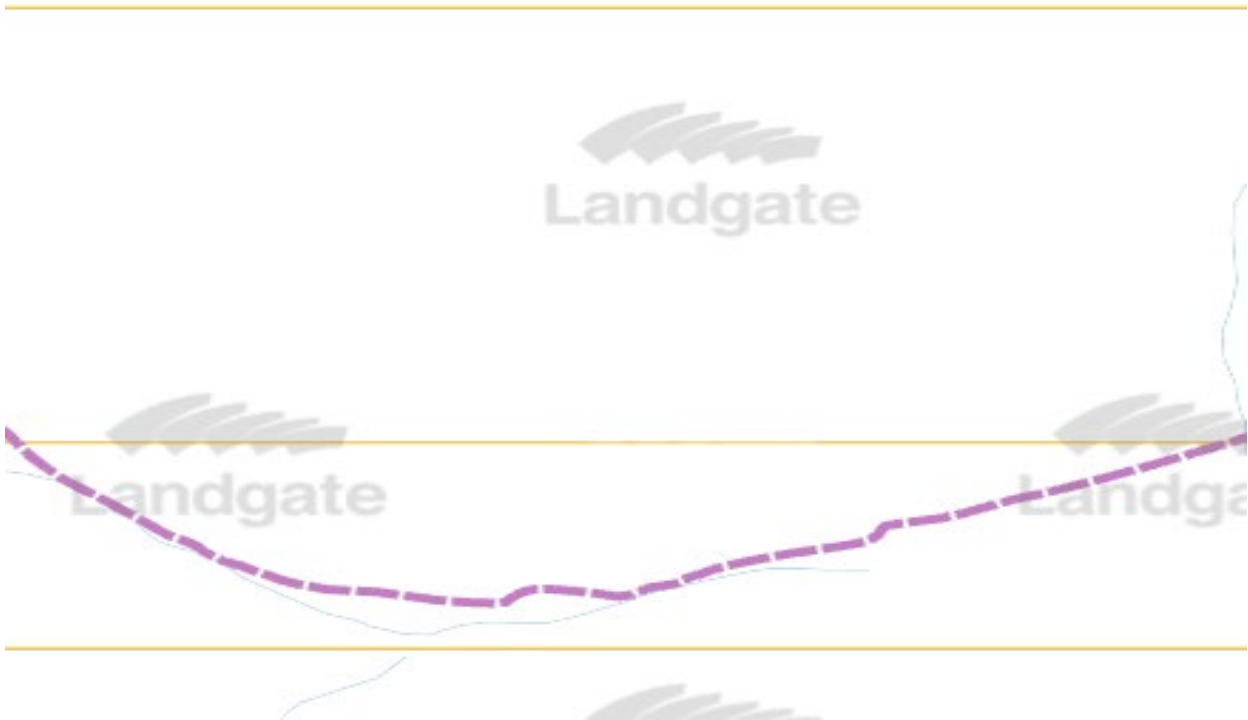


1 x shower



1 x toilet





The buildings are located on Landfill Access Rd. The asset number for the Landfill shed and Ablution is B0243. The asset number for the Tip Shop is B0249. The buildings are on Reserve R37892.

The Landfill shed has an expected useful life of 60yrs. It is currently 5 years old. Estimate remaining useful life is 55yrs

The landfill office age is unknown. It does have an expected useful life of 20 years.

The tip shop shed has a useful life of 60yrs. It is currently 3 years old. Estimated remaining useful life is 57yrs.

<b>10 year maintenance plan:</b>	<b>\$ 43,113.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$154,500.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$121,000.00</b>
<b>Total Fair Value:</b>	<b>\$121,000.00</b>



## Marvel Loch Ambulance Shed



The Marvel Loch Ambulance shed is located on 14 Argent St Marvel Loch. It looks like it is not in use. This is a steel framed, iron clad shed with a concrete slab.



The Ambulance Shed was built in 1992. It sits on reserve R38119. The Shire acquired it in 2011. The Asset number for this building is B0200. Expected useful life is 60 years. The shed is 32 years old.

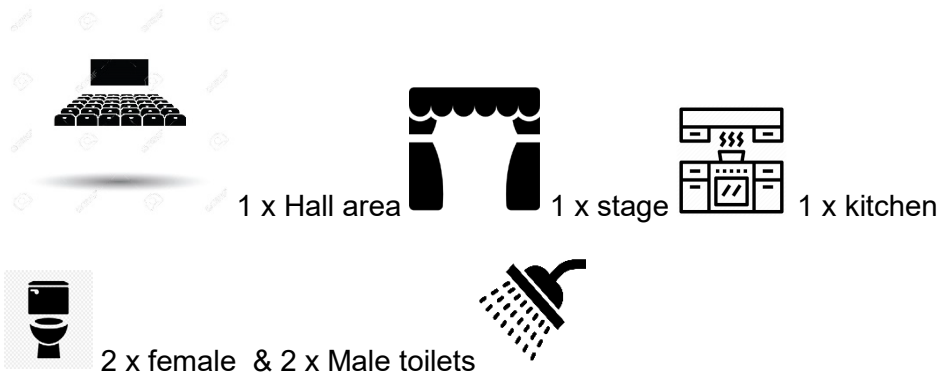
Estimated useful life is 28 years.

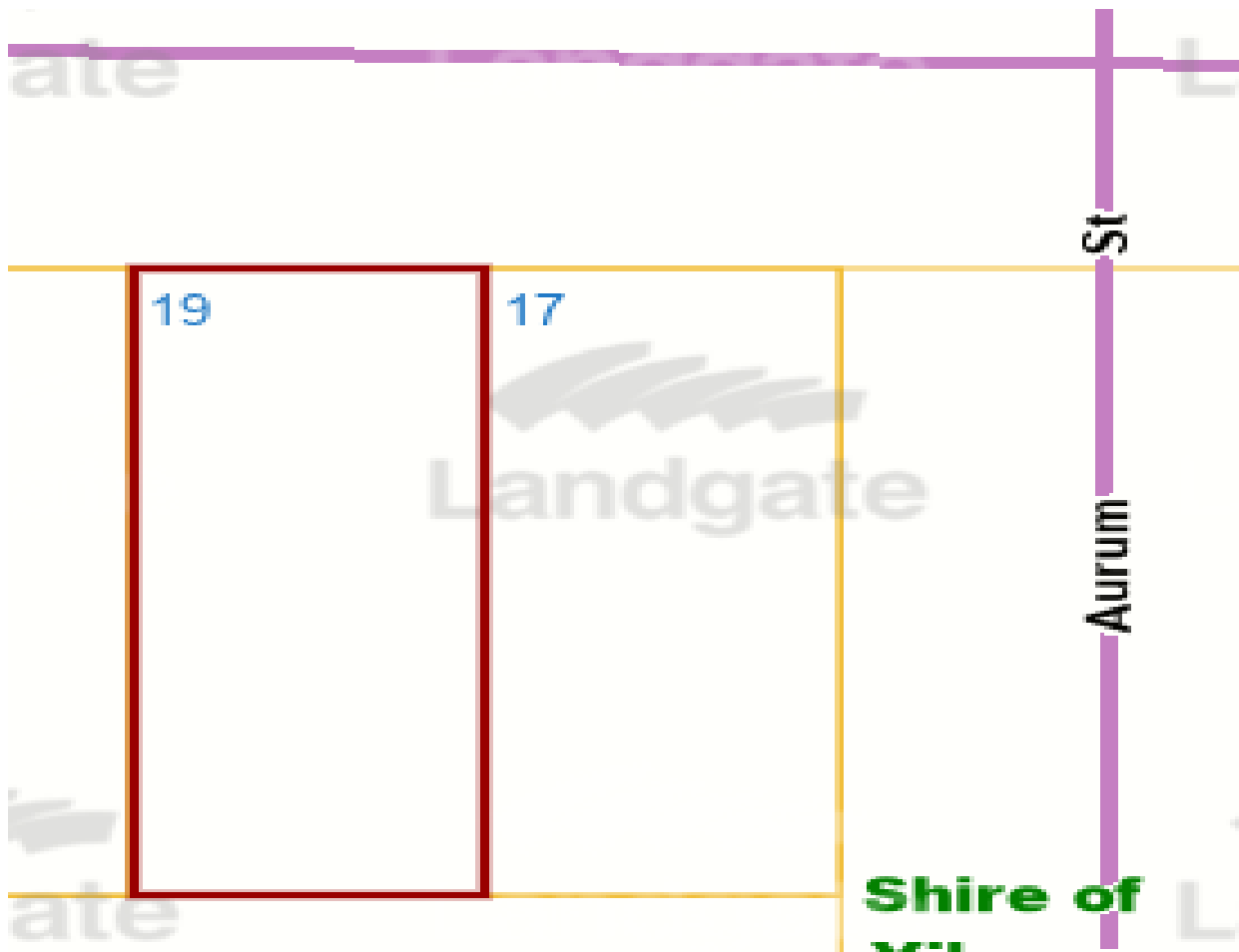
<b>10 year maintenance plan:</b>	<b>\$ 6,135.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$35,500.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$12,500.00</b>
<b>Fair Value (Land Asset):</b>	<b>\$ _____</b>
<b>Total Fair Value:</b>	<b>\$12,500.00</b>

## Marvel Loch Hall – Lot73/74 Williams St



The Hall was built in 1937. In June 1979 the Shire bought the Hall for \$3,500. An inspection showed that approx. \$20,000 was required to bring the building up to a reasonable standard. In 1980 the Marvel Loch Progress Association organised a Hall Management Committee. Hall lighting was updated in June 1984. The rear toilet additions were put on in 1985.





The Marvel Loch Hall is situated over 17 & 19 Williamson St Marvel Loch. The Asset number for this building is B0103. Title Deeds are VOL:1221 Fol:678.

This building has an expected useful life of 80 years. It is currently 86 years old and in poor condition.

Estimated remaining life 0.

<b>10 year maintenance plan:</b>	<b>\$426,069.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$1,100,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$ 154,000.00</b>
<b>Fair Value (Land Asset):</b>	<b>\$ <u>14,000.00</u></b>
<b>Total Fair Value:</b>	<b>\$ 168,000.00</b>

## Marvel Loch Fire Shed



The Marvel Loch fire shed is located on 14 Argent St Marvel Loch. This is a steel framed, iron clad shed with a concrete slab.



The Fire Shed was built in 1992. The Shire acquired it in 2019. It sits on reserve R38119. The Asset number for this building is B0245. Expected useful life is 60 years. The shed is 32 years old.

Estimated useful life is 28 years.

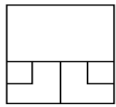
<b>10 year maintenance plan:</b>	<b>\$ 0.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$27,500.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$ 9,800.00</b>
<b>Fair Value (Land Asset):</b>	<b>\$ _____</b>
<b>Total Fair Value:</b>	<b>\$ 9,800.00</b>



## Marvel Loch Squash



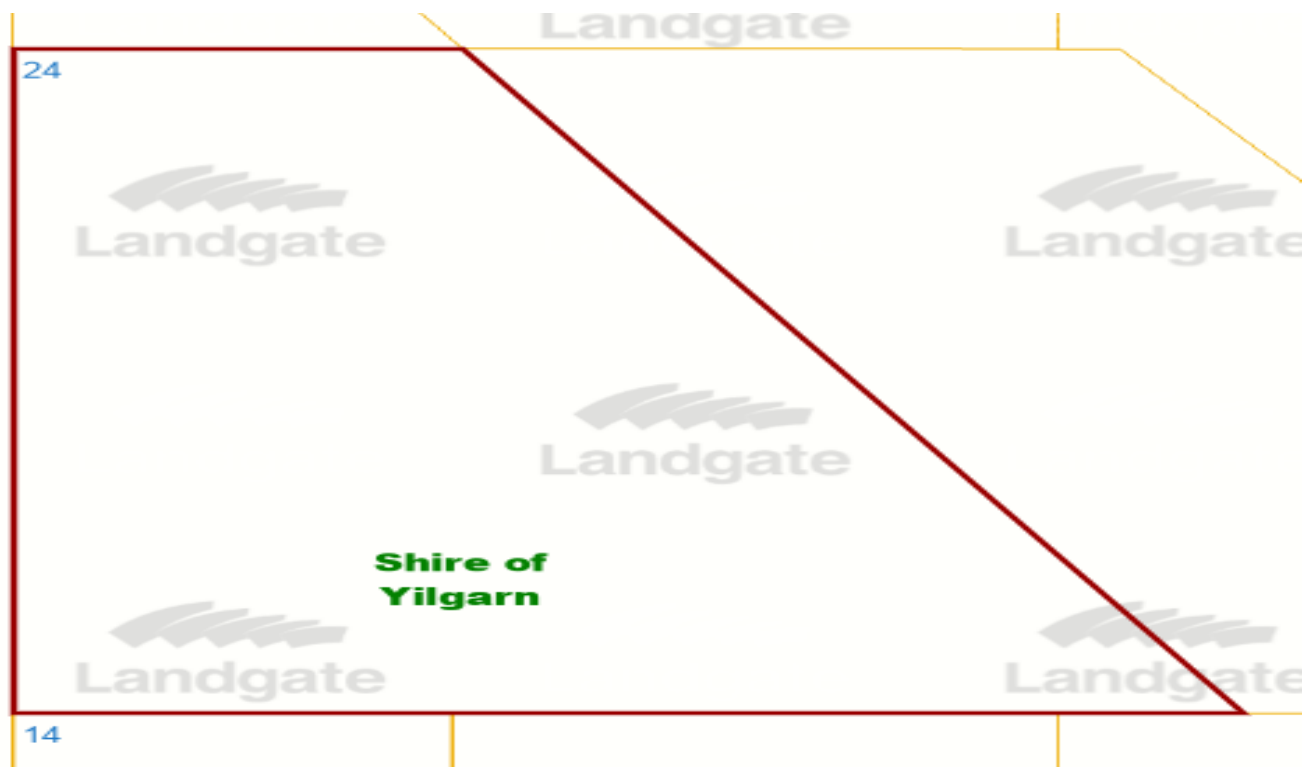
The Marvel Loch Squash Court was built around 1985. It is steel framed on steel footings with wooden floor. The outer of the building is metal clad with a veranda. There is one squash court and a mezzanine viewing level.



1 x squash court



1 x mezzanine



The squash courts are located on 24 Argent St Marvel Loch. The asset number for this building is B0163. The land area is 3.7ha and is situated on reserve R12587.

This building has an expected life of 60 years. It is currently 38 years old.

Estimated remaining life is 22 years.

<b>10 year maintenance plan:</b>	<b>\$152,121.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$224,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$ 53,000.00</b>
<b>Total Fair Value:</b>	<b>\$ 53,000.00</b>

## Marvel Loch Toilet



The ablution block at Marvel Loch was installed in 1987. It is a fibro and metal clad building on a concrete slab. There are 4 stalls which include a toilet, shower and store area. The building requires extensive capital works.



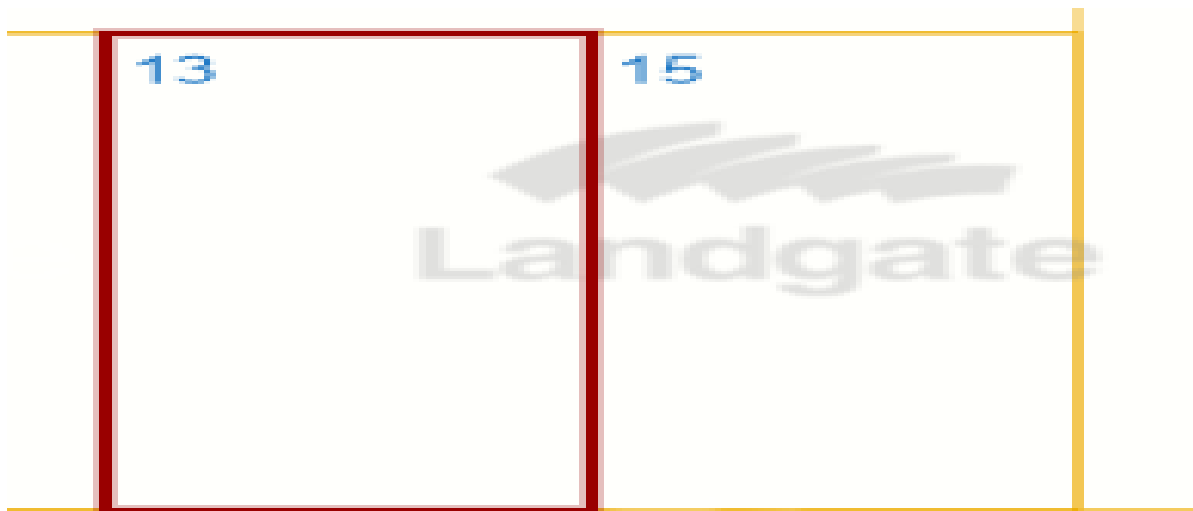
4 x toilets



4 x showers



4 x store rooms



The Marvel Loch Ablution block is located on 13 King St Marvel Loch. The Asset number for the building is B0216. The land area is 1012m2. It is located on Reserve R46278.

This building has an expected useful life of 27 years. It is currently 36 years old.

Estimated useful life is 0.

<b>10 year maintenance plan:</b>	<b>\$179,998.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$148,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$ 41,000.00</b>
<b>Total Fair Value:</b>	<b>\$ 41,000.00</b>



## Masonic Lodge – Spica St



The Masonic Lodge was built in 1898. It is a brick building. A new tin roof was installed in 2001. It has wooden flooring on wooden stumps. Major renovations were started in 1998. This building is on the State Heritage register.



3 x display/hall areas

The asset number for this building is B0105. This building has an estimated useful life of 80 years. This building is currently 125 years old.

Estimated remaining useful life 0.

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## Masonic Lodge Toilet



The toilet block was installed in 2011. It is a pre-fabricated Iron clad transportable building. This is a unisex and disabled access toilet.



1 x Unisex and disabled toilet

The asset number for this building is B0175. It has an estimated useful life of 27yrs. The building is currently 12 years old.

Estimated remaining life is 15 years.

## Masonic Lodge Observation Shed



The observation shed was installed in 2009. This has a concrete base with steel framed and iron clad building. The roof is retractable.

The asset number for this building is B0176. It has an estimated useful life of 60 years. The building is currently 14 years old.

Estimated remaining life is 46 years.

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The Land asset number is L007. The land size is 1012m2.

<b>10 year maintenance plan</b>	<b>\$166,849.00</b>
<b>Total Reinstatement with New – Masonic Lodge:</b>	<b>\$920,000.00</b>
<b>Fair Value (Improvements Asset) Lodge:</b>	<b>\$430,000.00</b>
<b>Total Reinstatement with New – Toilet Block:</b>	<b>\$ 27,500.00</b>
<b>Fair Value (Improvements Asset) Toilet Block:</b>	<b>\$ 16,500.00</b>
<b>Total Reinstatement with New – Observation:</b>	<b>\$ 19,500.00</b>
<b>Fair Value (Improvements Asset) Observation:</b>	<b>\$ 16,500.00</b>
<b>Fair Value (Land Asset):</b>	<b><u>\$ 32,000.00</u></b>
<b>Total Reinstatement with New</b>	<b>\$967,000.00</b>
<b>Total Fair Value:</b>	<b>\$459,500.00</b>



## Medical Centre – Cnr Achernar St and Altair St



The medical centre was built in 1993. This was a purpose-built building for a medical centre. It is a brick and iron building built on a concrete slab. The roof is colour bond sheeting. This building has required minimal maintenance over its life.



6 x office areas plus 2 examination rooms



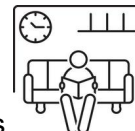
1 x lunch room



1 x storage room



2 x female and 2 male toilets

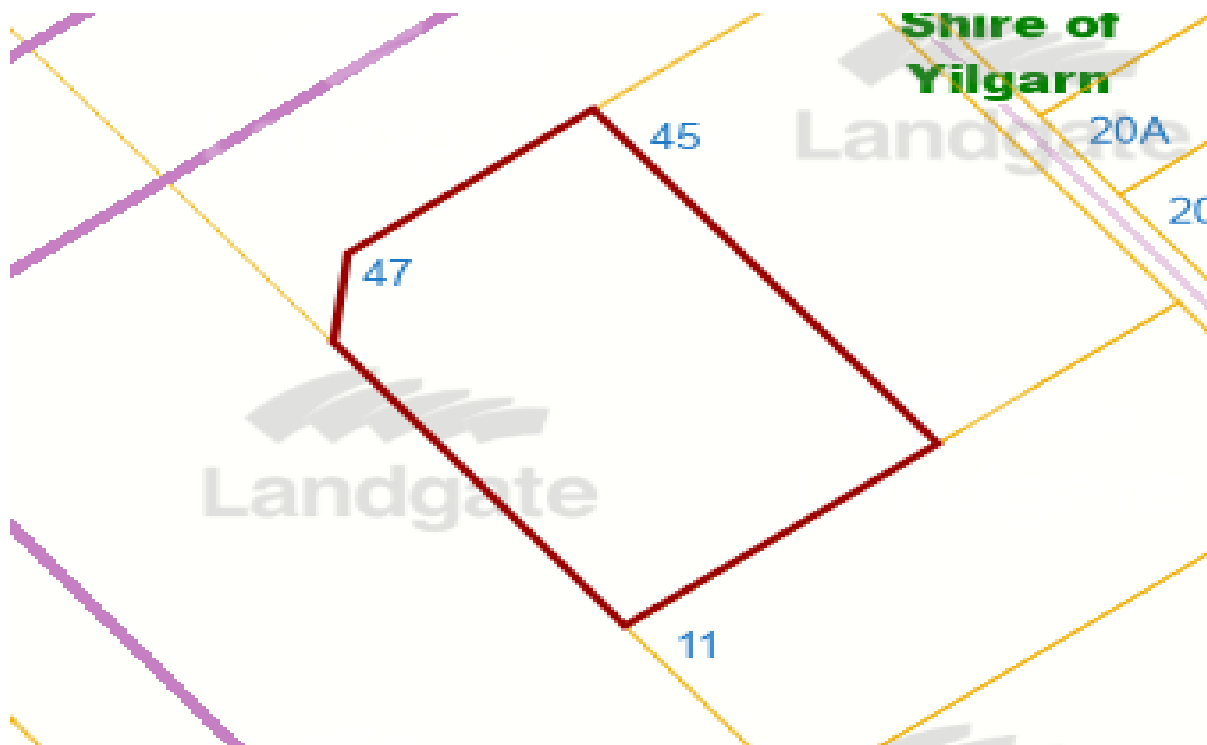


1 x waiting room



1 x reception area

There is also a new Generator Shed which was installed in 2023. This asset sits under the medical centre.



The Medical Centre is located on the Cnr of Achernar and Altair St. The Asset number for this building is B0059. The Land area is 1120m2 and the building size is 238m2. Title Deeds are VOL:1871 Fol:787.

This building has an expected life of 60 years. It is currently 30 years old.

Estimated remaining life is 30 years.

<b>10 year maintenance plan:</b>	<b>\$ 113,471.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$1,220,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$ 559,500.00</b>
<b>Fair Value (Land Asset):</b>	<b><u>\$ 35,000.00</u></b>
<b>Total Fair Value:</b>	<b>\$ 575,000.00</b>

## Men's Shed



The Men's shed is also known as the Old Depot. The Shire moved to the new depot in 1975. Gilman Bros leased the buildings from 2002 to 2012. After that it was turned into the men's shed. The main shed is steel and wood framed with metal sheeting. A new addition was added in 2018 which is a pre-fabricated lunch/lounge area. There is also a pre-fabricated changeroom block with a wooden ramp for access which was purchased second hand in 2011. Next to that there is a very old storage shed that houses the main power meter. There is also another shed that is steel and wood frames that is iron clad with a dirt floor.



3 x sheds



1x lunchroom



2x toilets



6 x showers



The Men's Shed is located on Reserve R9895 at the end of Achernar St. The Men's shed asset number is B0055. The toilet block asset number is B0171 and the storage shed is B0211.

The main shed is estimated to be 65 years old. Estimated useful life is 60 years.

Estimated remaining life is 0yrs.

The Toilet block is estimated to be 30 years old. Estimated useful life is 27 years.

Estimated remaining life is 0 yrs.

Storage shed next to toilet block is estimated to be 70 years old. Estimated useful life for the shed is 60 years. The storage shed is estimated to be 65 years old.

Estimated remaining life is 0yrs.

<b>10 year maintenance plan:</b>	<b>\$208,154.00</b>
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<b>Reinstatement with New - Value:</b>	<b>\$468,000.00</b>
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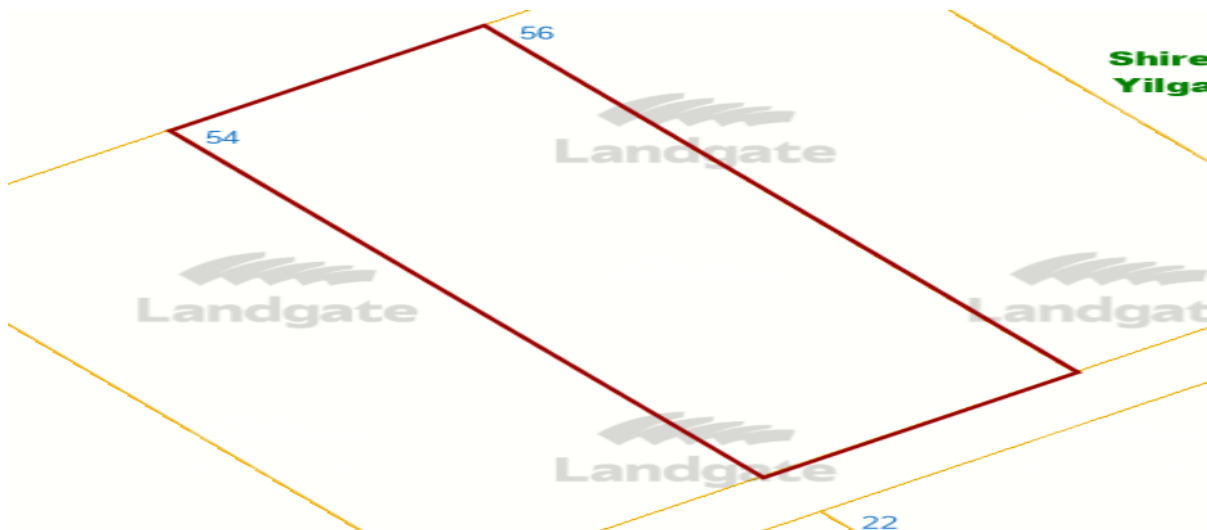
<b>Fair Value (Improvements Asset):</b>	<b><u>\$ 63,500.00</u></b>
<b>Total Fair Value:</b>	<b>\$ 63,500.00</b>



## Moorine Rock Fire Shed



The Moorine Rock fire shed is located off of the Great Eastern Hwy in Moorine Rock. It is a steel framed, metal clad shed on a concrete slab.



The Fire shed is on a 1012m2 block at 54 McInnes St Moorine Rock. The Asset number for this building is B0245. It was built in 2019. The building is 5years old. Estimated useful life is 60 years.

Estimated remaining life is 55 years.

<b>10 year maintenance plan:</b>	<b>\$ 0.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$75,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$69,000.00</b>
<b>Fair Value (Land Asset):</b>	<b>\$</b>
<b>Total Fair Value:</b>	<b>\$69,000.00</b>

## Moorine Rock Tennis – 61 Rankin Rd Moorine Rock



The Shire acquired this building in 2005. It is a steel framed transportable building. Historically Moorine Rock Tennis Club have done some internal upgrades. There is minor maintenance required on the building.



1 x Kitchen

common  
• SPACES •

1 common area



1 bar area



1 x female 1 male toilet



The Moorine Tennis Club is located on Rankin St, Moorine Rock. The Asset number for this building is B0164. The Land is on Reserve R19274.

This building has an expected life of 27 years. It is currently 18 years old.

Estimated remaining life is 9 years.

<b>10 year maintenance plan:</b>	<b>\$ 40,198.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$370,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$176,000.00</b>
<b>Fair Value (Land Asset):</b>	<b>\$</b>
<b>Total Fair Value:</b>	<b>\$176,000.00</b>

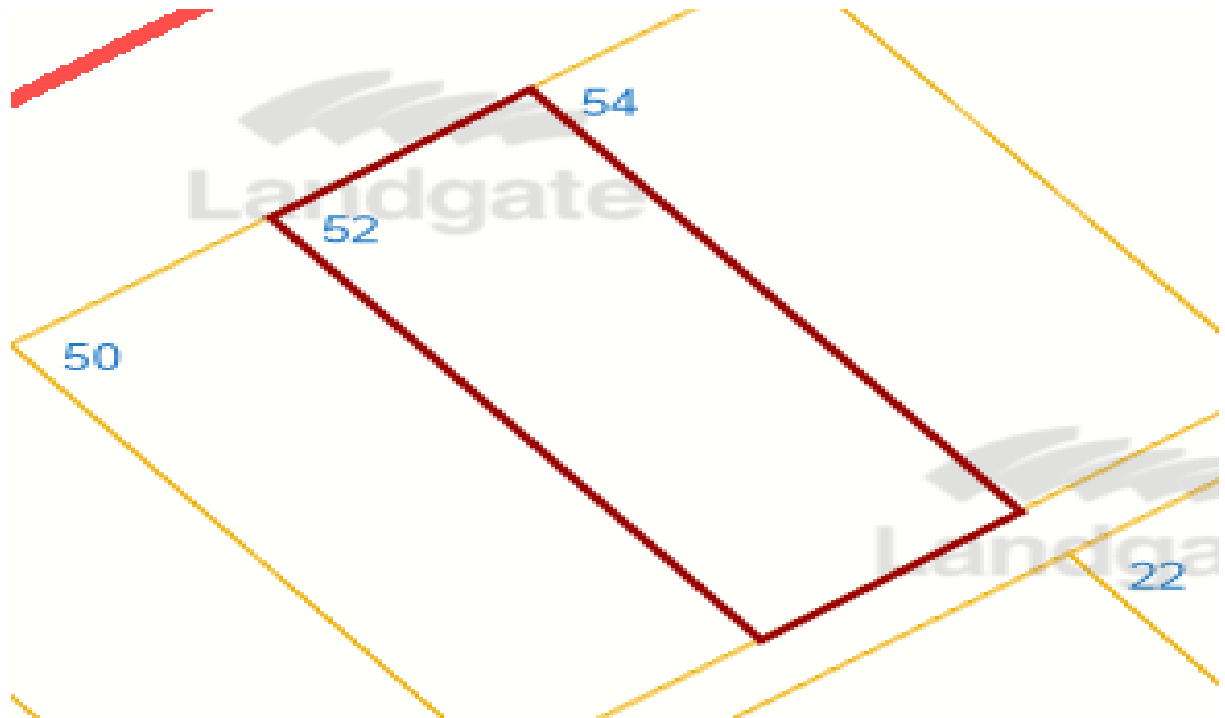
## Moorine Rock Toilet – Mcinnes St Moorine Rock



The Moorine Toilets were installed in 1999. It is a steel-clad fibro building on a concrete slab. Minor maintenance has been carried out on the building over the years.



1 x female, 1 male and 1 disabled toilet.



The Moorine Rock Toilets are located on 52-54 Mcinnes St Moorine Rock. The Asset number for this building is B0133. The Land area over an area 1012m2. It is on DP149850.

This building has an expected life of 27 years. It is currently 24 years old.

Estimated remining life is 3 years.

<b>10 year maintenance plan:</b>	<b>\$22,303.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$66,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$31,500.00</b>
<b>Fair Value (Land Asset):</b>	<b><u>\$10,000.00</u></b>
<b>Total Fair Value:</b>	<b>\$41,500.00</b>



## Mt Hampton Fire Shed



The Mt Hampton Fire Shed was installed in 2020. It is a steel framed iron clad shed with a concrete floor. It is located behind the Mt Hampton Hall.



shed

The Asset number for this building is B0246. This building has an expected useful life of 60 years. It is currently 4 years old.

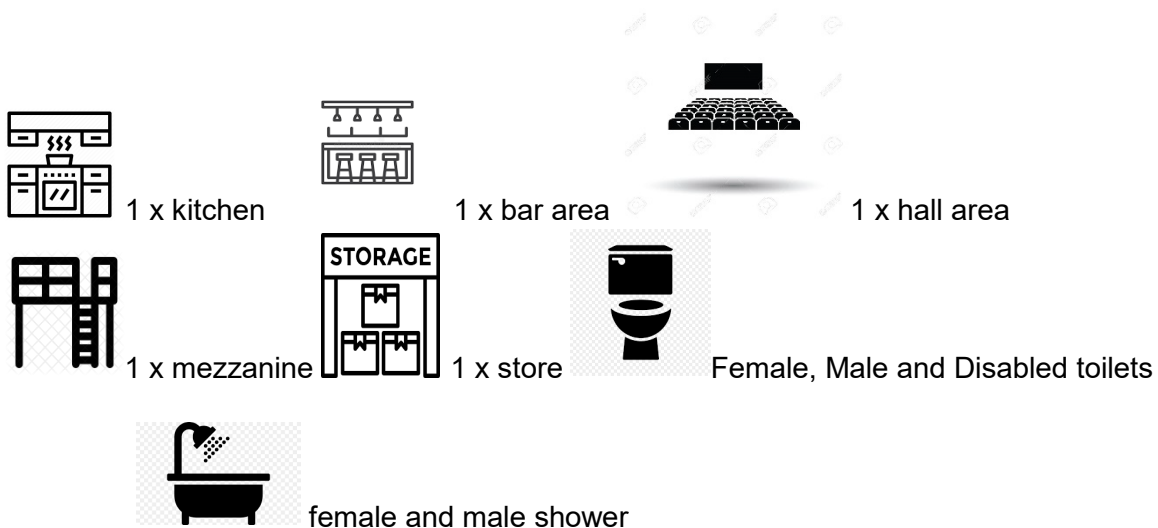
Estimated remaining life is 56 years.

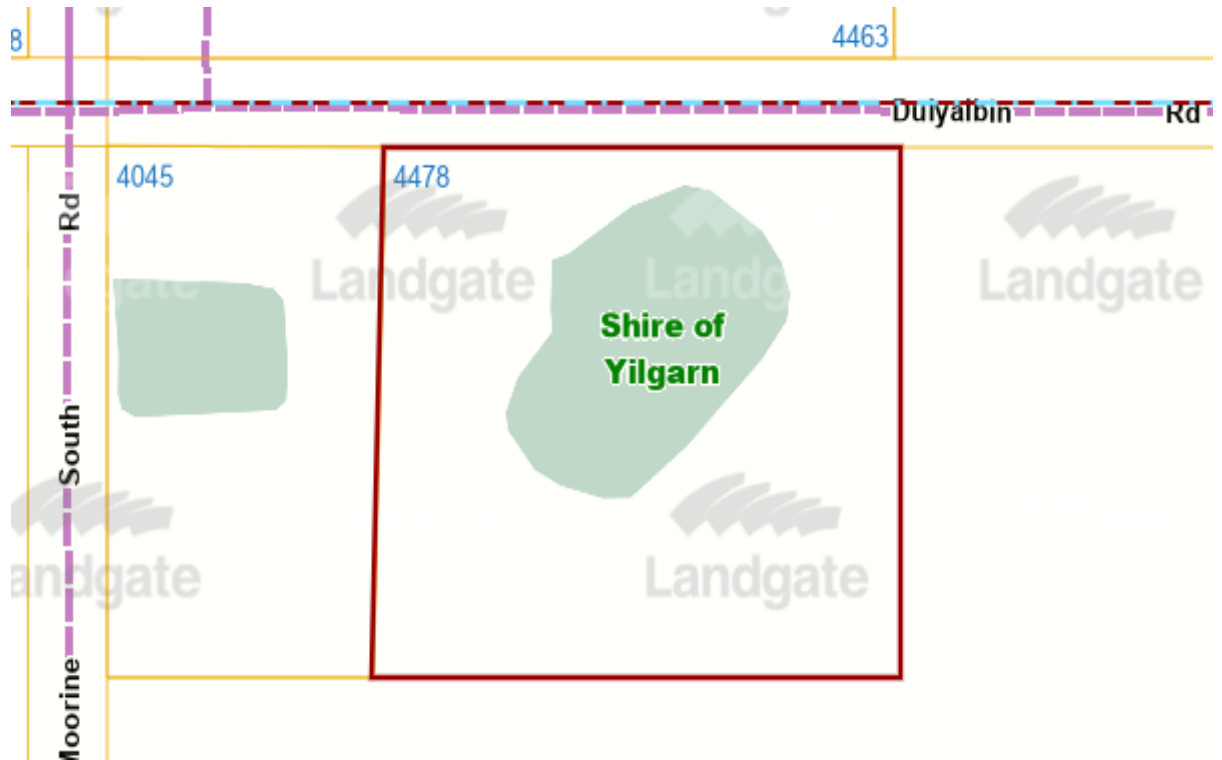
<b>10 year maintenance plan:</b>	<b>\$ 0.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$75,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$69,000.00</b>
<b>Fair Value (Land Asset):</b>	<b>\$</b>
<b>Total Fair Value:</b>	<b>\$69,000.00</b>

## Mt Hampton Hall



The Mt Hampton Hall was opened 13/9/1986. The sub structure is in good condition with no evidence of movement. The frames are steel and in good condition. Structurally the hall is in good condition. There are some internal upgrades and works to be completed to bring the building up to standard. There is currently significant damage to the Mezzanine roof and extensive repairs to roof and ceiling are scheduled.





Mt Hampton Hall is located on Dulyabin Rd near the Moorine South Rs intersection. The land was purchased in 1988. The Asset number for this building is B0104. The Land area is 6.3878ha. Title deeds are VOL:1795 FOL:999.

This building has an expected life of 80 years. It is currently 37 years old.

Estimated remaining life is 43yrs.

<b>10 year maintenance plan:</b>	<b>\$ 216,220.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$1,300,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$ 430,000.00</b>
<b>Fair Value (Land Asset):</b>	<b>\$ 30,000.00</b>
<b>Total Fair Value:</b>	<b>\$ 462,000.00</b>



## Mt Hampton Tennis Shed



The Mt Hampton Tennis shed was built in 2020. It has a concrete slab and is steel framed and iron clad with a verandah.



Mt Hampton Tennis shed is located on Dulyabin Rd near the Moorine South Rs intersection next to the Mt Hampton Hall. The land was purchased in 1988. The Asset number for this building is B0190. The Land area is 6.3878ha.

This building has an estimated life of 60 years. Remaining useful life it 57yrs.

<b>10 year maintenance plan:</b>	<b>\$ 1,200.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$27,500.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$25,500.00</b>
<b>Total Fair Value:</b>	<b>\$25,500.00</b>

## Museum – 26 Antares St



Original courthouse side of the building was built in 1892. The Mining Registrar side was built in 1911. It had repairs prior to re-opening as the Museum in 1979 and significant works have been completed since. The Museum is State heritage listed. With this in mind any repair made to the building need to be like for like. This makes it hard to complete a truly accurate 10-year maintenance plan as sourcing old materials and methods of repair make it hard to judge the costs.



4 x internal display areas



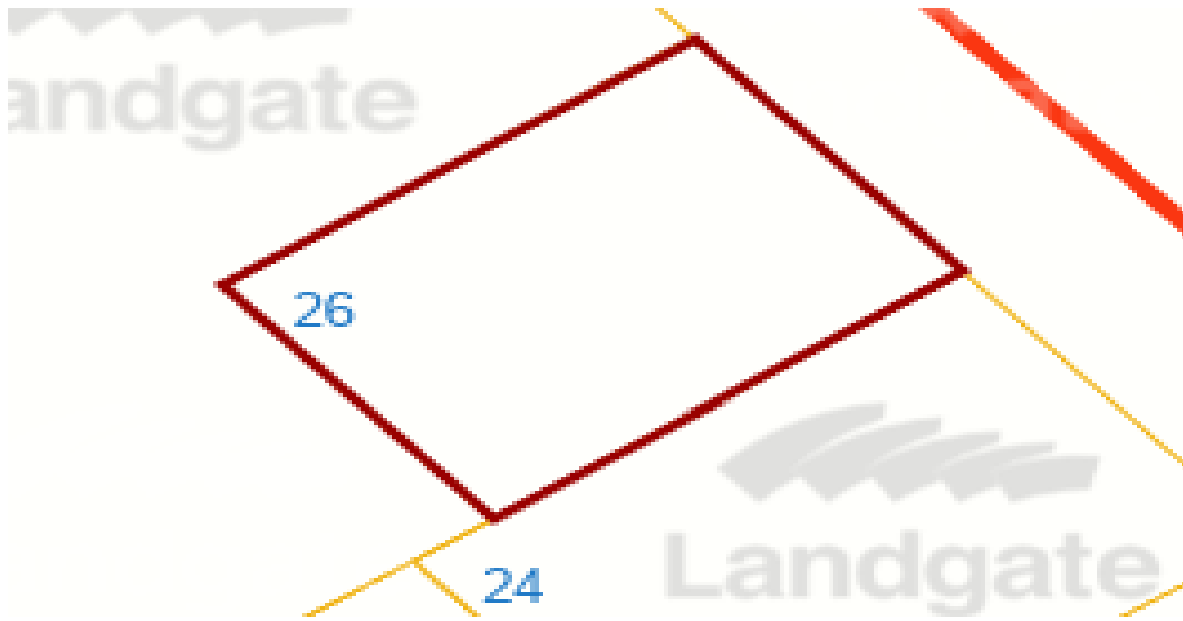
1 x office



1 x kitchen



1 x unisex toilet



The Yilgarn History Museum is located at 26 Antares St. The Asset number for the building is B0060. The land is 862m<sup>2</sup>. Title deeds are:LR3053/37.

This building has an 80 year expected life. The 1892 Courthouse side is 131 years old and the 1911 Registrar side is 112 years old.

Estimated remaining life is 32.

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## Museum Blyth Pavilion



The Blyth Pavilion is a steel and timber framed iron clad shed with a brick floor.



1 x open front shed

The Asset number for this building is B0193. This building has an estimated useful life of 60 years. It is estimated to be about 40 years old.

Estimated remaining life is 16 years.

---



## Museum Carla Della Bosca Pavilion



The Carla Della Bosca Pavilion is a steel framed iron clad shed on concrete footings and a brick floor.



1 x open front shed

The Asset number for this building is B0194. This building has an expected useful life of 60 years. It is currently 13 years old.

Estimated remaining life is 47 years.

---

## Museum Old Railway Hut



The Old Railway Hut is a timber framed, timber and metal clad hut on steel footings and timber floor.



1 x Railway Hut

The Asset number for this building is B0192. This building has an expected useful life of 50 years. Age unknown.

Estimated remaining life is 0.

---

## Museum Storage



This is a prefabricated steel and metal clad building.



1 x storage

The Asset number for this building is B0244. It was installed in 2018. The building has an expected life of 27 yrs.

Estimated useful life is 21 years.

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## Museum Toilet



The Museum toilet is a steel framed, iron clad building on a concrete floor. This was installed in 2020.



Unisex and disabled toilet

The Asset number for this building is B0060. This building has an expected useful life of 60 years. It is currently 4 years old.

Estimated remaining life is 56 years.

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10 year maintenance plan:	\$ 233,336.00
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Reinstatement with New – Value - Museum:	\$1,600,000.00
Reinstatement with New – Value – Blyth	\$ 58,000.00
Reinstatement with New – Value – Carla	\$ 58,000.00
Reinstatement with New – Value – Hut	\$ 26,000.00
Reinstatement with New – Value – Storage	\$ 23,000.00
Reinstatement with New – Value – Toilet	<u>\$ 38,500.00</u>
Total:	\$1.803.500.00

Fair Value (Improvements Asset): Museum	\$ 750,000.00
Fair Value (Improvements Asset): Blyth	\$ 12,500.00
Fair Value (Improvements Asset): Carla	\$ 42,500.00
Fair Value (Improvements Asset): Hut	\$ 4,200.00
Fair Value (Improvements Asset): Storage	\$ 13,000.00
Fair Value (Improvements Asset): Toilet	\$ 36,500.00
Fair Value (Land Asset):	<u>\$</u>
Total Fair Value:	\$ 858,700.00

---

## Netball Pavilion & Ablution Block



The Netball Pavilion was co funded by the Shire and the Netball Club. This was built in 1974 and the same happened with the ablution block which was built in 1975. They are on a concrete base with brick walls. There is a steel framed roof with metal cladding.



1 x kitchen



2 x storage areas



Male and Female toilets



1 x female shower



The buildings are situated on Reserve 9895. The asset number for the Pavilion is B0198 and the Ablution block is B0167.

These buildings have an expected useful life of 60 years. They are currently 48 and 49 years old.

Estimated remaining life 11 and 12 years.

<b>10 year maintenance plan:</b>	<b>\$ 125,262.00</b>
<b>Reinstatement with New – Value - Pavilion:</b>	<b>\$ 174,000.00</b>
<b>Reinstatement with New – Value - Ablution:</b>	<b>\$ 170,000.00</b>
<b>Fair Value (Improvements Asset) - Pavilion:</b>	<b>\$ 48,500.00</b>
<b>Fair Value (Improvements Asset) - Ablution:</b>	<b>\$ 30,500.00</b>
<b>Fair Value (Land Asset):</b>	<b>\$ _____</b>
<b>Total Fair Value:</b>	<b>\$ 79,000.00</b>

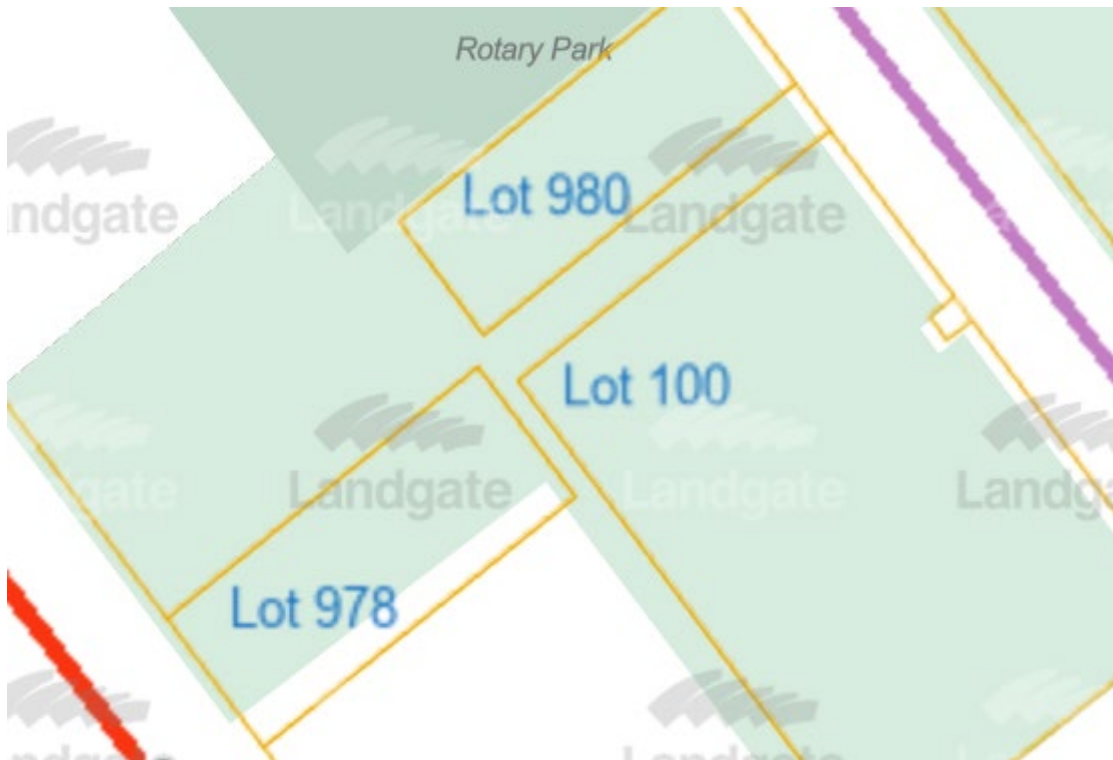
## Rotary Park Toilet – 29 Antares St



The Rotary Park Toilets was installed in 2003. It is a prefabricated building. It is steel framed, iron clad ablution placed on a concrete slab with a veranda attached.



1 female toilet block with 3 cubicles – 1 Mens block with a urinal and cubical – 1 disabled toilet.



Rotary Park Toilets are located at 29 Antares St, Southern Cross. The Asset number for this building is B0134  
This building has an expected life of 27 years. It is currently 20 years old.  
Estimated remaining life is 7yrs.

<b>10 year maintenance plan:</b>	<b>\$ 40,640.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$104,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$ 69,000.00</b>
<b>Total Fair Value:</b>	<b>\$ 69,000.00</b>

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## Senior Citizen Centre – Lot 100 Archernar



The Senior Citizen Centre was constructed in 2007. It is a fibro, iron and stone clad building on a concrete slab. There has been some historic water leaks in building. There are sections of building where drainage is not containing water and there is an over flow on the drains. This is causing subsidence in areas around the building. Minor maintenance is required on the building.



4 x storage areas



1 commercial kitchen

common  
• SPACES •

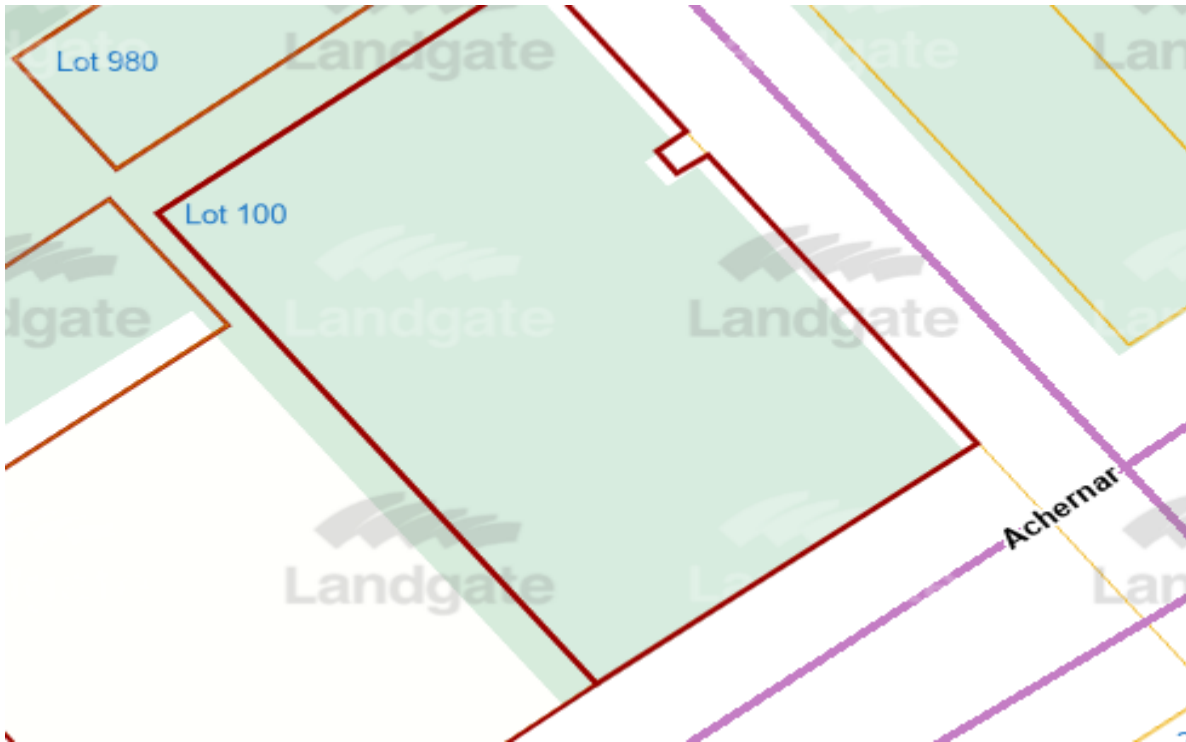
5 common spaces



1 office



1 female block with 3 toilets – 1 male block with urinal and a toilet – 1 disabled toilet



The Senior Citizen centre is located on the corner of Spica and Achernar St. The Asset number for this building is B0061. The Land asset is L0048. The land area is 3807m<sup>2</sup>. Title deeds are 100/DPS7011.

This building has an expected life of 60 years. It is currently 16 years old.

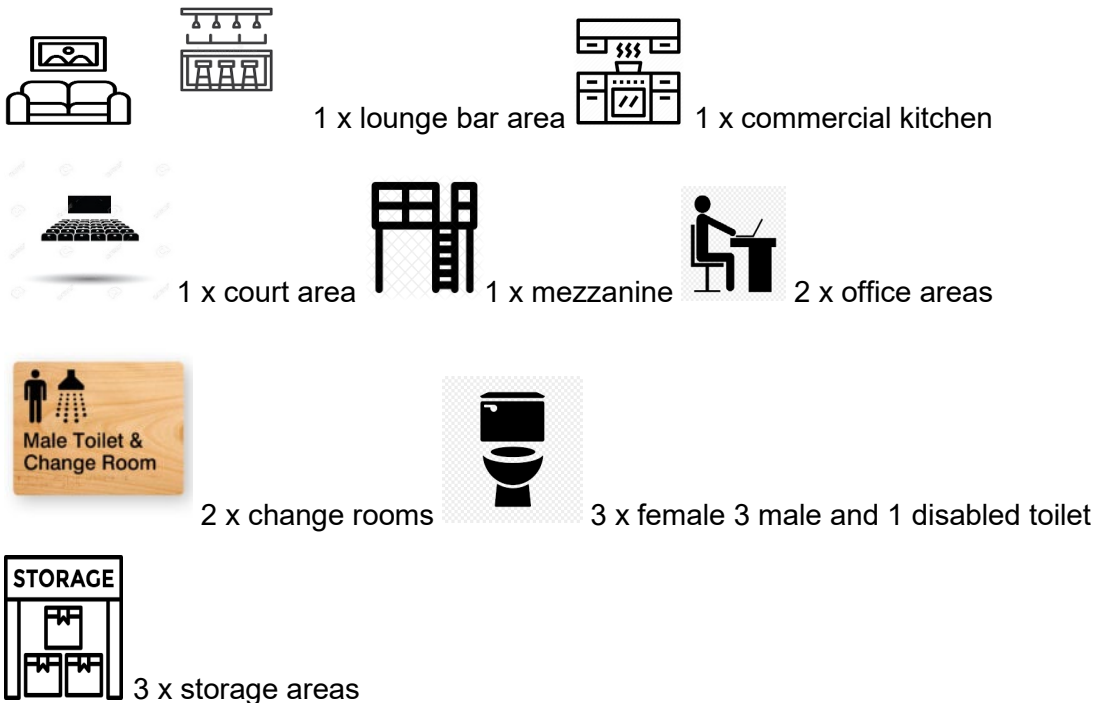
Estimated remaining life is 44yrs.

<b>10 year maintenance plan:</b>	<b>\$ 144,278.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$3,100,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$2,200,000.00</b>
<b>Fair Value (Land Asset):</b>	<b><u>\$ 7,000.00</u></b>
<b>Total Fair Value:</b>	<b>\$2,207,000.00</b>

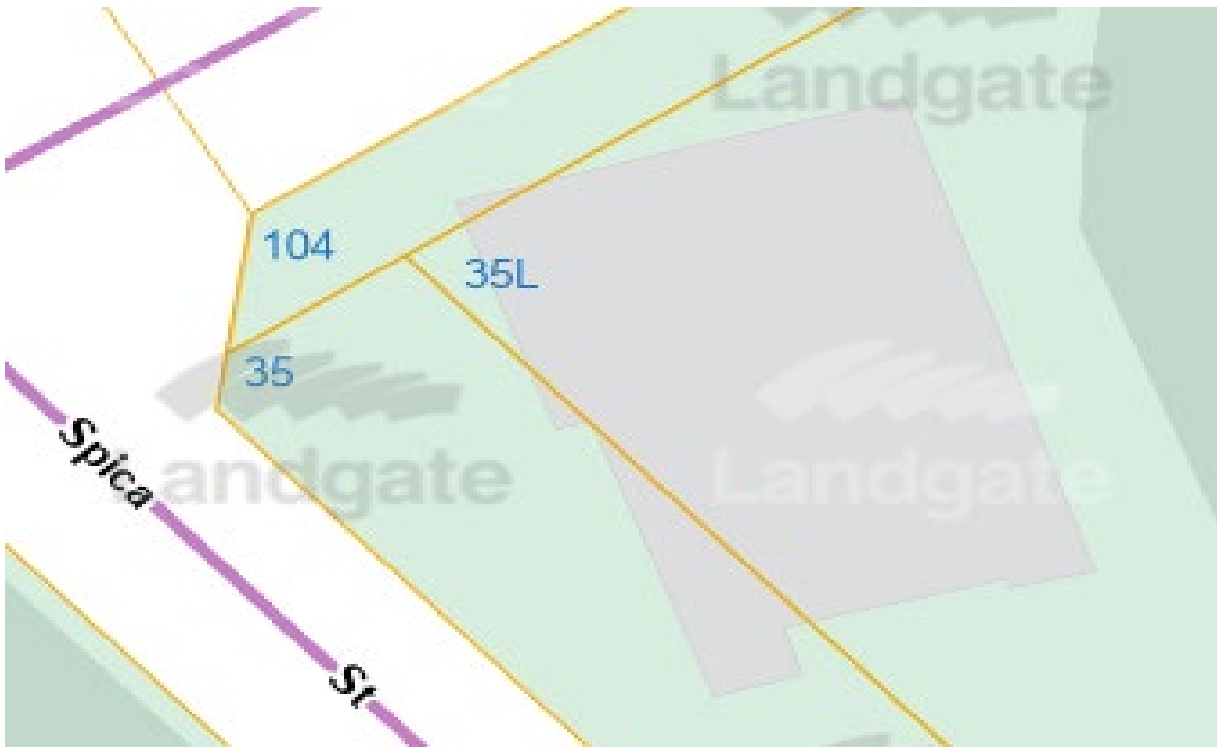
## Sport Complex



The Sport Complex was built in 1978. It is a brick framed, iron clad roof with concrete base. This building is very structurally sound. This is currently in consultation phase for LRCl stage 3 funding.







The sport complex is on Spica Street. The Asset number for this building is B0150.

This building has an estimated useful life of 80 years. This makes it 45 years old.

Estimated remaining life is 35 years.

<b>10 year maintenance plan:</b>	<b>\$ 767,999.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$6,600,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b><u>\$2,400,000.00</u></b>
<b>Total Fair Value:</b>	<b>\$2,400,000.00</b>

## Sport Complex – Broadcast Box



The Broadcast box was built in 1978. It is a brick structure with and iron clad roof with a concrete base



1 x storage



1 x broadcast box

The broadcast box is situated at the Sport Complex grounds. The Asset number for this building is B0195.

This building has an estimated useful life of 60 years. It makes it 46 years old.

Estimate remaining life is 15 years.

<b>10 year maintenance plan:</b>	<b>\$28,486.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$30,500.00</b>
<b>Fair Value (Improvements Asset):</b>	<b><u>\$ 6,000.00</u></b>
<b>Total Fair Value:</b>	<b><u>\$ 6,000.00</u></b>

## Sport Complex – Cattle Pens



The Cattle pens is a steel and timber framed iron clad open shed with concrete footings



1 x open shed

The Cattle pens are located at the Sport Complex grounds. The asset number for the pens is B0202.

This shed has an estimated useful life of 60 years. It makes it 44 years old.

Estimated remaining life is 14 years.

<b>10 year maintenance plan:</b>	<b>\$16,720.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$44,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b><u>\$10,500.00</u></b>
<b>Total Fair Value:</b>	<b>\$10,500.00</b>

## Sport Complex – Entry Ticket Box



The Entry ticket box was purchased and installed in 2011. It is a prefabricated building. It is located at the Sport Complex grounds. The Asset number for this building is B0196. The ticket box has an estimated useful life of 27 years. It is currently 13 years old. Estimated remaining useful life is 15 years

<b>10 year maintenance plan:</b>	<b>\$ 250.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$13,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b><u>\$ 5,600.00</u></b>
<b>Total Fair Value:</b>	<b>\$ 5,600.00</b>



## Sport Complex Gym



The Gym was originally a cattle pen. In 2018 it was converted to an outdoor gym. The building has steel and timber framing. It is iron clad and on a concrete slab.



1 x open shelter

The gym is located on the Sport Complex grounds. The Asset number for this is B0202.

The gym original framing is approximately 44 years old. The new section and concrete slab is 6 years old.

<b>10 year maintenance plan:</b>	<b>\$ 23,379.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$106,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b><u>\$ 27,500.00</u></b>
<b>Total Fair Value:</b>	<b>\$ 27,500.00</b>

## Sport Complex Poultry Pavilion



The Poultry Pavilion is a steel and timber framed shed on a concrete slab.



1 x shed

The Poultry Pavilion is located on the Sport Complex grounds. The Asset number for this is B0155.

The estimated useful life is 60 years. The Poultry Pavilion is approximately 46 years old.

Estimated remaining life is 14 years.

<b>10 year maintenance plan:</b>	<b>\$15,597.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$29,500.00</b>
<b>Fair Value (Improvements Asset):</b>	<b><u>\$5,800.00</u></b>
<b>Total Fair Value:</b>	<b>\$5,800.00</b>

## Sport Complex Sheep Pavilion



The Sheep Pavilion is located on the Sport Complex grounds. It is iron clad, steel and timber framed open shed.



1 x open shelter

The Asset number for the Sheep Pavilion is B0203.

The estimated useful life is 60 years. The Poultry Pavilion is approximately 46 years old.

Estimated remaining life is 14 years.

<b>10 year maintenance plan:</b>	<b>\$172,000.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$172,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b><u>\$ 30,500.00</u></b>
<b>Total Fair Value:</b>	<b>\$ 30,500.00</b>



## Southern Cross Aquatic Centre



The Southern Cross Aquatic Centre was built in 2020. There are 3 separate buildings on the land. There is the kiosk, changerooms and storage and pump room. The buildings are on a concrete sub structure and are steel framed with insulated metal panels.



1 x female changerooms



1 x male changerooms



1 unisex disabled changeroom



1 x kiosk



1 x storage

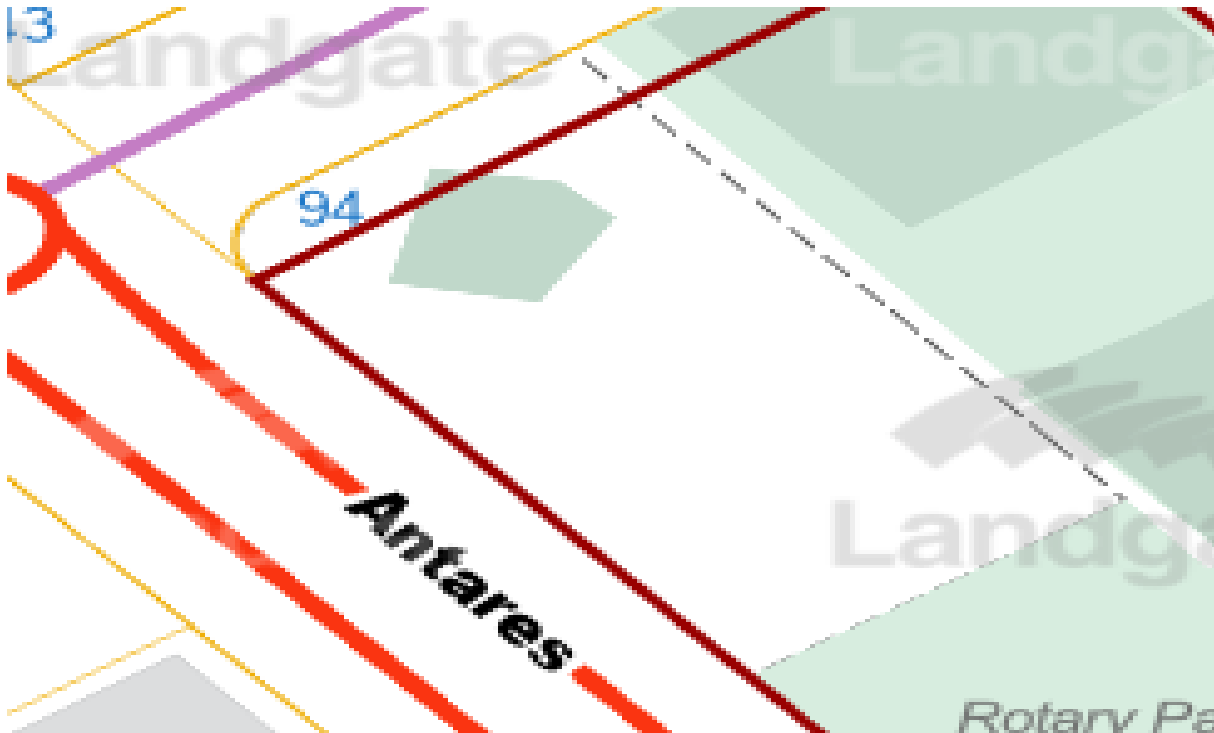


1 x toilet



1<sup>st</sup> aid room





The Southern Cross Aquatic Centre is located on the corner of Canopus and Antares St, The asset number for this building is B0251.

These buildings have an expected useful life of 60 years. The Aquatic centre is currently 2 years old.

Estimate remaining life is 57 years.

<b>10 year maintenance plan:</b>	<b>\$ 59,268.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$971,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b><u>\$917,000.00</u></b>
<b>Total Fair Value:</b>	<b>\$917,000.00</b>

## Southern Cross Volunteer Fire Station & Shed



The Southern Cross Volunteer Fire Station is located at 34 Altair St in Southern Cross. It is a purpose built fire station which is brick, steel framed and iron clad building. It was built in 2000.



1 x office



1 x kitchen



Female Toilet & Change Room

1 x female changeroom



Male Toilet & Change Room

1 x male changeroom



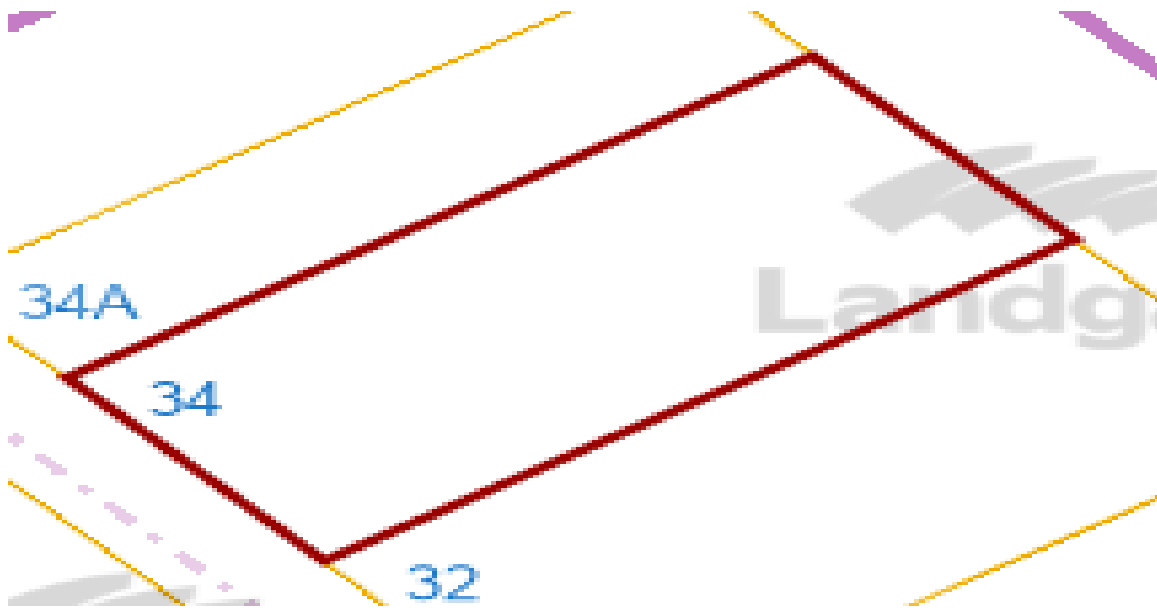
1 x storage room



1x meeting area



2 x sheds



The asset number for this building is B0056.

These buildings have an expected useful life of 60 years. The Fire station is currently 24 years old.

Estimate remaining life is 36 years.

<b>10 year maintenance plan:</b>	<b>\$ 0.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$1,200,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b><u>\$ 700,000.00</u></b>
<b>Total Fair Value:</b>	<b>\$ 700,000.00</b>

# Shire of Yilgarn



## Building Unscheduled Maintenance Level of Service Manual

Adopted by Council on  
???

Amended by Council on  
???

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## 1. INTRODUCTION

This document defines Shire of Yilgarn's Maintenance Levels of Service for its Buildings. It is based upon the best practice methods iterated in the International Infrastructure Management Manual 2006.

Building classification to a specific service hierarchy is in a continual state of revision and based on Council's Corporate Plan and community surveys and consultation. An explanation of the Service Level Hierarchy and Inspection Routines is detailed below.

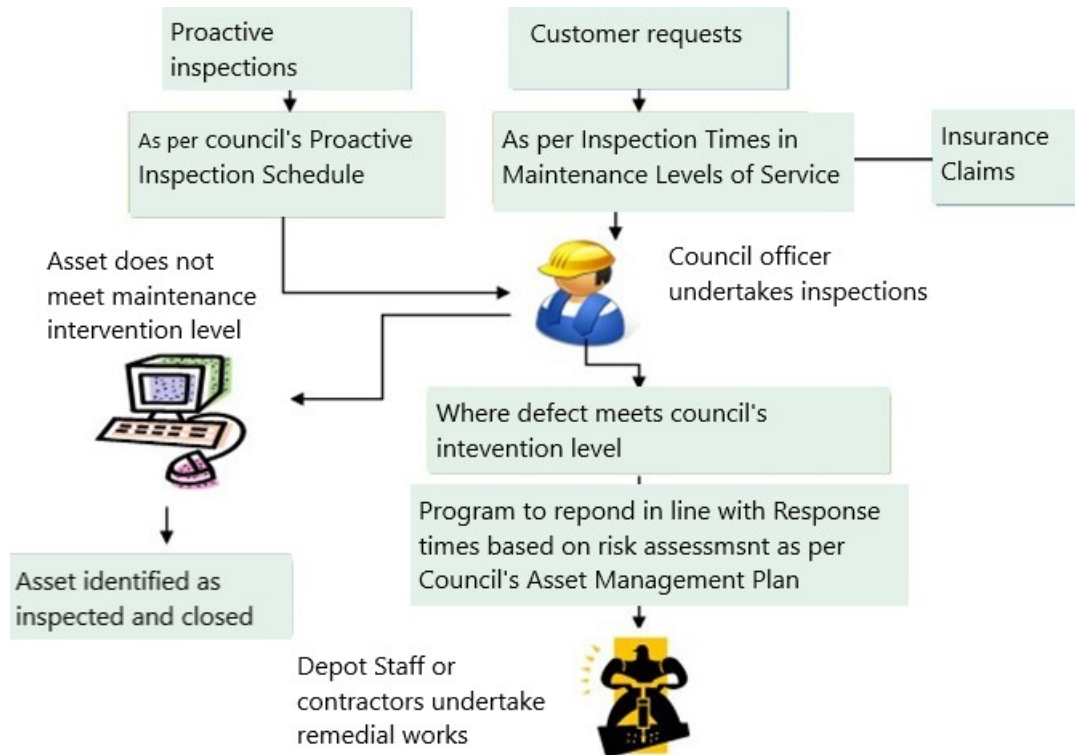
The data listed in this table forms the basis of the Council's approach to providing appropriate services to its community and visitors according to community/visitor demand and expectations of buildings (and associated facilities as appropriate) within the Council boundaries.

## 2. SERVICE LEVEL HIERARCHIES AND CLASS DEFINITIONS

Building Hierarchy	Functionality	Importance
5	Active showpiece building that is being heavily utilized and if for any reason inaccessible would have an extreme negative impact on the Council's overall community and functions (e.g. Council Chambers & Offices)	Extreme
4	Major building of importance to the Council that is being well utilized and if for any reason inaccessible would have a major negative impact on the Council's overall community and functions (e.g. depot workshops).	High
3	Important building of importance to the Council that is being utilized according to expectations and if for any reason inaccessible would have a negative impact on the Council's overall community and functions (e.g. Showground pavilions).	Medium
2	Building that is being underutilized and if for any reason inaccessible would have minimal negative impact on the Council's overall community and functions (e.g. Records storage shed)	Low
1	Non-active buildings.	Very Low

See Appendix A for the criteria used in the determination of the Building Hierarchy

### 3. BUILDING PROACTIVE INSPECTION REGIME



Inspection Type	Inspection Regime
Building Proactive Maintenance	Monthly
Building Electrical Inspection	6 monthly
Fire-Services Inspection	6 monthly
Pest Control Inspection	12 Monthly
Lifts/Automatic doors Inspections	3 months
Air conditioning	Monthly



## 4. BUILDING MAINTENANCE SERVICE LEVEL

Council has limited funding available to it for both capital and maintenance work. Accordingly, each year the building team develops a schedule of maintenance work to be undertaken and likely costs involved, and submits these to Council for its consideration and approval as part of the Council's normal budgetary processes. The building team then works to the approved schedule of maintenance within each respective financial year. However, not all fair and wear degradation is visible and not considered "fair-wear-and-tear" also occurs from time to time. This Maintenance Level of Service Manual is specifically addressing how the Council responds to **unscheduled** maintenance requirements arising from customer requests and not-fair-wear-and-tear incidents.

### 4.1 GRAFFITI



Activity	Intervention Level	Response Time			
		Hierarchy	Inspect and cover	Repaired within	Performance Indicator Targets
Photograph, fill out report for police, remove or paint out	Offensive & High Visibility area Immediately	N/A	1 hour	2 days	80%
	Tag, not offensive or in highly populated area	N/A	2 hours	5 days	60%

## 4.2 VANDALISM



Task	Intervention Level	Response Time			
		Hierarchy	Inspect & make safe	Normal	Performance Indicator Targets
Isolate from public and make good all damage	When reported or identified by staff	5	24 hours	3 days	80%
		4	24 hours	5 days	80%
		3	48 hours	7 days	70%
		2	48 hours	10 days	60%
		1	48 hours	30 days	N/A

## 4.3 ROOF REPAIRS

Task	Intervention Level	Response Time			
		Hierarchy	Inspect & make safe	Repair or replace within	Performance Indicator Targets
Repair / replace section of roof that is damaged.	Roof has been reported as being loose or damaged.	5	12 hours	3 days	80%
		4	24 hours	5 days	80%
		3	48 hours	7 days	70%
		2	48 hours	10 days	60%
		1	48 hours	30 days	N/A

#### 4.4 ROOF GUTTERING AND DOWNPIPES

Task	Intervention Level	Response Time			
		Hierarchy	Inspect & make safe	Repair or replace within	Performance Indicator Targets
Repair / replace section of gutter or downpipe that is damaged or blocked.	Roof gutter or downpipe has been reported as being loose or damaged.	5	12 hours	3 days	80%
		4	24 hours	5 days	80%
		3	48 hours	7 days	70%
		2	48 hours	10 days	60%
		1	48 hours	30 days	N/A

#### 4.5 EXTERIOR WALLS

Task	Intervention Level	Response Time			
		Hierarchy	Inspect & make safe	Repair within	Performance Indicator Targets
Wall regrouping, damaged brickworks on buildings, damaged fibro and steel walls.	As faults are reported or identified as a result of routine inspections or as directed by Senior Council Staff.	5	12 hours	3 days	80%
		4	24 hours	5 days	80%
		3	48 hours	7 days	70%
		2	48 hours	10 days	60%
		1	48 hours	30 days	N/A

#### 4.6 WINDOW REPAIRS

Task	Intervention Level	Response Time			
		Hierarchy	Inspect & make safe	Repair within	Performance Indicator Targets
Repair, replace broken and /or damaged windows and window frames.	Window is cracked or broken. NB: make safe when window presents a hazard to facility users.	5	12 hours	3 days	80%
		4	24 hours	5 days	80%
		3	48 hours	7 days	70%
		2	48 hours	10 days	60%
		1	48 hours	30 days	N/A

#### 4.7 INTERNAL CEILING & WALLS

Task	Intervention Level	Response Time			
		Hierarchy	Inspect & make safe	Repair within	Performance Indicator Targets
Repair and replace internal walls and ceilings.	As faults are reported or identified as a result of routine inspections or as directed by Senior Council Staff.	5	12 hours	3 days	80%
		4	24 hours	5 days	80%
		3	48 hours	7 days	70%
		2	48 hours	10 days	60%
		1	48 hours	30 days	N/A

#### 4.8 BUILDING SURROUNDS – PAVING, RAMPS, STEPS ETC ATTACHED TO THE BUILDING

Task	Intervention Level	Response Time			
		Hierarchy	Inspect & make safe	Repair or replace within	Performance Indicator Targets
Repair or replace footings, ramps, repairs to damaged paving, steps and paths around the buildings.	As faults are reported or identified as a result of routine inspections.	5	12 hours	3 days	80%
		4	24 hours	5 days	80%
		3	48 hours	7 days	70%
		2	48 hours	10 days	60%
		1	48 hours	30 days	N/A

#### 4.9 GENERAL MAINTENANCE STEEL WORK

Task	Intervention Level	Response Time			
		Hierarchy	Inspect & make safe	Repair or replace within	Performance Indicator Targets
Staircase repairs, hand rails, balcony railing, toilet block repairs, gates installation and repairs.	As faults are reported or identified as a result of routine inspections or as directed by Senior Council Staff.	5	12 hours	3 days	80%
		4	24 hours	5 days	80%
		3	48 hours	7 days	70%
		2	48 hours	10 days	60%
		1	48 hours	30 days	N/A

#### 4.10 GENERAL CARPENTRY & JOINERY

Task	Intervention Level	Response Time			
		Hierarchy	Inspect & make safe	Repair or replace within	Performance Indicator Targets
Fixed shelving, desks, kitchen cabinets, office furniture, and other Fit outs, which also includes locks on doors and windows.	As faults are reported or as directed by Senior Council Staff.  Locks reported as or found to be faulty.	5	12 hours	3 days	80%
		4	24 hours	5 days	80%
		3	48 hours	7 days	70%
		2	48 hours	10 days	60%
		1	48 hours	30 days	N/A

#### 4.11 TILING

Task	Intervention Level	Response Time			
		Hierarchy	Inspect & make safe	Repair or replace within	Performance Indicator Targets
Replace cracked and damaged tiles on walls and floors	When reported or required as part of other repairs and replacement work.	5	12 hours	3 days	80%
		4	24 hours	5 days	80%
		3	48 hours	7 days	70%
		2	48 hours	10 days	60%
		1	48 hours	30 days	N/A

#### 4.12 FLOOR COVERINGS

Task	Intervention Level	Response Time			
		Hierarchy	Inspect & make safe	Repair or replace within	Performance Indicator Targets
Replace damaged floor coverings, excludes tiles	Holes worn through floor coverings from normal wear and tear exposing structural floor below  Damaged floor coverings from non fair wear and tear	5	12 hours	3 days	80%
		4	24 hours	5 days	80%
		3	48 hours	7 days	70%
		2	48 hours	10 days	60%
		1	48 hours	30 days	N/A

#### 4.13 AIR CONDITIONING SYSTEM

Task	Intervention Level	Response Time			
		Hierarchy	Inspect & make safe	Repair, replace, and service within	Performance Indicator Targets
Repair, replace, and service air conditioning system	Air conditioning system has been reported as not working.	5	12 hours	3 days	80%
		4	24 hours	5 days	80%
		3	48 hours	7 days	70%
		2	48 hours	10 days	60%
		1	48 hours	30 days	N/A

#### 4.14 PLANT - HOT WATER SYSTEM – BOILERS – PUMPS

Task	Intervention Level	Response Time			
		Hierarchy	Inspect & make safe	Repair, replace, and service within	Performance Indicator Targets
Repair, replace or relocate, reinstall hot water system, urns or boilers.	Hot water or other system has been reported as deficient.	5	12 hours	3 days	80%
		4	24 hours	5 days	80%
		3	48 hours	7 days	70%
		2	48 hours	10 days	60%
		1	48 hours	30 days	N/A

#### 4.15 PLUMBING

Task	Intervention Level	Response Time			
		Hierarchy	Inspect & make safe if dangerous	Repair or replace within	Performance Indicator Targets
Replace fittings like pans, toilet seats, taps, washers, cisterns and repair leakage, clear blockages	Internal plumbing fixtures (Kitchen and/or bathroom fittings) have been identified as needing repair or leaking or blocked	5	12 hours	3 days	80%
		4	24 hours	5 days	80%
		3	48 hours	7 days	70%
		2	48 hours	10 days	60%
		1	48 hours	30 days	N/A
Plumbing includes all water and sewerage pipes between the house and water meter / property boundary line as appropriate					



#### 4.16 ELECTRICAL MAJOR

Task	Intervention Level	Response Time			
		Hierarchy	Inspect & make safe	Repair or replace within	Performance Indicator Targets
Undertake works to repair major electrical faults	Rewiring, switch board upgrade, internal wiring	5	12 hours	3 days	80%
		4	24 hours	5 days	80%
		3	48 hours	7 days	70%
		2	48 hours	10 days	60%
		1	48 hours	30 days	N/A

#### 4.17 ELECTRICAL MINOR

Task	Intervention Level	Response Time			
		Hierarchy	Inspect & make safe	Repair or replace within	Performance Indicator Targets
Repair minor electrical faults. Electrical compliance PE-cells maintenance General lighting maintenance	Power points or light switches or light globes reported as not working. OR Bring electrical items up to standards RCD etc. Electrical repairs	5	12 hours	3 days	80%
		4	24 hours	5 days	80%
		3	48 hours	7 days	70%
		2	48 hours	10 days	60%
		1	48 hours	30 days	N/A

#### 4.18 INFORMATION, COMMUNICATION & TECHNOLOGY SYSTEM

(Includes Data points and phone lines)

Task	Intervention Level	Response Time			
		Hierarchy	Inspect & make safe	Repair or replace within	Performance Indicator Targets
Repair telephone switchboard faults. IT cabling and outlets	Fault reported with PABX and IT systems.	5	12 hours	3 days	80%
		4	24 hours	5 days	80%
		3	48 hours	7 days	70%
		2	48 hours	10 days	60%
		1	48 hours	30 days	N/A
Notwithstanding that this maintenance requirement is included in this Level of Service Manual, responsibility for addressing the above belongs to the ICT Team.					

#### 4.19 PAINTING

Task	Intervention Level	Response Time			
		Hierarchy	Highly Visible / High Transit areas	All other areas	Performance Indicator Targets
Repaint walls to cover over marks and other blemishes, including paint lifting and fading on walls and ceiling.  Repaint walls and ceiling after repairs and replacement  Repaint walls and ceilings to protect sub-structure.	Walls and ceilings contain marks and other blemishes (not associated with other repairs or replacements) in excess of 5% of the room wall or ceiling surface area.	5	3 days	10 days	80%
		4	5 days	15 days	80%
		3	7 days	30 days	70%
		2	10 days	60 days	60%
		1	30 days	120 days	N/A
The repainting of walls and ceilings after repairs and replacement will occur as part of the repair and replacement activity.					
The repainting of walls and ceilings to protect sub-structures is at the building manager’s discretion and assessment.					
The quality of paint on walls and ceilings does not pose any health or safety risks, therefore, all expensive re-paint work is to be deferred to the next financial year and considered within the Council’s overall budget for that year.					

# **APPENDIX A**

## **BUILDING HIERARCHY RULES**

## BUILDING HIERARCHY RULES

To allow appropriate Service Levels to be provided to each building based on its significance to Council and the Community, each building is assigned a Building Hierarchy Ranking. The ranking is a score between 1 and 5 based on building utilisation, purpose and community impact.

### 1.0 Building Utilisation Component

The Building Utilisation component is based on the multiplication of:

- (a) Days usage per Year or week score assigned on the basis of Table 1; and
- (b) Typical visit duration factor assigned on the basis of Table 2.

The resultant score for Building Utilisation can vary between 0.3 and 5.

**Table 1: Days Usage Per Week Or Year Score**

Score	Days Usage Per Week Or Year
5	260 days a year or 5 days a week
4	208 days a year or 4 days a week
3	156 days a year or 3 days a week
2	104 days a year or 2 days a week
1	52 days a year or 1 day or less a week

**Table 2: Typical Visit Duration Factor**

Factor	Typical Visit Duration
1	Full day
0.6	½ day
0.3	Short visit

### 2.0 Purpose Component

The Purpose score is based on how the building is to be used in the day to day operations of Council and what its function is in the disaster recovery process. The score is between 1 and 5 and is assigned on the basis of Table 3.

**Table 3: Purpose Score**

Score	Purpose
5	Operational functions, such as regional Offices, disaster recovery asset, such as evacuation centres
4	Administrative, assets used in support of the above, social infrastructure, such as PHCC
3	Community centre, cultural centre.
2	Heritage, museums and heritage listed assets not being used in providing Operational or Community services
1	Staff, assets provided for staff comfort, such as staff housing, non-essential operational buildings, such as sheds.

### 3.0 Community Impact Component

The Community Impact score is based on the impact on the community if the building was non-functional.

The score is between 1 and 5 and is assigned on the basis of Table 4.

**Table 4: Community Impact Score**

Score	Community Impact
5	Catastrophic (Council wide)
4	Major (Town & surrounding district)
3	Moderate (Town only)
2	Minor (Building User Group only)
1	Insignificant (No Impact)

### 4.0 Service Level Hierarchy

The Service Level Hierarchy is determined by adding the Building utilisation score, the Purpose component score and the Community impact score and assigning the appropriate Service Level Hierarchy Star rating from Table 5. It should be noted that the total Hierarchy score (i.e. the sum of all the scores) can vary between 2.3 and 15.

The Service Level Hierarchy Star rating has a value between 1 and 5 with 1 representing the least important buildings and 5 the most important buildings.

**Table 5: Hierarchy Rating**

Hierarchy Level	Total Score from Tables 1 to 4
5	12.3 to 15
4	9.3 to 12
3	6.3 to 9
2	3.3 to 6
1	2.3 to 3

For ease of calculation, an Excel spreadsheet is used to calculate the Hierarchy Ranking for Council's entire building portfolio. The calculation rules set out above are embodied in the spreadsheet.

Asset ID	Location	Description	Hierarchy	Function	Function Rating	Hierarchy & Functional Rating	Planned Inspection Count (per annum)
B0051	23 Antares St, Southern Cross	Administration Building	5	Admin	5	10	2
B0239	24 Arcturus St, Southern Cross	Depot Administration	5	Depot Admin	5	10	2
B0059	Cnr Achernar & Canopus St, Southern Cross	Medical Centre	5	Medical Care	5	10	2
B0150	35 Spica St, Southern Cross	Sport Complex	5	Community	5	10	2
B0053	24 Arcturus St, Southern Cross	Depot Workshop	5	Workshop	4	9	1
B0057	24 Arcturus St, Southern Cross	Gardeners Shed	5	Gardening	4	9	1
B0053	24 Arcturus St, Southern Cross	Builders Shed	5	Building	4	9	1
B0160	43 Spica St, Southern Cross	Daycare	5	Childcare	4	9	1
B0056	34 Altair St, Southern Cross	Emergency Services	4	Fire Station	4	8	1
B0251	Cnr Antares & Canopus St, Southern Cross	SX Aquatic Centre	4	Community	4	8	1
B0134	29 Antares St, Southern Cross	Rotary Park Toilet	4	Community	3	7	1
B0202	Spica St, Southern Cross	Cattle Pens	4	Community	3	7	1
B0152	Spica St, Southern Cross	Outdoor Gym	4	Community	3	7	1
B0203	Spica St, Southern Cross	Sheep Pavilion	4	Community	3	7	1
B0164	61 Ranklin Rd, Moorine Rock	Moorine Tennis	4	Community	3	7	1
B0061	Achernar St, Southern Cross	Senior Citizen Centre	4	Community Activities	3	7	1
B0112	10 Coolgardie Rd, Southern Cross	Sandalwood Lodge	4	Accom	3	7	1
B0232 & B0223	10 Coolgardie Rd, Southern Cross	Kurrajong Units	4	Accom	3	7	1
B0111	10 Coolgardie Rd, Southern Cross	Ablutions	4	Ablution	3	7	1
B0172	Cnr Spica & Canopus St, Southern Cross	Bowls Tennis	4	Community	3	7	1
B0161	Turkey Hill Rd, Southern Cross	Golf Club	4	Community	3	7	1
B0131	16 Antares St, Southern Cross	CBD Toilet	4	Community	3	7	1
B0216	King St, Marvel Loch	Marvel Loch Toilet	4	Community	3	7	1
B0133	McInnes St Moorine Rock	Moorine Rock Toilet	4	Community	3	7	1
B0135	GEH, Bodallin	Bodallin Toilet	4	Community	3	7	1
B0247	Antares St, Southern Cross	Constellation Park Toilet	4	Community	3	7	1
B0243	Landfill Access Rd, Southern Cross	Tip Shed	4	Community	3	7	1

Asset ID	Location	Description	Hierarchy	Function	Function Rating	Hierarchy & Functional Rating	Planned Inspection Count (per annum)
B0066	GEH, Southern Cross	Airport Terminal	4	Community	3	7	1
B0174	GEH, Southern Cross	Airport Ambulance Shed	4	Community	3	7	1
B0102	25 Antares St, Southern Cross	Community Centre	3	Community	3	6	1
B0196	Spica St, Southern Cross	Ticket Box	3	Community	3	6	1
B0181	26 Antares St, Southern Cross	Toilet Block	3	Historic	3	6	1
B0136	Beaton Rd, Southern Cross	Toilet Block	3	Community	3	6	1
B0194	26 Antares St, Southern Cross	Carla Della Bosca Pavilion	3	Historic	3	6	1
B0182	10 Coolgardie Rd, Southern Cross	Disabled Ablution	3	Toilet	3	6	1
B0013	10 Coolgardie Rd, Southern Cross	Caravan Park House/Office	3	Administration	3	6	1
B0245	14 Argent St, Marvel Loch	Emergency Services	3	Fire Control	3	6	1
B0103	74 Williams St, Marvel Loch	Marvel Loch Hall	3	Community	3	6	1
B0193	26 Antares St, Southern Cross	Blyth Pavilion	3	Historic	3	6	1
B0192	26 Antares St, Southern Cross	Railway Hut	3	Historic	3	6	1
B0237	GEH, Bodallin	Emergency Services	3	Fire Control	3	6	1
B0060	26 Antares St, Southern Cross	Yilgarn History Museum	3	Historic	3	6	1
B0170	Doolette St, Bullfinch	Emergency Services	3	Fire Control	3	6	1
B0104	Dulyalbin Rd, Mt Hampton	Mt Hampton Hall	3	Community	3	6	1
B0252	10 Coolgardie Rd, Southern Cross	Caravan Park Staff Laundry	3	Laundry	3	6	1
	10 Coolgardie Rd, Southern Cross	Caravan Park Camp Kitchen	3	Kitchen	3	6	1
B0247	Antares St, Southern Cross	Constellation Park Toilet	3	Community	3	6	1
B0245	GEH, Moorine Rock	Emergency Services	3	Fire Control	3	6	1
B0246	Dulyalbin Rd, Mt Hampton	Emergency Services	3	Fire Control	3	6	1
B0014	59-69 Antares St, Southern Cross	Homes For Aged Unit 1&2	3	Community	3	6	1
B0220	59-69 Antares St, Southern Cross	Homes For Aged Unit 3&4	3	Community	3	6	1
B0221	59-69 Antares St, Southern Cross	Homes for Aged Unit 5&6	3	Community	3	6	1

Asset ID	Location	Description	Hierarchy	Function	Function Rating	Hierarchy & Functional Rating	Planned Inspection Count (per annum)
B0222	59-69 Antares St, Southern Cross	Homes For Aged Unit 7&8	3	Community	3	6	1
B0223	59-69 Antares St, Southern Cross	Homes For Aged Unit 8&9	3	Community	3	6	1
B0183	43 Jones St, Bullfinch	Bullfinch Hall	3	Community	3	6	1
B0188	43 Jones St, Bullfinch	Bullfinch Hall Toilet	3	Community	3	6	1
B0003	71 Antares St, Southern Cross	Dwelling	3	Staff Housing	3	6	1
B0005	120 Antares St, Southern Cross	Dwelling	3	Staff Housing	3	6	1
B0008	6 Libra Place, Southern Cross	Dwelling	3	Staff Housing	3	6	1
B0001	103 Altair St, Southern Cross	Dwelling	3	Staff Housing	3	6	1
B0011	35 Taurus St, Southern Cross	Dwelling	3	Doctor's Housing	3	6	1
B0012	37 Taurus St, Southern Cross	Dwelling	3	Staff Housing	3	6	1
B0004	91A Antares St, Southern Cross	Dwelling	3	Staff Housing	3	6	1
B0217	91B Antares St, Southern Cross	Dwelling	3	Staff Housing	3	6	1
B0218	91C Antares St, Southern Cross	Dwelling	3	Staff Housing	3	6	1
B0007	3 Libra Place, Southern Cross	Dwelling	3	Staff Housing	3	6	1
B0002	11 Andromeda Place, Southern Cross	Dwelling	3	Staff Housing	3	6	1
B0006	2 Libra Place, Southern Cross	Dwelling	3	Staff Housing	3	6	1
B0234	Unit 1-50 Antares St, Southern Cross	Dwelling	3	Private Rental	3	6	1
B0234	Unit 2-50 Antares St, Southern Cross	Dwelling	3	Private Rental	3	6	1
B0234	Unit 3-50 Antares St, Southern Cross	Dwelling	3	Staff Housing	3	6	1
B0234	Unit 4-50 Antares St, Southern Cross	Dwelling	3	Private Rental	3	6	1
B0299	13 Libra East, Southern Cross	Dwelling	3	Staff Housing	3	6	1
B0230	13 Libra West, Southern Cross	Dwelling	3	Private Rental	3	6	1
B0198	Spica St, Southern Cross	Netball Pavilion	3	Community	2	5	1
B0167	Spica St, Southern Cross	Netball Ablution	3	Community	2	5	1
B0185	43 Jones St, Bullfinch	Bullfinch Caravan Park	3	Community	2	5	1
B0238	11 Antares St	Shops	3	Community	2	5	1



Asset ID	Location	Description	Hierarchy	Function	Function Rating	Hierarchy & Functional Rating	Planned Inspection Count (per annum)
B0180	Turkey Hill Rd, Southern Cross	SX Golf Club Buggy Shed	3	Community	2	5	1
B0238	11 Antares St, Southern Cross	House	3	Community	2	5	1
B0171	Achernar St, Southern Cross	Men's Shed Workshop	2	Community	3	5	1
B0055	Achernar St, Southern Cross	Men's Shed Storage Shed	2	Community	3	5	1
B0171	Achernar St, Southern Cross	Men's Shed Toilet Block	2	Community	3	5	1
B0105	14 Spica St, Southern Cross	Masonic Lodge	2	Community	3	5	1
B0175	14 Spica St, Southern Cross	Masonic Lodge Toilet	2	Community	3	5	1
B0163	Argent St, Marvel Loch	Marvel Loch Squash	3	Community	1	4	1
B0052	24 Arcturus St, Southern Cross	Depot Storage	3	Operational	1	4	1
B0195	Spica St, Southern Cross	Broadcast Box	2	Community	2	4	1
B0200	Argent St, Marvel Loch	Marvel Loch Ambulance Shed	3	Community	1	4	1
B0100	Ivey Rd, Bodallin	Bodallin Hall	3	Community	1	4	1
B0213	Yeribillon Rd, Bodallin	Bodallin Tennis	3	Community	1	4	1
B0155	Spica St, Southern Cross	Poultry Pavilion	3	Community	1	4	1
B0054	24 Arcturus St, Southern Cross	Rear Shed	2	Operational	2	4	1
B0178	24 Arcturus St, Southern Cross	Vehicle Shed	2	Operational	2	4	1
B0180	Turkey Hill Rd, Southern Cross	Greenkeepers Shed	2	Community	2	4	1
B0205	24 Arcturus St, Southern Cross	Dog Pound	2	Operational	2	4	1
B0244	26 Antares St, Southern Cross	Office Storage	2	Operational	2	4	1
B0249	Landfill Access Rd, Southern Cross	Tip Shop Shed	2	Operational	2	4	1
B0250	24 Arcturus St, Southern Cross	Depot Sign Shed	2	Operational	2	4	1
B0190	Dulyalbin Rd, Mt Hampton	Mt Hampton Tennis	2	Community	1	3	1
B0186	GEH, Bodallin	Pioneer Gazebo	1	Community	1	2	1
B0174	GEH, Southern Cross	Airport Hangers	1	Community	1	2	1
B0176	14 Spica St, Southern Cross	Observatory Shed	1	Community	1	2	1

# Shire of Yilgarn



## Property Asset Management Plan

### Part 1 - Summary

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## Executive Summary

The Shire of Yilgarn owns and maintains 108 buildings and 22 freehold land parcels, making up its property portfolio. This portfolio then enables a range of diverse services to be provided, such as municipal administration, sports, community activities, health and education.

This document is the Shire's Asset Management Plan (AMP) for the property portfolio. It outlines the activities that will be carried out over the next 10 years to provide and maintain the portfolio. It also details the service levels (standard) the Shire will provide and the resources required to deliver them.

While the document is comprehensive, it is also evolving with the Shire's practice maturity. As such there are a number of actions that have been identified that will improve the AMP's accuracy over time. All readers of this AMP must understand its limitations and applied assumptions before acting on any information contained within it. All information within this AMP is fully detailed within a separate Part 2 document.

Overall, the Shire's property portfolio is worth approximately \$24m. Renewal costs are \$54m. However, evidence suggests that the condition of many of the Shire's buildings may not be that good. The Shire has had a full building and condition rating pick up as well as valuations completed in 2023. The building asset consumption ratio is currently 43% (target band is 50-75%). This ratio suggests that on average, buildings have lost 57% of their economic value, based upon their observed physical condition. This, combined with a lack of other performance metrics (e.g. service levels), suggest that there may be some long-term sustainability issues.

Looking forward, there are a number of key improvement actions that would enable the Shire to better manage its property portfolio. Those actions of highest importance are to:

- = Ensure that no building renewal activities are recorded as maintenance
- = Monitor the performance of the AMP's service levels.
- = Implement a cyclical building asset condition inspection programme.
- = Develop a long-term renewal works programme with associated budgets.
- = Develop an operation and maintenance schedule with associated budgets.

## Background and Objectives

### Purpose of this Asset Management Plan

This document is an Asset Management Plan (AMP) for the Shire's property assets. These are typically defined as either buildings or freehold owned land parcels. The AMP documents how the Shire plans to manage these assets, to deliver services of a specified quality (service levels) and what the associated long-term costs are.

### Focus of this Asset Management Plan

The AMP focuses on property assets. The number of properties that make up the portfolio, and their values, are detailed in Table 1.

Asset Type	Quantity	Current Replacement Cost
Freehold Land Parcels	22 (158368m <sup>2</sup> )	\$546,000
Buildings		
<i>Amenities</i>	7	\$669,200
<i>Community</i>	23	\$17,944,000
<i>Emergency Services</i>	9	\$1,702,500
<i>Heritage/Tourism</i>	15	\$4,124,500
<i>Operations</i>	12	\$5,761,000
<i>Recreation</i>	16	\$13,007,500
<i>Residence</i>	26	\$11,320,000
<b>Total</b>	<b>108</b>	<b>\$54,678,500</b>

Table 1: Assets covered by the Property AMP

### Corporate Document Relationships

This AMP integrates with the other following Shire documents:

- = Strategic Community Plan
- = Corporate Business Plan
- = Long Term Financial Plan
- = Annual Budget
- = Risk Management Policy
- = Accounting Policy
- = Capital works program
- = Asset management Policy
- = Asset Management Strategy

### Time Period of the AMP and Next Review Date

The AMP covers a 10-year period and will be next reviewed by 1 July 2034.

## Service Levels

### Introduction

Service Levels describe the standard (e.g. quality) that the Shire provides from its property assets. These have been developed through the consideration of strategic and policy inputs, customer perceptions and customer needs and wants. The process through which the Shire's Service Levels were developed is found in Appendix B.

### Service Level Performance

Table 2 details the service level performance that the Shire provides.

KPI	Performance	Tactic
Compliance & Safety	Unknown	Monitoring
Environmental Sustainability	Electricity – Unknown Water - Unknown	Monitoring Monitoring
Quality	Complaints – Unknown Condition – On target.	Monitoring Improving data confidence.
Utilisation	Unknown	Monitoring

Table 2: Service Level Performance

## Demand

This section summarises likely factors that may affect the demand for property-based services over the life of the AMP. Full details of past and future demand factors are recorded in Appendix C.

### Historic Demand

A range of historical sources of service demand change have been considered. Their overall effect has been summarised as follows.

Driver Type	Effect	Demand Change
Population	Shire population down by 29 people (-60%) from 1938 (2001) to 1173 (2021).	Decrease
Demographic	From 2016 - 2021, Male population has increased from 60.8% in 2016 to 62.5% 2021. Female population has also decreased from 39.2% in 2016 to 37.5% in 2021. The amount of families has decreased from 267 in 2016 to 214 in 2021 but Families with children has increased from 1.7 in 2016 to 1.9 in 2021. Indigenous population has decrease from 40 people in 2016 to 26 people in 2021. Median age has increased from 45 to 47 years (2016-2021).	Decrease
Recreation Participation	Participation rates continue to fall slightly year on year across the general population.	Decrease
Tourism	Tourist numbers in the 'golden outback' region decreased by 93,000 visitors from 2019 to 2023. Spending in the region increased by \$261,000 from 2019 to 2023. The Shire has focused on Tourism with an active committee. Focuses have been on local attractions like Museum, Masonic Lodge.	Decrease
Climate	Annual rainfall has stayed neutral. From 1889 to 2023 the average rainfall is 294mm per year. From 1889 to 2023 the average rainfall is 292mm per year. Annual monthly mean maximum temperatures are also neutral. Overall average temperatures from 1895 to 2023 is 25.49 degrees. The average mean max temperature is 25.5 degrees.	Neutral

Table 3: Historic Demand Drivers

## Future Demand

Consideration was given to six possible future demand drivers (political, economic, social, technological, legal and environmental) that may influence demand on the provision of property-based services.

Driver Type	Effect	Demand Change
Political	IPRF legislation and future structural reform may mean that the Shire needs to increase the resources it allocates to its corporate asset management activities. Specifically, greater internal ownership and practice improvements are required. Council will also require timely advice to ensure the sustainability of the property portfolio.	<b>Increase</b>
Economic	Demand pressure to reduce the use of non-renewable energy resources and to increasingly reuse water and/or reduce water usage. Further internal asset management practice improvements would increase financial efficiency and long-term sustainability. Further work is required to refine the accuracy of asset ratios.	<b>Increase</b>
Social	Likely service demand declines due to a forecasted fall in population numbers, as well as falling participation rates. Demographic change is likely to result in ongoing changes for required services, as the population gets older. Social disadvantage drivers seem to not be a cause of demand change.	<b>Decrease</b>
Technological	Opportunity exists to manage and maintain the property portfolio more efficiently and sustainably. Demand and cost for some consumables can be lowered with new technologies	<b>Increase</b>
Legal	Increase in demand for improved inspection and preventative maintenance practices.	<b>Increase</b>
Environmental	Increased demand for clearer decision making around asset need. Increased demand for more environmentally sustainable assets and maintenance techniques. Increased application of energy and water saving tactics. Strong planning is required to ensure that asset lives are not shortened by climate change.	<b>Increase</b>

Table 4: Future Demand Drivers



## Demand Management

A review of past and future demand factors shows that property service demand change has occurred, and will also likely occur into the future. Looking forward, the following initiatives/improvements are proposed to meet demand changes.

- = Review the Shire's asset management resources (e.g. staff) to ensure that it can continue to deliver currently required tasks, as well as to develop and implement future practice improvements.
- = Identify energy and water consumption targets for each building. Implement appropriate tactics in order to reach these targets.
- = Identify (where appropriate) the capacity of each building in terms of usage.
- = Monitor (where appropriate) building's usage levels.
- = Develop operation and maintenance service levels.
- = Identify future technologies that can facilitate more effective and cost-efficient building management practices.

## Risk Management

A risk analysis of the current property asset management deficiencies identified by the AMP has been undertaken. The results are detailed in Appendix D. Table 5 outlines the top identified risks.

Description of Risk	Risk Causes	Risk Controls	Risk Acceptance Ranking
Failure or reduction in service of Buildings.	Lack of/Inadequate maintenance programs.  Lack of resources: employees and funding.  Inadequate design	Implement a proactive and scheduled maintenance program.  Ensure budget allocations and employee resources are in place.  Ensure Asset design standards are created by appropriately qualified employees.  Lifecycle asset management planning of assets	Moderate: To be monitored by Manager Facilities.
Failure to manage Day to day operations of Buildings.	Lack of/or inadequate Maintenance programs. Lack of procedures in place.  Lack of resources: employees and funding	Ensure adequate Maintenance regime is in place. Ensure procedures are in place to manage all Buildings.  Ensure all appropriately trained resources are in place.	Moderate: To be monitored by Manager Facilities.

**Table 5: Major Property Asset Management Risks**

## Lifecycle Management Plan

The lifecycle management plan details how the Shire intends to manage and operate its property portfolio at the agreed service levels. Full details of the portfolio can be found in Appendix E.

### Property Portfolio Physical Parameters

Property Type	Quantity	Current Replacement Cost	Fair Value	Annual Depreciation
Freehold Land Parcels	22 (158,368m <sup>2</sup> )	\$546,000	\$546,000	-
Buildings				
<i>Amenities</i>	8	\$669,200	\$367,500	\$6,349
<i>Community</i>	23	\$17,944,000	\$7,802,600	\$121,982
<i>Emergency Services</i>	9	\$1,702,500	\$1,068,300	\$19,752
<i>Heritage/ Tourism</i>	14	\$4,124,500	\$2,035,300	\$30,447
<i>Operations</i>	12	\$5,761,000	\$2,591,500	\$50,773
<i>Recreation</i>	16	\$13,007,500	\$6,228,300	\$103,992
<i>Residence</i>	26	\$11,320,000	\$3,886,000	\$69,036
<b>Total</b>	<b>130</b>	<b>\$54,678,500</b>	<b>\$23,979,500</b>	<b>\$402,331</b>

Table 6: Property Portfolio Physical Parameters

### Property Portfolio Condition

As at 20 October 2023, the Shire holds condition data, provided as part of a building valuation project. However, the confidence level of this data is also low.

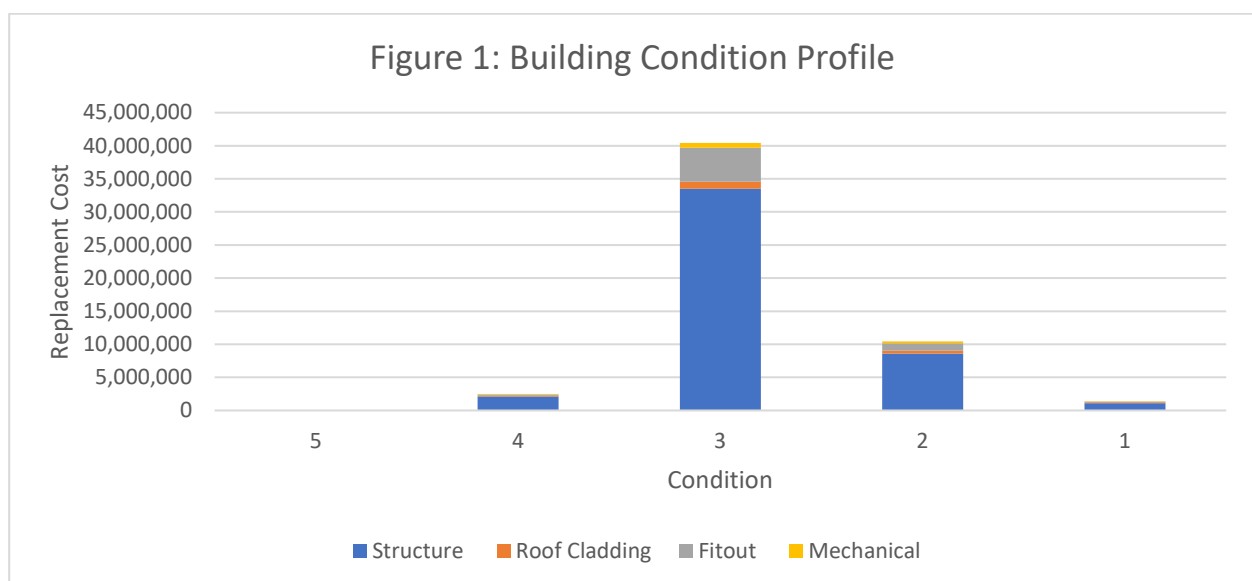


Figure 1: Buildings' Condition Profile

## Property Portfolio Data Confidence and Reliability

Table 7 details the reliability and confidence levels of the current asset data the Shire holds. It is the Shire's intention to progress towards a position whereby data confidence levels for all areas are classified as either a 1 or 2.

Property Type	Inventory	Condition	Valuation
Buildings	2	3	2
Freehold Land Parcels	1	N/A	1

Table 7: Property Portfolio Data Confidence Levels

## Lifecycle Management Strategies

### Operation & Maintenance Strategy

The Shire seeks to progress to a point whereby it employs preventative maintenance strategies wherever possible, in order to maximise asset performance and minimise long terms costs. Each building's strategy will be specifically designed for its own requirements. Technical maintenance service levels will be listed in a standalone manual and the asset inspection frequencies in Appendix F. All planned maintenance activities will also be individually costed, and these then used to inform the long-term budget requirements.

### Renewal Strategy

Building assets are periodically inspected to determine their condition, on a 1 (new/excellent) to 5 (very poor/failed) scale. However, past inspections have not necessarily formally recorded ratings for all components. An improvement action to address this has been listed. Condition results will be used to predict assets' potential year of renewal. Staff then reinspect these assets to determine the timing, scope and budget of any future renewal project. Projects are then listed on a long term works programme and reported within this AMP.

### Upgrade/New Strategy

The need for new and/or upgraded assets (e.g. to meet a service deficiency) are identified from several potential sources. Each potential asset is investigated by staff and where valid, often prioritised against similar projects. Approved projects are then listed onto the works programme. At present, the Shire does not have a formal prioritisation framework for upgrade/new assets, where their 'strategic fit' against the Strategic Community Plan can be determined. An improvement action to consider this has been listed.

### Disposal Strategy

The Shire does not frequently dispose of property assets (this is where the asset is not replaced/renewed). Where a potential need is identified, then this is considered by staff, and in some cases, Council.

## Financial

This section contains the financial requirements resulting from all the information presented in this AMP. A detailed financial model is recorded in Appendix G.

### Projected Expenditure Requirements

Expense Type	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	Year 5 2028/29
Operations	\$336,903	\$336,903	\$336,903	\$336,903	\$336,903
Maintenance	\$443,759	\$434,221	\$424,115	\$414,894	\$405,721
Renewal	\$0	\$0	\$0	\$0	\$0
Upgrade	\$0	\$72,000	\$0	\$0	\$947,000
New	\$0	\$0	\$0	\$0	\$167,500
Disposal	\$0	\$0	\$0	\$0	\$0
<b>Required Funds</b>	<b>\$780,662</b>	<b>\$843,124</b>	<b>\$761,018</b>	<b>\$751,797</b>	<b>\$1,857,124</b>

Expense Type	Year 6 2029/30	Year 7 2030/31	Year 8 2031/32	Year 9 2032/33	Year 10 2033/34
Operations	\$336,903	\$336,903	\$336,903	\$336,903	\$336,903
Maintenance	\$397,022	\$388,170	\$388,170	\$379,597	\$363,085
Renewal	\$0	\$0	\$0	\$26,500	\$0
Upgrade	\$0	\$182,000	\$0	\$4,646,300	\$70,000
New	\$0	\$0	\$0	\$0	\$0
Disposal	\$0	\$0	\$0	\$0	\$0
<b>Required Funds</b>	<b>\$733,925</b>	<b>\$907,073</b>	<b>\$725,073</b>	<b>\$5,389,300</b>	<b>\$769,988</b>

Table 8: Property Asset Projected Expenditure Requirements

## Plan Improvement and Monitoring

This Section of the AMP outlines the degree to which it is an effective and integrated tool within the Shire. It also details the future tasks required to improve its accuracy and robustness.

### Performance Measures

The effectiveness of the AMP will be monitored by the performance of the three statutory ratios that the Shire reports on. Each ratio is described in Appendix H. The Shire's current performance is recorded in Table 9.

Year	Asset Consumption Ratio	Asset Sustainability Ratio	Asset Renewal Funding Ratio
2023	43% (Below)	Unknown	Unknown

Table 9: AMP Performance Measures

### Improvement Plan

The asset management improvement plan generated from this AMP is shown in Table 10.

Task No	Task	Responsibility	Timeline
1	Refine the reporting of works expenditure to ensure that no building renewal activities are recorded as maintenance.	EMI/TWC	Ongoing
2	Monitor the performance of the AMP's service levels.	EMI/TWC	Ongoing
3	Implement a cyclical building asset condition inspection programme.	TWC	Completed
4	Develop a long-term capital works programme with associated budgets.	EMI/TWC	Completed
5	Develop an operation and maintenance schedule with associated budgets.	EMCS/EMI/TWC	Yearly
6	Review the Shire's asset management resources		
7	Identify energy and water consumption targets for each building. Implement appropriate tactics in order to reach these targets.	TWC	
8	Identify (where appropriate) the capacity of each building in terms of usage.	TWC	
9	Monitor (where appropriate) building's usage levels.	TWC	
10	Identify future technologies that can facilitate more effective and cost-efficient building management practices.	EMI/TWC	Ongoing
11	Develop a community facilities service plan for at least the next fifteen years.	EMI/TWC	

## Shire of Yilgarn Property Asset Management Plan

12	Review the Shire's IT strategy towards managing the portfolio.	EMCS/EMI/TWC	
13	Develop a capital project evaluation and prioritisation framework.	EMI/TWC	Completed

Table 10: Property AMP Improvement Plan

### Monitoring and Review Procedures

This AMP will be reviewed during annual budget preparation and amended to recognise any changes in service level and/or resources available to provide those services as a result of the budget decision process.

# Shire of Yilgarn



## Property Asset Management Plan

### Part 2 - Detailed

## Appendices

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## Appendix A – Legislation, Acts, Regulations & Standards

This section provides details on all legislation, standards, policies and guidelines that should be considered as part of the management practices of the Shire's property assets.

Legislation / Standard / Organisation	Requirement / Document
Local Government Act 1995	Sets out role, purpose, responsibilities and powers of local governments including the preparation of a long term financial plan supported by AMPs for sustainable service delivery.  The Act also provides guidance on the rules around local governments who derive revenue from operations such as non-core business.
Building Code of Australia	The Building Code of Australia (BCA) is Volumes One and Two of the National Construction Code (NCC). The BCA is produced and maintained by the Australian Building Codes Board (ABCB) on behalf of the Australian Government and State and Territory Governments. The BCA has been given the status of building regulations by all States and Territories.
Aboriginal Heritage Act 2023	Regulations and requirements that the Shire must comply with relating to aboriginal heritage.
Aboriginal Heritage Regulations 2022	Preservation of the community places and objects used by traditional owners.
Native Title Act 1999	Regulations and requirements that the Shire must comply with in relation to the use of land.
Dangerous Goods Safety Act 2004	Relates to the safe storage, handling and transport of dangerous goods.
Health Act 1911	Relates to the handling and disposal of hazardous materials including asbestos.
Dividing Fences Act (1991)	Local government exemption from 50/50 contribution for dividing fences abutting public open space.
Occupational Health and Safety Act 2022	The Occupational Health and Safety Act is concerned with protecting the safety, health and welfare of people engaged in work or employment. Full consideration and application of the Act should be given in order to identify, manage and reduce or mitigate the risk of harm to the Shire's employees.
OSH Regulations 2022	The guidelines for employees and employers to undertake within the work environment
Disability Discrimination Act 1992	The Federal Disability Discrimination Act 1992 (D.D.A.) provides protection for everyone in Australia against discrimination based on disability. It encourages everyone to be involved in implementing the Act and to share in the overall benefits to the community and the economy that flow from participation by the widest range of people.  Disability discrimination happens when people with a disability are treated less fairly than people without a disability. Disability discrimination also occurs when people

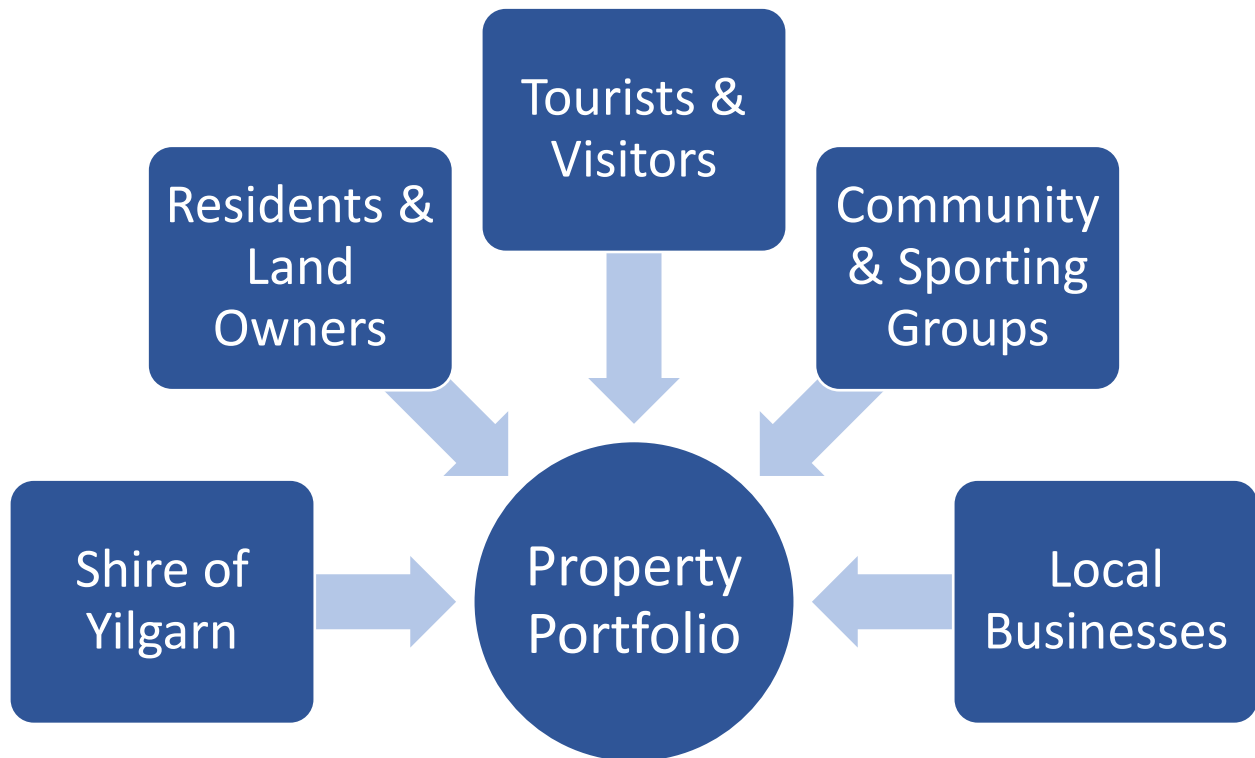
	are treated less fairly because they are relatives, friends, carers, co-workers or associates of a person with a disability.
Disability Services Act 1993	An Act for the establishment of the Disability Services Commission and the Ministerial Advisory Council on Disability, for the furtherance of principles applicable to people with disabilities, for the funding and provision of services to such people that meet certain objectives, for the resolution of complaints by such people, and for related purposes.
Disability Services Regulations 2004	Current amendments to Disability Services Act (1993)
Accounting Standards	<ul style="list-style-type: none"> <li>= AASB 5 Non-Current Assets Held for Sale and Discontinued Operations</li> <li>= AASB 13 Fair Value Measurement</li> <li>= AASB 116 Property, Plant and Equipment</li> <li>= AASB 118 Revenue</li> <li>= AASB 119 Employee Benefits</li> <li>= AASB 136 Impairment of Assets</li> <li>= AASB 138 Intangible Assets</li> <li>= AASB 140 Investment Property</li> <li>= AASB 1051 Land Under Roads</li> </ul>
Other Standards and Regulations	<p>Other relevant documents include, but are not limited to:</p> <ul style="list-style-type: none"> <li>= AS/NZS 4360: 1995 Risk Management</li> <li>= All other relevant State and Federal Acts &amp; Regulations</li> <li>= All Local Laws and relevant policies of the organisation.</li> </ul>
Shire of Yilgarn Policies	<ul style="list-style-type: none"> <li>= Risk Management</li> <li>= Purchasing</li> <li>= Financial Management</li> <li>= Occupational Safety, Health &amp; Well Being</li> <li>= Asset Management</li> <li>= Employee Housing</li> <li>= Disposal of Property</li> <li>= Financial Management</li> </ul>

**Table 11: Legislative Requirements, Standards, Policies and Guidelines**

## Appendix B – AMP Stakeholders and Service Levels

### AMP Stakeholders

Analysis of the Shire's property portfolio revealed that there are five key stakeholder groups. These stakeholders are identified below and while there may be other minor stakeholders, they have not been specifically considered by this AMP.



**Figure 2: Property Stakeholders**

### Process for Developing Potential Service Levels

In developing the service levels for the property portfolio, the Shire has generally applied the framework as set out in the IIMM. The process broadly applies five steps, being:

- = Identify service attributes important to customers
- = Define the delivered customer service levels
- = Develop performance measures
- = Consult with customers
- = Make service level based decisions

## Strategic Community Plan (SCP) Drivers

In addition to considering the needs and wants of different stakeholder groups, the SCP was also reviewed to identify Strategies (Programmes) of relevance. The following table outlines those Strategies that may influence this AMP's service levels.

Objective	Outcome	Action
Our Infrastructure	Infrastructure is fit for purpose, responsibly managed and maintained.	Empty spaces/places review to determine and promote opportunities for the re-use and revitalization of unused community assets.
		Develop a comprehensive asset management plan that prioritizes assets and details a replacement/maintenance schedule that aligns to community need (e.g. investigations of options for refurbishment and renewal or relocation of the swimming pool, toilet in the park, etc.).
Natural Environment	Sustainable infrastructure design and maintenance minimizes environmental impact.	Sustainable maintenance of parks, ovals and public spaces/infrastructure through planning for rain water harvesting, storage and use and renewable energy installations (e.g. solar panels).
Our Leaders	Through effective planning, service delivery meets community needs and assets are managed to optimize use and minimize life cycle costs.	Develop an asset management plan and long term financial plan consistent with identified community priorities for asset renewal and service delivery.

**Table 12: Strategic Community Plan Objectives Aligned to the Property Portfolio**

Consideration of the objectives listed above shows that the following property service areas are of high importance to the SCP. These may then be considered by the final service levels within this AMP:

= Environmental sustainability

= Utilisation

## Stakeholder Key Service Attributes

Each of the key stakeholders were considered as to what they value and expect from property assets. These needs and wants were captured and have been presented in the table below. Those considered of high importance (frequently occurring) and those which are needed, were then considered to form the basis of the AMP's Service Levels.

Stakeholder	Specific Needs/Wants	Need or Want?	Service Attribute
Shire (Council & Staff)	Properties are managed to meet all applicable regulations	Need	Compliance
	Properties are managed in a financially sustainable manner	Want	Financial Sustainability
	Properties are maintained in a safe condition so as to minimise the Shire's and users' risk exposure	Need	Safety
	Properties are accessible to all legal users	Want	Accessibility
	Properties are available for use when users want them.	Want	Availability
	Properties are managed to reduce, and where possible avoid, negative environmental outcomes	Want	Environmental Sustainability
	Users are satisfied with properties	Want	Customer Satisfaction
	Properties are of a suitable quality to attract and retain staff	Want	Quality
	Properties have functional flexibility to be able to provide multiple services	Want	Flexibility
Residents & Landowners	Property portfolio adds to local aesthetics	Want	Aesthetics
	Property portfolio enhances local property values	Want	Quality
	Properties are designed and maintained in order to discourage anti-social behaviour	Want	Safety
Tourists & Visitors	Properties are accessible	Want	Accessibility
	Properties are available	Want	Availability
	Properties are well maintained and to a high standard	Want	Quality
	Properties are safe	Want	Safety

	Properties are well signed	Want	Signage
	Properties add to the Shire's aesthetic appeal	Want	Aesthetics
Community & Sporting Groups	Properties are accessible	Want	Accessibility
	Properties are available	Want	Availability
	Properties are well maintained and to a high standard	Want	Quality
	Properties are safe	Want	Safety
	Properties can be adapted to suit different services	Want	Flexibility
	Properties add to the Shire's aesthetic appeal	Want	Aesthetics
Local Business	Properties are accessible	Want	Accessibility
	Properties are available	Want	Availability
	Properties are well maintained and to a high standard	Want	Quality
	Properties adds to the aesthetic appeal of the Shire	Want	Aesthetics
	Properties represent value for money	Want	Financial Sustainability
	Properties enhance trade	Want	Economic Development
	That consultation occurs on major property projects	Want	Consultation

**Table 13: Stakeholder Service Levels**

The following service attributes are either frequently occurring and/or needed. As such, they are considered for potential Service Levels.

- = Compliance – Frequency: 1 and Needed
- = Quality – Frequency: 5
- = Safety – Frequency: 4 and Needed

## Service Level Targets and Performance

By considering the potential service attributes from the SCP and stakeholder key service attributes, a total of six KPIs have been selected. The following table outlines the KPIs used to monitor performance delivery.

KPI	Driver	Level of Service	Performance Measure	Target	Current	Data Confidence
Compliance & Safety	Stakeholder attributes	Ensure effective management of risks to health in accordance with relevant legislation and community needs.	Percentage of compliance, safety and maintenance defects corrected within intervention targets.	TBC	TBC	-
Environmental Sustainability	Strategic Community Plan	Buildings are managed as to minimise their use of non-renewable resources.	Percentage of buildings' electricity usage that is from renewable sources.	TBC	TBC	-
			Percentage of building waste water that is reused.	TBC	TBC	-
Quality	Stakeholder attributes	Ensure that buildings are clean, inviting, damage and graffiti free and reflect heritage values where appropriate.	Number of complaints per annum regarding the quality of buildings.	TBC	TBC	-
		Buildings are maintained in a good condition / are physically sustainable.	Percentage of building components, by replacement cost, rated as between a condition of 1 and 3.	TBC	95%	Low
Utilisation	Strategic Community Plan	Buildings are fit for purpose and well utilised.	Percentage of buildings that meet or exceed their utilisation targets.	TBC	TBC	-

Table 14: Service Level Targets and Performance

## Appendix C – Property Demand

### Background

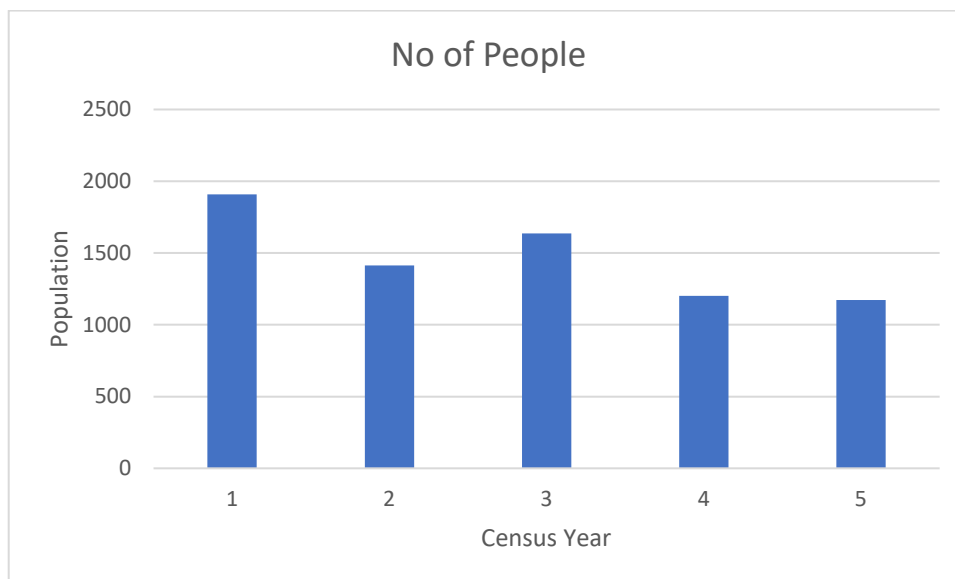
Council's fundamental role is to provide services to its community and stakeholders. These services are often underpinned by assets. Predicting future demand for services (e.g. recreation facilities) is important to ensure that the appropriate assets are provided and maintained. This section of the AMP looks broadly at both historical and future levels of property demand. Readers should be aware though that as with any demand forecasting, prediction is rarely ever 100% correct.

### Historic Property Demand

Demand for services is generally measured by how many customers use the asset(s). However, the Shire generally does not monitor individual building usage levels. To ascertain historical influences on demand, a range of different demand sources have been considered. Each is discussed as follows.

### Population & Demographic Change

When the overall population of the Shire (Figure 2) between 2001 and 2021 is considered, the number at census night has fallen from 1938 to 1173. This decrease of 764 people (-60%) would suggest that demand from property based services has potentially declined.



**Figure 3: ABS Census Population – Shire of Yilgarn 2001 - 2021**

Over the same timeframe, the median age has increased from 36 to 47. This significant change would undoubtedly have also changed the demand for specific building based services. For example, there may be proportionally more demand for passive recreation services which would be required by older people.



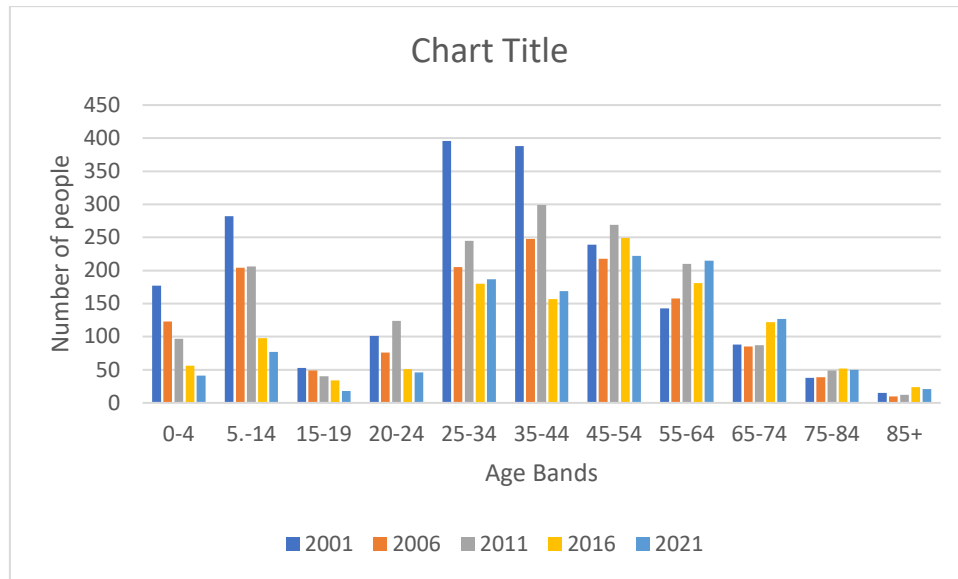


Figure 4: ABS Census Demographics – Shire of Yilgarn 2001-2021

### Recreation Participation Change

The ABS Participation in Sport and Physical Recreation Survey was last conducted in 2013-14. Within Australia, walking for exercise remained the most popular activity over time with a participation rate of 19.2%. The second and third most popular activities were fitness/gym (17.4%) and jogging/running (7.4%) respectively.

Within WA (Figure 4), participation rates peaked at around 75% in 2002 and have since steadily fallen to 63% in 2013. If this trend is also representative of the Shire's population, then it is important, as this could further offset any service demand variation from a changing population size. However, this position cannot be categorically determined without the assistance of property usage statistics. The collation of this information has been listed as an improvement action.

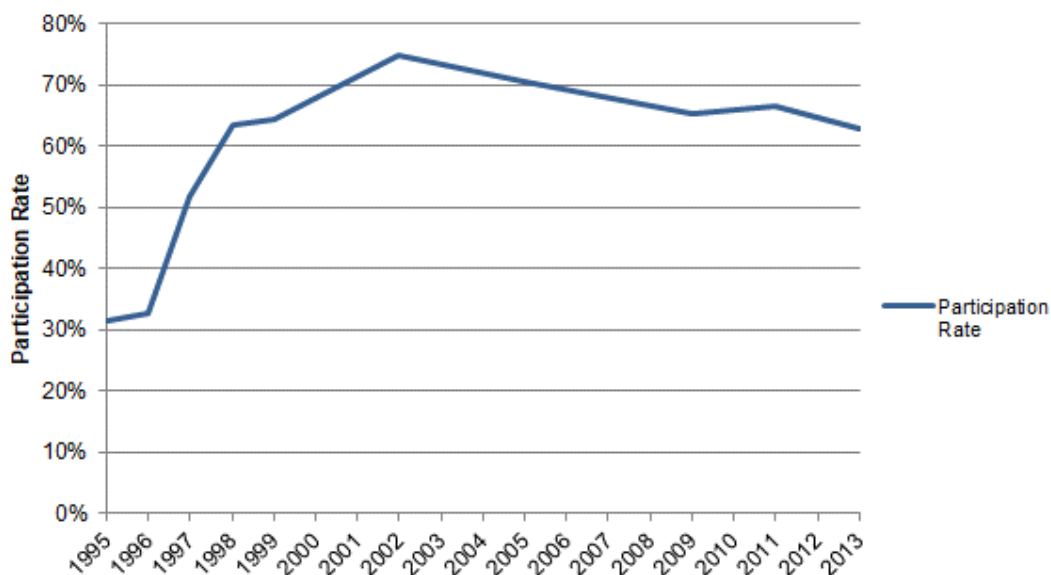
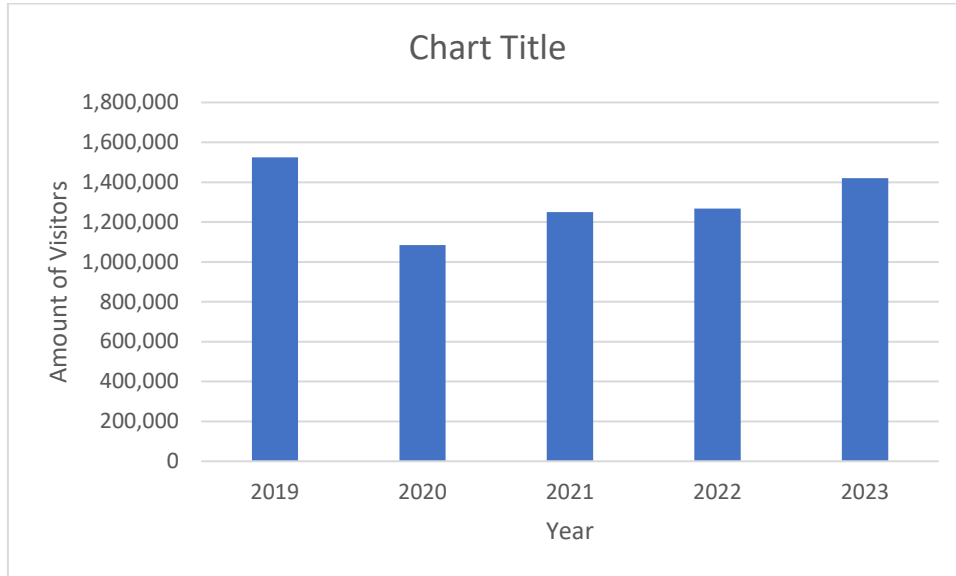


Figure 5: ABS Sport and Recreation Participation Rates

## Tourist & Visitor Numbers Change

Outside of immediate local demand, there may be potential demand from visitors to the Shire, whether day trippers or tourists. Figures from Tourism WA show that over the past five years, the estimated number of visitors to within WA in have risen from 21,301,000m in 2019 to 21,921,000m in 2023 which is an increase of 620,000 across the state. Figures show that 7% of visitors go to the 'golden outback' region, within which the Shire sits. Unfortunately, there has been a decrease of 93,000 visitors to our region from 2019 to 2023. Spending in the region has increased by \$261,000 from 2019 to 2023. This may indicate less demand of property-based services. However, the overall demand change effect is considered to be negligible.



**Figure 6: Estimated Golden Outback Visitors (Source: Tourism WA July 2023)**

## Rainfall Change

Consideration of historical annual rainfall may provide an indication of climate change and whether buildings will need to adapt to meet water supply challenges. Figure 6 shows the annual total rainfall at Southern Cross from 1889 to 2023. Considering the linear trend line at 294mm/year, it can be seen that average annual rainfall levels are neutral. As of year-end of 2023 our average rainfall is 292mm. While it is difficult to determine whether this trend has directly affected the Shire's buildings in any way, it does reinforce the importance of minimising water usage. You can also see there have been some large rainfall events that have historically caused flooding which can hinder our buildings.

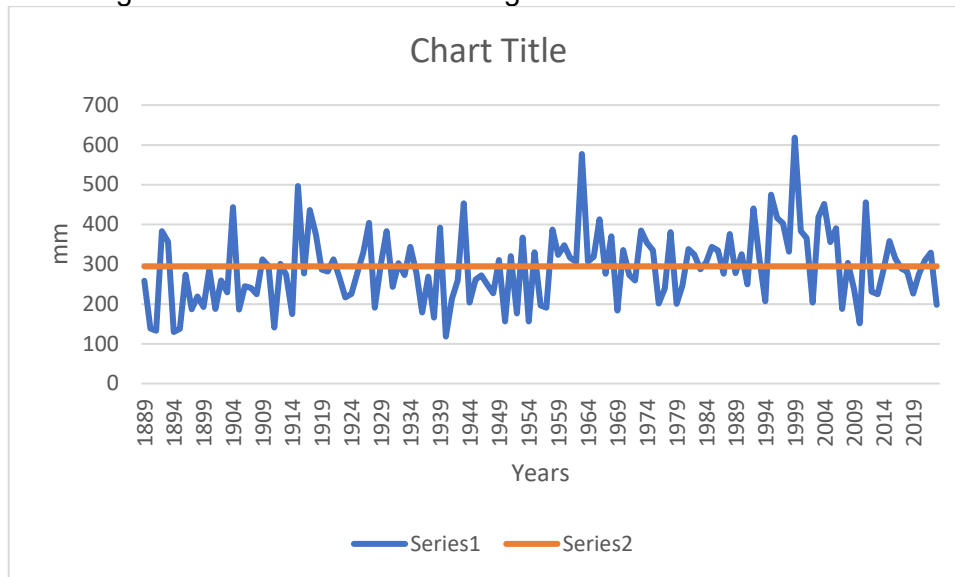


Figure 7: Southern Cross Weather Station Historical Annual Rainfall

## Temperature Change

A review of the annual mean maximum temperatures shows that between 1895 and 2023, the temperatures have stayed neutral with an overall average of 25.49 degrees.

Figure 7). The Bureau of Meteorology average mean maximum temperature is 25.5 degrees which is the red section of the below graph. Over the last 20 years the mean maximum temperature average is 25.32 degrees.

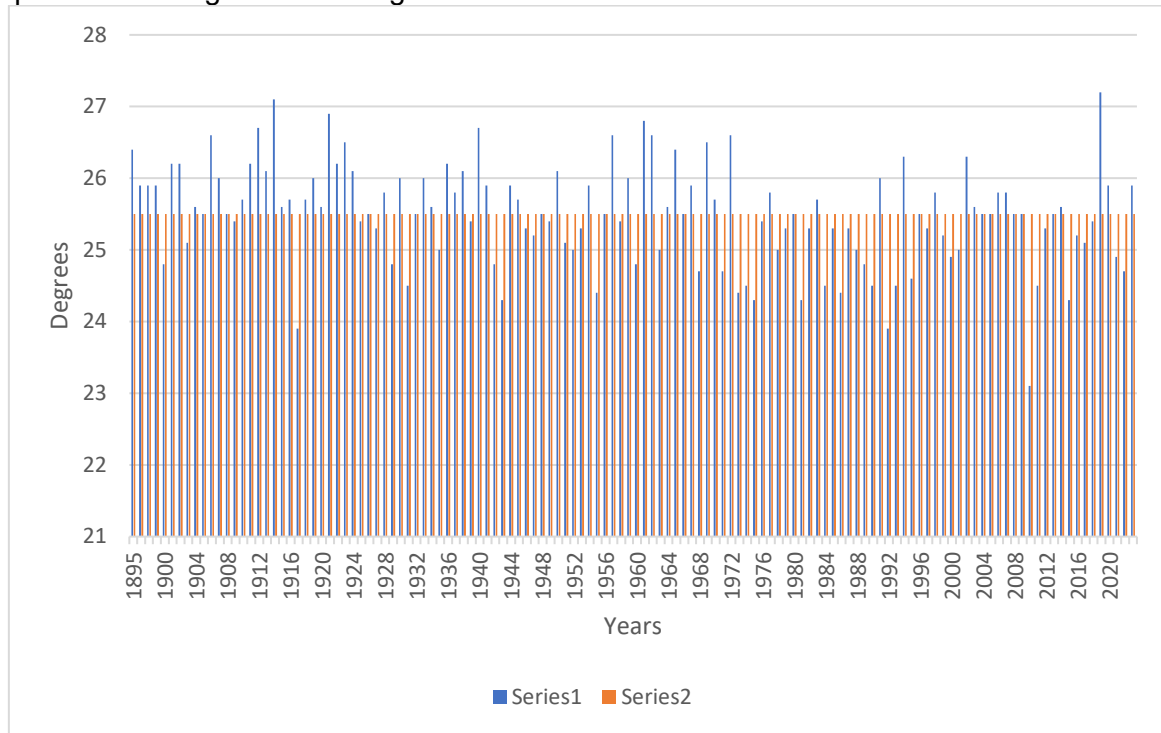


Figure 8: Southern Cross Weather Station Historical Annual Monthly Mean Maximum Temperature

## Future Demand Drivers

In order to identify future demand pressures on the Property Portfolio (both positive and negative), six driver categories have been considered. These drivers may influence actual usage levels, as well as possibly requiring future resources to meet specific service needs or goals. Each of these demand drivers are discussed below and their effect summarised. The exact effects of many of these drivers are difficult to quantify and may also require further study and research.

### Political Demand

#### Council

The largest area of demand that the Shire's Council can influence is that around changes to service levels. For example, by enforcing changes to current maintenance practices (e.g. increasing cleaning frequency) or by providing enhanced services (e.g. building additional infrastructure), Council can then also increase or decrease the associated whole of life costs. To ensure that this demand is managed, Council need to be informed on both service demand from other areas, as well as the financial sustainability of the service levels that they may wish to provide. This AMP will help to ensure demand changes imposed by Council are manageable

#### Integrated Planning & Reporting and Fair Value

The introduction of the IPRF to WA local governments, as well as the requirement of fair value accounting standards, has meant that there is demand for stronger asset and financial management practices. These requirements are most likely to remain in place over the life of this AMP. As such, the Shire will need to continue to sufficiently resource associated activities, such as asset management planning.

#### Structural Reform

In recent years, the WA local government sector has been engaged in a number of state government driven reform initiatives. This included the now ceased amalgamation programme and the introduction of the IPRF. At present, the state government is continuing with this reform, with the next major initiatives scheduled being the Auditor General taking over responsibility for local government audits from 1 July 2018, as well as the review of the Local Government Act. At present, the exact effects of these changes upon the property service is unclear.

*Change Effect: IPRF legislation and future structural reform may mean that the Shire needs to increase the resources it allocates to its corporate asset management activities. Specifically, greater internal ownership and practice improvements are required. Council will also require timely advice to ensure the sustainability of the property portfolio.*

## Economic Demand

### Energy and Water Costs and Availability

The operation and maintenance of the Shire's property assets uses basic commodities such as energy (e.g. electricity & gas) and water. Some energy costs, typically in the form of electricity, have increased sharply over the last 15-20 years due to the higher costs of supply and transmission/transportation. Equally, with falling rainfalls across the state and higher median maximum temperatures, water security and cost have also become increasingly important.

It is possible that prices for basic commodities will continue to rise above normal inflation levels over the life of this AMP. To help protect itself against future price increases, there is value in the Shire investigating and implementing resource reduction tactics (e.g. water saving devices). Furthermore, the addition of energy generating and storage technologies may also help to assist with the reduction of energy costs.

### Council Financial Sustainability

In recent years there has been a moderate level of publicity and investigation into the long term sustainability of WA local governments. A key introduced initiative has been the publication of a number of asset sustainability ratios. These are published in the Shire's Annual Report and also through the [mycouncil.wa.gov.au](http://mycouncil.wa.gov.au) website. A review of the MyCouncil ratios shows that two of the three asset focussed ones have consistently been at or above target bands. However recently one has not been calculated (asset renewal ratio), and one (asset consumption ratio) seems too high to be accurate. As such, it is not really clear as to whether the Shire's assets are or are not currently financially sustainable.

*Change Effect: Demand pressure to reduce the use of non-renewable energy resources and to increasingly reuse water and/or reduce water usage. Further internal asset management practice improvements would increase financial efficiency and long term sustainability. Further work is required to refine the accuracy of asset ratios.*

## Social Demand

### Population

Western Australia Tomorrow is a set of forecasts representing the best estimate of Western Australia's future population size based on current fertility, mortality and migration trends. These trend forecasts are used to identify potential preferred future scenarios that can be built upon; as well as less favourable possibilities for which mitigating action can be taken. The forecast contains a Shire population forecast spanning from 2011 until 2026. The forecast contains 3 bands of population, with A being the most pessimistic and E the most optimistic. The results are shown in Table 5.

Year	Band A	Band C	Band E
2011	800	1300	1900
2016	540	1100	1800
2021	440	960	1700
2026	390	830	1600
Change	-410 (48%)	-470 (63%)	-300 (84%)

Table 15: Population Forecasts by Bands

When the census results are considered, it shows that the Shire's population is falling at approximately -2.6% per annum (15 year rolling average), being broadly in line with Band C. This suggests that by 2026, the Shire's population may have contracted to 830 people. While this suggests that demand for building based services is likely to fall, it should be noted that the population actually increased between 2006 and 2011. As such, the projections above may have a low confidence level.

### Demographics

Historical census data showed that the Shire's median age rose from 36 in 2001 to 47 in 2021. With it likely that this trend will continue into the future, there will naturally be some change in service demand. For example, buildings that support services such as active recreation, day care and so on, may become less utilised. Conversely, buildings that support activities preferred by older generations may have increasing service demand. Looking forward, it will be important for the Shire to identify the correct services required by its community, so that buildings can be configured to meet service need. An improvement action to develop a community facilities services plan has been listed.

### Social Disadvantage

A review of the ABS 2011 SEIFA index of advantage and disadvantage showed that the Shire has an index number of 969. This places the Shire at the 53 percentile within Australia and 38 percentile within WA. This means that the Shire's population are generally below average in the state index, suggesting that as a community, there are unlikely to be access barriers to property based services (e.g. cost).

### Participation Rates

Figures from the ABS' Sport and Recreation Participation surveys show that since 2002, participation has fallen by around 11.9% by 2013. If this decline of around 1.08% per annum were to continue, then participation rates may fall to around 49% by 2036, as shown in Figure 8. The ABS figures also suggest that demand for different activities has changed. Therefore there is a need to regularly review the activities which are the most popular within the Shire and align services to demand.

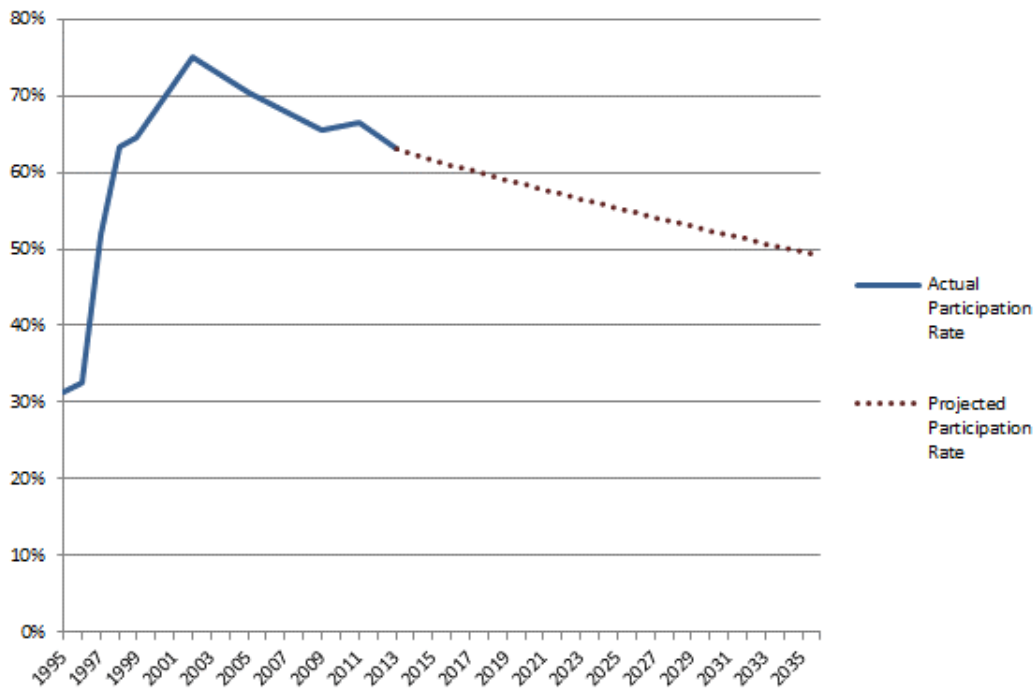


Figure 9: WA Actual (ABS) and Projected Recreation Participation Rates

When the potential rate of decline is considered against the Shire's projected future population (Figure 9), it shows that the actual numbers of sport and recreation participants is actually likely to shrink. The figures predict that decline is likely to be around -1.7% per annum.

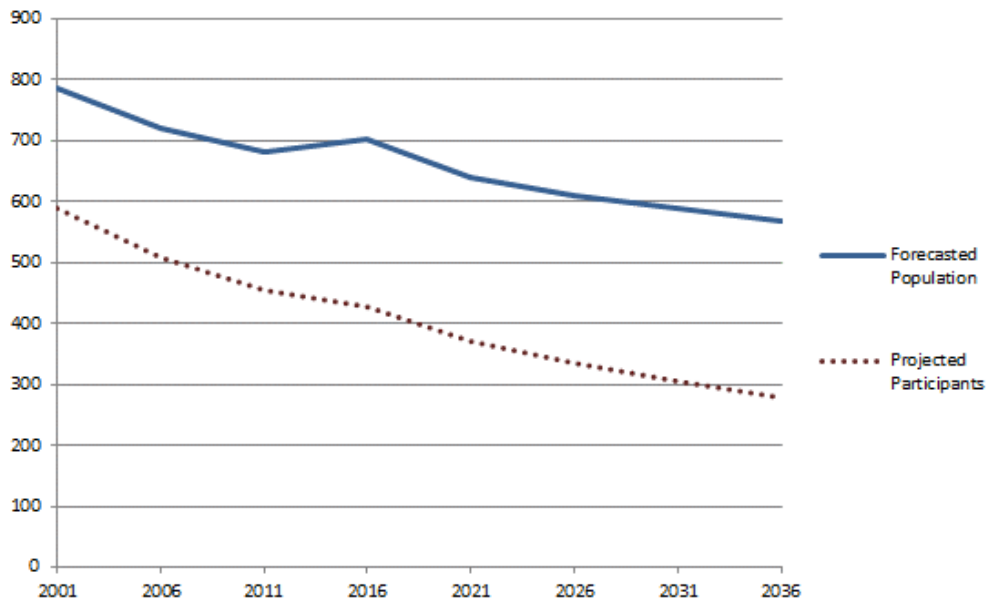


Figure 10: Projected Shire Population (Source: WA Tomorrow) and Actual Recreation Participation

*Change Effect: Likely service demand decline due to a forecasted fall in population numbers, as well as falling participation rates. Demographic change is likely to result in ongoing changes for required services, as the population gets older. Social disadvantage drivers seem to not be a cause of demand change.*



## Community Survey

In July 2024 the Shire of Yilgarn conducted a community survey in regards to use of buildings. As per figure 10 below you can see that the Sport Complex and Medical Centre are the top 2 most utilised buildings. There were 3 buildings identified that they have no use at all.

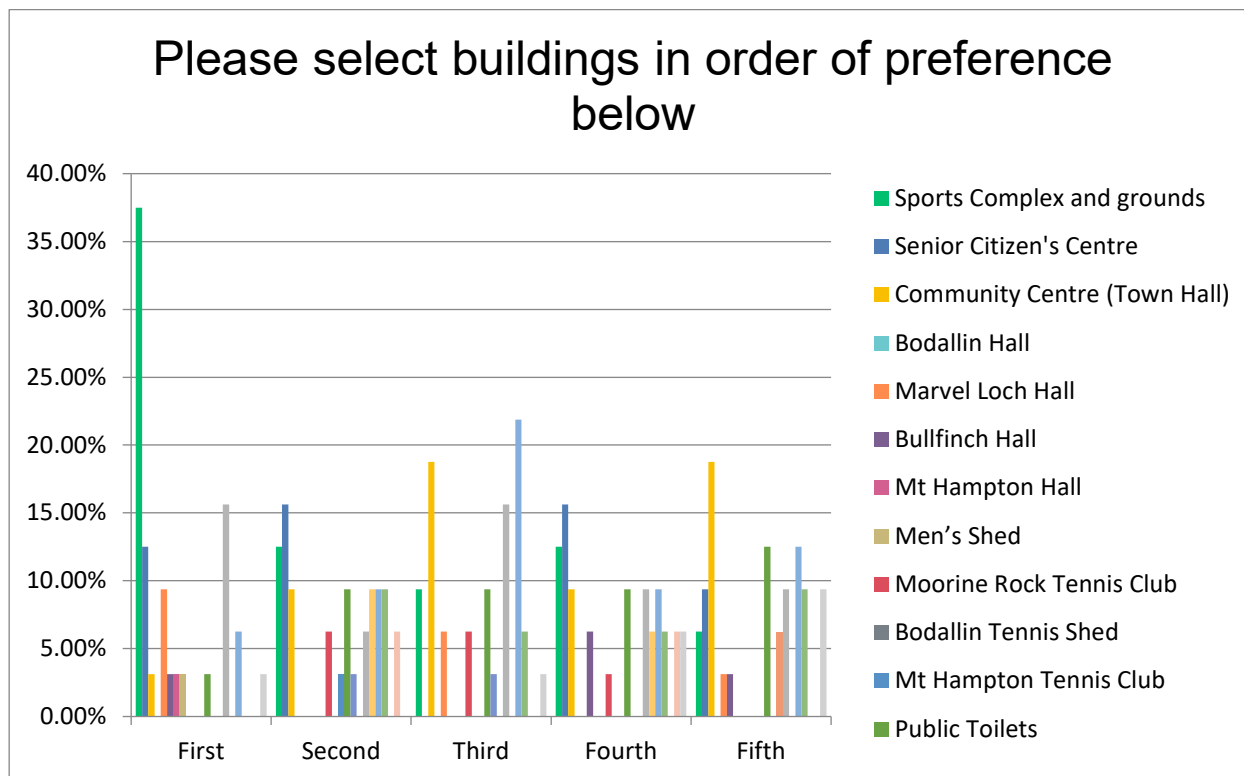


Figure 10: Shire of Yilgarn Community Survey – Top 5 Shire Buildings in terms of use

## Technological Demand

### Condition Monitoring and Asset Management Systems

Changes and improvements to the way WA local governments are managing their infrastructure means that there is a growing need to develop and manage data in the form of inventories, condition ratings, financial performance etc. To meet these needs many WA local governments operate management software for their building portfolios. For example, software systems are able to help manage cyclical maintenance activities. The Shire currently has a property inspection report system where property condition reports are generated and stored on the Shire's network. This is a good advantage as we can keep up with property condition and better formulate Forward Capital Works programs and obtain historical data on the buildings.

### Remote Technologies

In recent years, there has been a steady growth in the availability of remote sensing and operations technologies. While its appropriateness to the Shire's property portfolio is not entirely clear, it is likely that over the life of this AMP, that there will be an increasing opportunity for its implementation. For example, technologies may be able to be introduced that will enhance and/or enable remote sensing and monitoring, energy generation and recovery, mechanical efficiencies and so on. A key aspect of this change is ensuring that the Shire identifies, evaluates, and where appropriate, applies these technologies

*Change Effect: Opportunity exists to manage and maintain the property portfolio more efficiently and sustainably through specific software tools. Demand and cost for some consumables can be lowered with new technologies.*

## **Legal Demand**

### Litigation

In providing and maintaining property assets that are fit for purpose and safe, the Shire undertakes a range of different maintenance activities. However, there is currently scope to improve a number of these activities, which may in turn not only improve the financial efficiency of individual properties, but also lower stakeholders' risk exposure. An improvement action to complete the establishment of broad maintenance service levels has been listed.

*Change Effect: Increase demand for improved inspection and preventative maintenance practices.*

## Environmental Demand

### Environmental Sustainability

In recent years, the community's awareness of environmental issues, including climate change, has resulted in some change to habits and broader government legislation. It is likely that over the term of this AMP that infrastructure managers will have to ensure that assets are maintained at increasingly environmentally sustainable levels. This will include:

- = Questioning whether assets are required
- = Ensuring that maximum life is obtained from assets
- = That construction and maintenance techniques reduce and avoid the use of virgin materials wherever possible

While opportunities to reduce the Shire's energy and material consumption have already been discussed, and remain valid, there is also a driver to identify and consider other activities that can increase properties' environmental sustainability. Establishing a process to identify and consider possible initiatives has been listed as an improvement action.

## Climate Change

Historical data shows that regardless of cause, Southern Cross is currently neutral for the mean maximum temperatures. In saying that there are several documents containing that climate change is here and temperatures are increasing. Looking forward, properties are likely to increasingly meet the challenges such as:

- = maintaining climatically controlled environments, during hotter weather and with higher energy costs
- = reducing water consumption
- = resisting shorter asset lives due to climate change
- = handling storm type rainfall events

In order to deliver the required service levels into the future, specific strategies and technologies will have to be applied to buildings in order to meet climate change effects.

*Change Effect: Increased demand for clearer decision making around asset need. Increased demand for more environmentally sustainable assets and maintenance techniques. Increased application of energy and water saving tactics. Strong planning is required to ensure that asset lives are not shortened by climate change.*

## Appendix D – Risk Management Analysis

This appendix details the desktop risk analysis undertaken on the management of the property portfolio. The risk analysis has considered ISO 31000 (Risk Management).

### Risk Context

The risk analysis applies only to the management activities undertaken on the property portfolio. It does not seek to identify physical risks. The following statement defines what an 'acceptable' level of risk is with regards to property infrastructure.

*Through risk management, the Shire of Dowerin aims to:*

- = Protect the quality of the property portfolio
- = Protect users of property assets
- = Protect the Shire's assets and public image
- = Reduce the Shire's exposure to risk
- = Promote effective financial and asset management practices

*This will be achieved through:*

- = Identifying, decreasing the likelihood, and mitigating the consequences of, risk within the constraints of sensible commercial objectives and practices
- = Applying risk based practices to the management of property assets and associated decision making
- = Maintaining safe and reliable plant, equipment and infrastructure
- = Preparing appropriate contingencies
- = Reviewing the risk profile of the property portfolio at appropriate intervals and when circumstances dictate
- = Maintaining an up to date Property AMP

## Risk Criteria

The following criteria have been applied as part of the risk analysis.

### 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)

### Likelihood Scale

Level	Likelihood Scale		
	Descriptor	Indicative Frequency	Probability
5	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
4	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
3	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
2	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
1	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

## Consequence Scale

Severity Level	Consequence Types						
	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
5	Fatality, permanent disability	More than \$500,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact
4	Lost time injury (>5 days)	\$50,001 - \$500,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
3	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
2	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, localised impact on community trust or low media item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
1	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, localised low impact on community trust, low profile or no media item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

Risk Analysis

Description of Risk	Risk Causes	Risk Controls	Risk Acceptance Ranking
Failure or reduction in service of Buildings.	Lack of/Inadequate maintenance programs.  Lack of resources: employees and funding.  Inadequate design	Implement a proactive and scheduled maintenance program.  Ensure budget allocations and employee resources are in place.  Ensure Asset design standards are created by appropriately qualified employees.  Lifecycle asset management planning of assets	Moderate: To be monitored by Manager Facilities.
Failure to manage Day to day operations of Buildings.	Lack of/or inadequate Maintenance programs. Lack of procedures in place.  Lack of resources: employees and funding	Ensure adequate Maintenance regime is in place. Ensure procedures are in place to manage all Buildings.  Ensure all appropriately trained resources are in place.	Moderate: To be monitored by Manager Facilities.

Table 16: Asset Management Plan Risk Analysis

## Appendix E – Portfolio Physical Parameters

### Data Confidence

To be able to effectively manage its assets, the Shire collects and maintains a range of data on its property portfolio. Understanding where gaps in this data exist is important to determine the confidence that we can put in the outcomes (e.g. valuations) that result. Table 8 details the reliability and confidence levels of the current asset data the Shire holds. In assessing the data, the Shire has applied the IIMM confidence framework as detailed in Table 7.

Confidence Grade	Description	Accuracy
1 - Excellent	Accurate	100%
2 - Good	Minor inaccuracies	± 5%
3 - Average	50% estimated	± 20%
4 - Poor	Significant data estimated	± 30%
5 – Very Poor	All data estimated	± 40%

Table 17: Data Confidence Measures

Asset Class	Inventory	Condition	Valuation
Buildings	2	3	2
Freehold Land Parcels	1	N/A	1

Table 18: Property Portfolio Data Confidence Levels



## Inventory & Valuation

The following section outlines the Shire's property assets as of 30 June 2024. The depreciation expense has been calculated by the Shire post valuation.

### Buildings

Asset ID	Location	Description	Hierarchy	Function	Function Rating	Hierarchy & Functional Rating	Planned Inspection Count (per annum)
B0051	23 Antares St, Southern Cross	Administration Building	5	Admin	5	10	2
B0239	24 Arcturus St, Southern Cross	Depot Administration	5	Depot Admin	5	10	2
B0059	Cnr Achernar & Canopus St, Southern Cross	Medical Centre	5	Medical Care	5	10	2
B0150	35 Spica St, Southern Cross	Sport Complex	5	Community	5	10	2
B0053	24 Arcturus St, Southern Cross	Depot Workshop	5	Workshop	4	9	1
B0057	24 Arcturus St, Southern Cross	Gardeners Shed	5	Gardening	4	9	1
B0053	24 Arcturus St, Southern Cross	Builders Shed	5	Building	4	9	1
B0160	43 Spica St, Southern Cross	Daycare	5	Childcare	4	9	1
B0056	34 Altair St, Southern Cross	Emergency Services	4	Fire Station	4	8	1
B0251	Cnr Antares & Canopus St, Southern Cross	SX Aquatic Centre	4	Community	4	8	1
B0134	29 Antares St, Southern Cross	Rotary Park Toilet	4	Community	3	7	1
B0202	Spica St, Southern Cross	Cattle Pens	4	Community	3	7	1
B0152	Spica St, Southern Cross	Outdoor Gym	4	Community	3	7	1
B0203	Spica St, Southern Cross	Sheep Pavilion	4	Community	3	7	1
B0164	61 Ranklin Rd, Moorine Rock	Moorine Tennis	4	Community	3	7	1

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B0061	Achernar St, Southern Cross	Senior Citizen Centre	4	Community Activities	3	7	1
B0112	10 Coolgardie Rd, Southern Cross	Sandalwood Lodge	4	Accom	3	7	1
B0232 & B0223	10 Coolgardie Rd, Southern Cross	Kurrajong Units	4	Accom	3	7	1
B0111	10 Coolgardie Rd, Southern Cross	Ablutions	4	Ablution	3	7	1
B0172	Cnr Spica & Canopus St, Southern Cross	Bowls Tennis	4	Community	3	7	1
B0161	Turkey Hill Rd, Southern Cross	Golf Club	4	Community	3	7	1
B0131	16 Antares St, Southern Cross	CBD Toilet	4	Community	3	7	1
B0216	King St, Marvel Loch	Marvel Loch Toilet	4	Community	3	7	1
B0133	McInnes St Moorine Rock	Moorine Rock Toilet	4	Community	3	7	1
B0135	GEH, Bodallin	Bodallin Toilet	4	Community	3	7	1
B0247	Antares St, Southern Cross	Constellation Park Toilet	4	Community	3	7	1
B0243	Landfill Access Rd, Southern Cross	Tip Shed	4	Community	3	7	1

# Shire of Yilgarn Property Asset Management Plan

Asset ID					Function Rating	Hierarchy & Functional	Planned Inspection Count
	Location	Description	Hierarchy	Function		Rating	(per annum)
B0066	GEH, Southern Cross	Airport Terminal	4	Community	3	7	1
B0174	GEH, Southern Cross	Airport Ambulance Shed	4	Community	3	7	1
B0102	25 Antares St, Southern Cross	Community Centre	3	Community	3	6	1
B0196	Spica St, Southern Cross	Ticket Box	3	Community	3	6	1
B0181	26 Antares St, Southern Cross	Toilet Block	3	Historic	3	6	1
B0136	Beaton Rd, Southern Cross	Toilet Block	3	Community	3	6	1
B0194	26 Antares St, Southern Cross	Carla Della Bosca Pavilion	3	Historic	3	6	1
B0182	10 Coolgardie Rd, Southern Cross	Disabled Ablution	3	Toilet	3	6	1
B0013	10 Coolgardie Rd, Southern Cross	Caravan Park House/Office	3	Administration	3	6	1
B0245	14 Argent St, Marvel Loch	Emergency Services	3	Fire Control	3	6	1
B0103	74 Williams St, Marvel Loch	Marvel Loch Hall	3	Community	3	6	1
B0193	26 Antares St, Southern Cross	Blyth Pavilion	3	Historic	3	6	1
B0192	26 Antares St, Southern Cross	Railway Hut	3	Historic	3	6	1

**Shire of Yilgarn Property Asset Management Plan**

B0237	GEH, Bodallin	Emergency Services	3	Fire Control	3	6	1
B0060	26 Antares St, Southern Cross	Yilgarn History Museum	3	Historic	3	6	1
B0170	Doolette St, Bullfinch	Emergency Services	3	Fire Control	3	6	1
B0104	Dulyalbin Rd, Mt Hampton	Mt Hampton Hall	3	Community	3	6	1
B0252	10 Coolgardie Rd, Southern Cross	Caravan Park Staff Laundry	3	Laundry	3	6	1
	10 Coolgardie Rd, Southern Cross	Caravan Park Camp Kitchen	3	Kitchen	3	6	1
B0247	Antares St, Southern Cross	Constellation Park Toilet	3	Community	3	6	1
B0245	GEH, Moorine Rock	Emergency Services	3	Fire Control	3	6	1
B0246	Dulyalbin Rd, Mt Hampton	Emergency Services	3	Fire Control	3	6	1
B0014	59-69 Antares St, Southern Cross	Homes For Aged Unit 1&2	3	Community	3	6	1
B0220	59-69 Antares St, Southern Cross	Homes For Aged Unit 3&4	3	Community	3	6	1
B0221	59-69 Antares St, Southern Cross	Homes for Aged Unit 5&6	3	Community	3	6	1

# Shire of Yilgarn Property Asset Management Plan

Asset ID					Function Rating	Hierarchy & Functional	Planned Inspection Count
	Location	Description	Hierarchy	Function		Rating	(per annum)
B0180	Turkey Hill Rd, Southern Cross	SX Golf Club Buggy Shed	3	Community	2	5	1
B0238	11 Antares St, Southern Cross	House	3	Community	2	5	1
B0171	Achernar St, Southern Cross	Men's Shed Workshop	2	Community	3	5	1
B0055	Achernar St, Southern Cross	Men's Shed Storage Shed	2	Community	3	5	1
B0171	Achernar St, Southern Cross	Men's Shed Toilet Block	2	Community	3	5	1
B0105	14 Spica St, Southern Cross	Masonic Lodge	2	Community	3	5	1
B0175	14 Spica St, Southern Cross	Masonic Lodge Toilet	2	Community	3	5	1
B0163	Argent St, Marvel Loch	Marvel Loch Squash	3	Community	1	4	1
B0052	24 Arcturus St, Southern Cross	Depot Storage	3	Operational	1	4	1
B0195	Spica St, Southern Cross	Broadcast Box	2	Community	2	4	1
B0200	Argent St, Marvel Loch	Marvel Loch Ambulance Shed	3	Community	1	4	1
B0100	Ivey Rd, Bodallin	Bodallin Hall	3	Community	1	4	1
B0213	Yeribillon Rd, Bodallin	Bodallin Tennis	3	Community	1	4	1

**Shire of Yilgarn Property Asset Management Plan**

B0155	Spica St, Southern Cross	Poultry Pavilion	3	Community	1	4	1
B0054	24 Arcturus St, Southern Cross	Rear Shed	2	Operational	2	4	1
B0178	24 Arcturus St, Southern Cross	Vehicle Shed	2	Operational	2	4	1
B0180	Turkey Hill Rd, Southern Cross	Greenkeepers Shed	2	Community	2	4	1
B0205	24 Arcturus St, Southern Cross	Dog Pound	2	Operational	2	4	1
B0244	26 Antares St, Southern Cross	Office Storage	2	Operational	2	4	1
B0249	Landfill Access Rd, Southern Cross	Tip Shop Shed	2	Operational	2	4	1
B0250	24 Arcturus St, Southern Cross	Depot Sign Shed	2	Operational	2	4	1
B0190	Dulyalbin Rd, Mt Hampton	Mt Hampton Tennis	2	Community	1	3	1
B0186	GEH, Bodallin	Pioneer Gazebo	1	Community	1	2	1
B0174	GEH, Southern Cross	Airport Hangers	1	Community	1	2	1
B0176	14 Spica St, Southern Cross	Observatory Shed	1	Community	1	2	1

**Table 19: Building Inventory and Values**

## Land

Asset No	Address	Suburb	Land Area sq.m.	Fair Value
L0014	1 Altair St	Southern Cross	644	\$20,000
L0010	124 Antares St	Southern Cross	1069	\$32,000
L0040	127 Antares St	Southern Cross	21998	\$155,000
L0046	22 Harris St	Bullfinch	1011	\$7,000
L0028	23 Draconis St	Southern Cross	24526	\$35,000
L0004	26 Doolette St	Bullfinch	1012	\$7,000
L0016	3 Orion St	Southern Cross	368	\$7,000
L0035	43 Jones St	Bullfinch	14858	\$35,000
L0008	45 Dorothy St	Bullfinch	1011	\$7,000
L0006	50 Dorothy St	Bullfinch	1012	\$7,000
L0005	52 Dorothy St	Bullfinch	1012	\$7,000
L0053	60 Antares St	Southern Cross	2024	\$40,000
L0044	18 Lenneberg St	Marvel Loch	1012	\$7,000
L0052	10 Leo St	Southern Cross	740	\$18,000
L0057	8 Antares St	Southern Cross	1011	\$32,000
L0051	9 Libra Place	Southern Cross	702	\$17,000
L0052	11 Libra Place	Southern Cross	700	\$17,000
L0031	21 Williamson St	Marvel Loch	1012	\$7,000
L0049	23 Williamson St	Marvel Loch	1012	\$7,000
L0042	Sirius St	Southern Cross	32510	\$30,000
L0011	Sirius St	Southern Cross	48113	\$45,000

Table 20: Land Inventory and Values

## Condition

As at December 2024, the Shire only holds a small amount of condition data, provided as part of a building valuation project. However, the confidence level of this data is also low. An improvement action to implement a programme of inspections across the portfolio has been listed. Knowing land parcels' condition is not required.

Building	Components									
	Structure	Roof	Elevations	Internal Areas	External Areas	Mechanical Services	Electrical Services	Fire Services	Hydraulic Services	Vertical Transportation
71 Antares St – Dwelling	3	3	-	3	-	3	-	-	-	-
120 Antares St - Dwelling	3	3	-	3	-	3	-	-	-	-
6 Libra Pl - Dwelling	3	3	-	3	-	3	-	-	-	-
Community Centre – Town hall	3	3	-	3	-	2	-	-	-	-
Yilgarn History Museum	3	3	-	3	-	3	-	-	-	-
Museum – Old Railway Hutt	4	4	-	-	-	-	-	-	-	-
Museum – Blyth Pavilion	3	3	-	-	-	-	-	-	-	-
Museum – Carla Della Bosca Pavilion	3	3	-	-	-	-	-	-	-	-
Museum - Toilets	1	1	-	1	-	1	-	-	-	-
Depot – Old Shire Office	3	3	-	3	-	3	-	-	-	-
Depot - Workshop	3	3	-	3	-	3	-	-	-	-
Depot – Rear Shed	3	3	-	-	-	-	-	-	-	-
Depot – Builders Shed	2	2	-	-	-	-	-	-	-	-
Depot – Gardeners Shed	2	2	-	-	-	-	-	-	-	-
Men’s Shed - Workshop	3	3	-	-	-	3	-	-	-	-
Men’s Shed - Storage off WS	4	4	-	-	-	-	-	-	-	-
Men’s Shed – Storage shed rear	3	3	-	-	-	-	-	-	-	-
Men’s Shed - Toilet	4	4	-	4	-	4	-	-	-	-
Complex – Cattle Pens	3	3	-	-	-	-	-	-	-	-
Complex – Outdoor Gym	3	3	-	-	-	-	-	-	-	-
Complex – Sheep Pens	4	4	-	-	-	-	-	-	-	-
Complex – Poultry Pavilion	3	3	-	-	-	-	-	-	-	-



**Shire of Yilgarn Property Asset Management Plan**

Complex – Ticket Box	3	3	-	3	-	-	-	-	-	-
Rotary Park - Toilet	3	3	-	3	-	3	-	-	-	-
Senior Citizen Centre	2	2	-	2	-	2	-	-	-	-
SX Cemetery - Toilet	3	3	-	3	-	-	-	-	-	-
Medical Centre	3	3	-	3	-	3	-	-	-	-
Old Masonic Lodge	3	3	-	3	-	3	-	-	-	-
Masonic Lodge - Toilet	3	3	-	3	-	-	-	-	-	-
Masonic Lodge – Observatory Shed	3	3	-	-	-	-	-	-	-	-
HFA 1&2 - Dwelling	3	3	-	3	-	3	-	-	-	-
HFA 3&4 – Dwelling	3	3	-	3	-	3	-	-	-	-
HFA 5&6 – Dwelling	3	3	-	3	-	3	-	-	-	-
HFA 7&8 - Dwelling	3	3	-	3	-	3	-	-	-	-
HFA 9&10 - Dwelling	3	3	-	3	-	3	-	-	-	-
HFA 11&12 - Dwelling	3	3	-	3	-	3	-	-	-	-
Shire Offices	3	3	-	3	-	3	-	-	-	-
Airport - Terminal	2	2	-	2	-	2	-	-	-	-
Airport - Hangers	2	2	-	-	-	-	-	-	-	-
Airport – Ambulance Shed	2	2	-	2	-	-	-	-	-	-
CBD Toilets	2	2	-	2	-	2	-	-	-	-
Daycare Centre	3	3	-	3	-	3	-	-	-	-
103 Altair St - Dwelling	3	3	-	3	-	3	-	-	-	-
35 Taurus - Dwelling	3	3	-	3	-	3	-	-	-	-
37 Taurus - Dwelling	3	3	-	3	-	3	-	-	-	-
Caravan Park – Kurrajong Units x 2	3	3	-	3	-	3	-	-	-	-
Caravan Park - Dwelling	3	3	-	3	-	3	-	-	-	-
Caravan Park - Ablution	2	2	-	2	-	2	-	-	-	-
Sport Complex	3	3	-	3	-	3	-	-	-	-
Complex – Broadcast Box	3	3	-	-	-	-	-	-	-	-
Netball - Ablutions	4	4	-	4	-	4	-	-	-	-
Netball - Pavilion	4	4	-	4	-	4	-	-	-	-
Bowls/Tennis Club	2	2	-	2	-	2	-	-	-	-
91A Antares - Dwelling	3	3	-	3	-	3	-	-	-	-
91B Antares - Dwelling	3	3	-	3	-	3	-	-	-	-
91cAntares - Dwelling	3	3	-	3	-	3	-	-	-	-
3 Libra - Dwelling	3	3	-	3	-	3	-	-	-	-

**Shire of Yilgarn Property Asset Management Plan**

Marvel Loch Squash Court	3	3	-	3	-	-	-	-	-	-
Marvel Loch Fire Shed	3	3	-	-	-	-	-	-	-	-
Marvel Loch Ambulance Shed	3	3	-	-	-	-	-	-	-	-
Marvel Loch Hall	4	4	-	4	-	4	-	-	-	-
Marvel Loch Toilet	3	3	-	3	-	3	-	-	-	-
Moorine Rock - Tennis	3	3	-	3	-	3	-	-	-	-
Moorine Rock - Toilet	3	3	-	3	-	-	-	-	-	-
Bodallin Tennis Shed	3	3	-	3	-	-	-	-	-	-
Bodallin Fire Shed	2	2	-	-	-	-	-	-	-	-
Bodallin Toilet	3	3	-	3	-	-	-	-	-	-
11 Andromeda - Dwelling	3	3	-	3	-	3	-	-	-	-
SX Golf Club	3	3	-	3	-	3	-	-	-	-
Bullfinch Hall - Toilet	3	3	-	3	-	3	-	-	-	-
Bullfinch – Caravan Park Ablution	3	3	-	3	-	3	-	-	-	-
Bullfinch – Fire Shed	2	2	-	-	-	-	-	-	-	-
SX Golf – Greenkeepers Shed	4	4	-	-	-	-	-	-	-	-
2 Libra - Dwelling	3	3	-	3	-	3	-	-	-	-
Mt Hampton Hall	3	3	-	3	-	3	-	-	-	-
SX Fire Shed	3	3	-	3	-	3	-	-	-	-
SX Fire – Storage Shed	3	3	-	3	-	3	-	-	-	-
Depot - Admin	2	2	-	2	-	2	-	-	-	-
Depot – Dog Pound	2	2	-	2	-	2	-	-	-	-
Museum – Store room	2	2	-	2	-	-	-	-	-	-
Landfill – Tip Shed	2	2	-	2	-	-	-	-	-	-
Bodallin – Pioneer Park	3	3	-	-	-	-	-	-	-	-
Unit 1/50 Antares - Dwelling	2	2	-	2	-	2	-	-	-	-
Unit2/50 Antares - Dwelling	2	2	-	2	-	2	-	-	-	-
Unit 3/50 Antares - Dwelling	2	2	-	2	-	2	-	-	-	-
Unit 4/50 Antares - Dwelling	2	2	-	2	-	2	-	-	-	-
13 Libra West - Dwelling	2	2	-	2	-	2	-	-	-	-
13 Libra East - Dwelling	2	2	-	2	-	2	-	-	-	-
SX Golf – Buggy Shed	2	2	-	-	-	-	-	-	-	-
Medical Centre – Generator Housing	1	1	-	-	-	-	-	-	-	-

**Shire of Yilgarn Property Asset Management Plan**

Caravan Park – Staff Laundry	1	1	-	1	-	1	-	-	-	-
Caravan Park – Camp Kitchen	2	2	-	-	-	-	-	-	-	-
Constellation Park - Toilet	1	1	-	-	-	-	-	-	-	-
Landfill – Tip shop Shed	1	1	-	-	-	-	-	-	-	-
Mt Hampton - Tennis	1	1	-	-	-	-	-	-	-	-
SX Aquatic - Kiosk	1	1	-	1	-	1	-	-	-	-
SX Aquatic – Change Rooms	1	1	-	1	-	1	-	-	-	-
SX Aquatic – Pump room	1	1	-	1	-	1	-	-	-	-
Bodallin - Town Hall	3	3	-	3	-	3	-	-	-	-
Moorine Rock - Fire Shed	1	1	-	-	-	-	-	-	-	-
Mt Hampton – Fire Shed	1	1	-	-	-	-	-	-	-	-
11 Antares House & Shop	3	3	-	1	-	3	-	-	-	-
Depot – Sign Shed	3	3	-	-	-	-	-	-	-	-
<b>Average</b>	<b>2.6</b>	<b>2.6</b>	<b>-</b>	<b>2.6</b>	<b>-</b>	<b>2.6</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Table 21: Building Components' Condition**

## Appendix F – Lifecycle Management Strategies

### Background

Lifecycle management encompasses all strategies and practices that the Shire employs to manage property assets at the lowest lifecycle cost. This section details all the strategies and practices that are currently employed.

### Principles & Definitions

In considering the Shire's asset lifecycle management, the following key principles and definitions must be considered.

### Work Category Definitions

The Shire considers the activities it undertakes across six categories as follows

Activity	Definition
Operation	Continuously required expenditure which enables assets to provide benefits to the community such as utility charges, inspections, cleaning etc.
Maintenance	Regular works to maintain the assets' capability, such as minor repairs, servicing, mowing, painting, crack sealing etc.
Renewal	Works to replace existing assets which are worn, poorly functioning or dated with assets of equivalent capacity or performance. For example, the renewal of an internal wall in a building, renewal of an engine in a grader, resurfacing a road (re-sheeting or resealing) or replacing girders on a bridge.
Upgrade	The significant upgrade of an asset to produce a higher service level, such as the widening of a road, extension of a building, installation of reticulation to a dry park etc.
New Work	The creation of a new asset, in a location where that asset type has not existed before.
Disposal	The process of removing and disposing of an asset upon the end of its useful life. For the purpose of this AMP this is only when an asset is not replaced.

Table 22: Activity Categories

### Lifecycle Cost Basis

All assets have a lifecycle. This is defined as the time interval that commences with the identification of the need for an asset and ends with the decommissioning of the asset (i.e. disposal but with no replacement). It covers five stages, being conception & design, acquisition/construction, operation & maintenance, renewal and disposal.

## Operation & Maintenance Strategy

### Background

Often referred to as 'OPEX', operational and maintenance expenditure and works is required to ensure the longevity of assets' lives and the reliability of their services. The Shire's approach to meeting OPEX needs is a combination of reactive and short term planned strategies. As described in the figure below, the Shire's strategy to OPEX is:

- = Operational costs typically vary with usage. The Shire broadly works on an annual budget planning cycle (12 months), and seeks funding in-line with previous years' budgets, with an allowance for at least CPI.
- = Reactive maintenance typically arises from either community requests and/or internal works orders. Works are then scheduled, actioned and completed. Budgeting is based on previous years' allocations, with an increase of at least CPI.
- = Planned maintenance programmes exist, on an annual budget planning cycle (for the future twelve-month period). Maintenance works are typically identified from either internal staff inspection or by legislative requirements. Budgets are developed based on the programmes and previous years' expenditure, with an increase of at least CPI. However, the planned maintenance programmes are generally not documented. An improvement action has been listed, to document planned maintenance schedules, with associated budgets, for property assets.

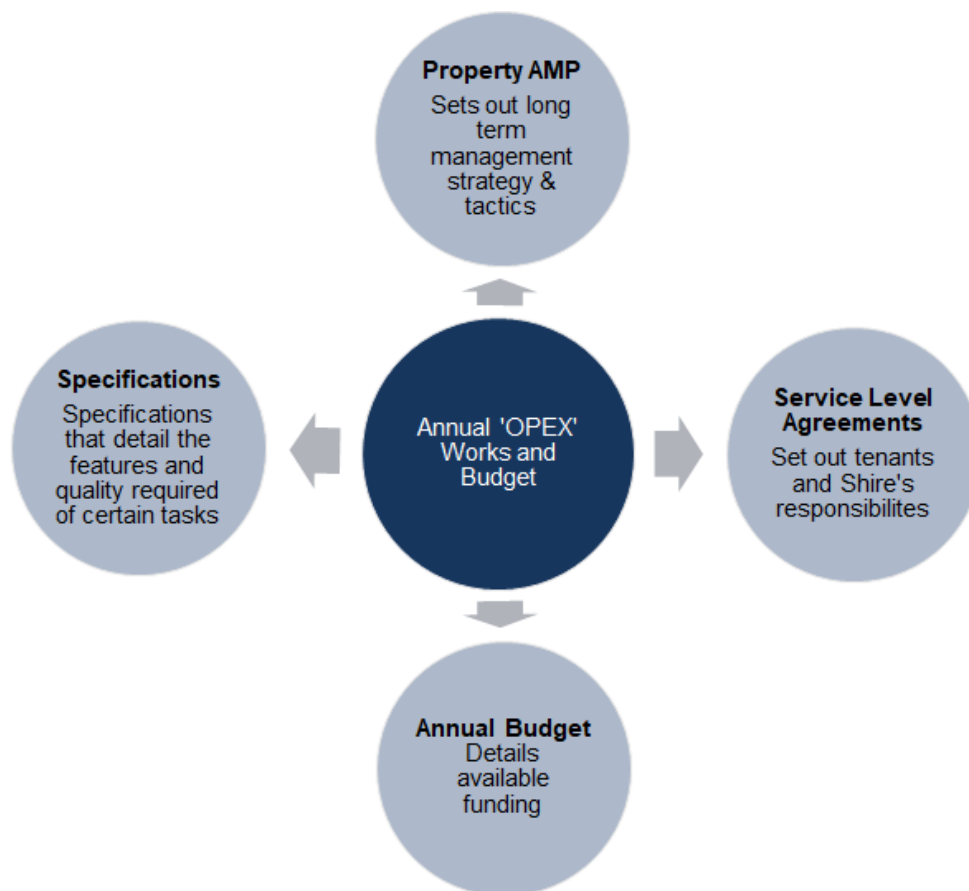


Figure 11: Property Asset Maintenance Framework

## Inspection Manuals

A key aspect of the Shire's asset operation and maintenance strategy is the proactive identification of asset defects and recording of physical condition, through periodic inspections. These inspections are seen as crucial to help reduce the levels of reactive maintenance and stakeholders' exposure to risk. At present, the following manuals are employed by the Shire.

Asset	Manual
Buildings	Buildings level of Service

**Table 23: Asset Inspection Manuals**

## Staff Resources

The overall management of the Shire's property portfolio falls within the responsibility of the Chief Executive Officer. The Finance Manager is responsible for overall accounting control of property assets, Executive Manager of Infrastructure and the Technical & Works Coordinator for engineering based works. The Shire is also assisted from time to time by external contractors.

## Software Systems

The Shire currently employs the use of the following software system(s) to manage property asset data.

Software	Uses
SynergySoft	SynergySoft is used to record all property asset revenue and expenditure, as well as relevant records.
PIM	Property Inspection Manager for property condition reports

**Table 24: Asset Management Software Systems**

## Renewal Strategy

### Background

The Shire has an inspection strategy under the Building's Levels of Service. 4 Major buildings are inspected twice yearly and all other buildings are inspected annually to collect inventory and condition information. This information can then inform several key outputs (e.g. long-term renewal works programmes). There would be benefit in improving and formalising the Shire's renewal strategy to the following example model. This has been listed as an improvement action.

### Example Future Renewal Management Model

Condition information can be used to develop models that predict assets' approximate year of renewal. The Shire can then scope and prioritise these renewal projects over the forthcoming period (e.g. 5 years). Further out (e.g. from years 6 onwards), results can help staff to understand the likely amount of renewal expenditure that will be required, even if the exact project details are not yet known. Ultimately, a robust long term (e.g. 15 years) renewal works programme can then be developed, that informs this AMP, and other documents such as the Long Term Financial Plan and Corporate Business Plan.

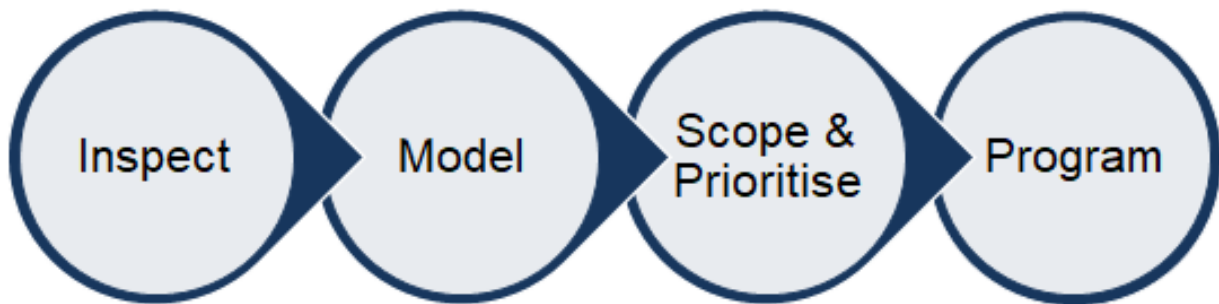


Figure 12: Example Building Asset Renewal Planning Process

### Inspections

#### Asset Condition Rating Scale

The Shire condition rates its infrastructure assets to determine their remaining useful life and to prioritise future capital works. By undertaking regular inspections, the Shire can understand at what rate assets are deteriorating and then monitor the effectiveness of maintenance and renewal activities in extending the life of assets. In assessing assets' condition, the Shire applies a 1 to 5 scale, as shown in Table 15.

Grade	Condition	Description
1	Excellent	A new or near new asset, or an asset recently rehabilitated back to new condition, with no visible signs of deterioration. The asset or component will have no drop in level of service.
2	Good	An asset in excellent overall condition. There would be only very slight condition decline but it would be obvious that the asset was no longer in new condition.
3	Average	An asset in fair overall condition deterioration in condition would be obvious and there would be some serviceability loss.
4	Poor	An asset in fair to poor overall condition. The condition deterioration would be quite obvious. Asset serviceability would now be affected and maintenance costs would be rising.
5	Very Poor	An asset in poor to unserviceable overall condition deterioration would be quite severe and would be starting to limit the serviceability of the asset. Maintenance cost would be high.

Table 25: Condition Rating Measures

### Condition Inspection Frequencies

Properties assets are inspected to the following frequencies.

Asset	Inspection Frequency
Buildings	4 Major Buildings are twice yearly. All other buildings are annually.
Land	Not required

Table 26: Condition Inspection Frequencies

### Modelling

By understanding assets' physical condition (or any other performance feature), the Shire can then predict when assets, or their components, may require renewal. Typically, this is achieved by applying total useful lives to different assets or components, and then calculating how long it will take for them to reach a specific trigger. The currently applied renewal triggers are detailed below.

Asset	Action	Triggers

Table 27: Asset Renewal Condition Triggers

### Renewal Works Programme

The Shire have developed a renewal programme for 20 years. These are place into the long term financial plan.



## Upgrade/New Strategy

### Background

The Shire occasionally constructs or acquires upgraded and/or new assets. Expenditure on these assets is often considered as discretionary, and ultimately results in either a new or improved service (e.g. a building extension). The following section outlines the Shire's general approach to upgrade and new projects.

### Project Prioritisation/Selection Criteria

The need for either upgraded or new assets is typically identified by staff from many potential sources including customer and Council request, strategic plans, poor asset performance and so on. Assets' needs are then investigated by staff to determine their potential scope, benefit and costs. Where determined as being required, a formal report may be given to Council for their consideration and approval.

Approved projects are considered for future funding, however at present are not prioritised collectively, to assess features such as their alignment to the Strategic Community Plan. An improvement task to consider a single common prioritisation framework has been listed.

### Upgrade/New Works Programme

The Shire generally does maintain a long term upgrade/new works programme. Major projects are recorded within the Long Term Financial Plan.

Disposal Strategy

### Background

The Shire generally does frequently dispose of property assets. Where such a project is identified, then the need and scope is considered by, condition of the building, renewal and maintenance costs, staff and (in some instances) Council.

### Disposal Programme

The Shire does maintain a long term disposal works programme.

## Appendix G – Financial Model

## Projected Expenditure Requirements

## Shire of Yilgarn Property Maintenance & Capital 2024-2034

Building	Activity	24/25 Capital	24/25 Maint	25/26 Capital	25/26 Maint	26/27 Capital	26/27 Maint	27/28 Capital	27/28 Maint	28/29 Capital	28/29 Maint	29/30 Capital	29/30 Maint	30/31 Capital	30/31 Maint	31/32 Capital	31/32 Maint	32/33 Capital	32/33 Maint	33/34 Capital	33/34 Maint
71 Antares	Mechanical & Fit out		\$7,000		\$6,825		\$6,654		\$6,487	\$24,000	\$6,324		\$6,165		\$6,010		\$5,859	\$40,000	\$5,712		\$5,569
120 Antares	Mechanical & Fit out		\$3,600		\$3,510		\$3,422		\$3,336	\$12,000	\$3,276		\$3,194		\$3,114		\$3,036	\$72,000	\$2,960		\$2,886
6 Libra	Mechanical		\$6,285		\$6,127		\$5,973		\$5,823	\$9,000	\$5,677		\$5,535		\$5,396		\$5,261		\$5,129		\$5,000
Community Centre	Mechanical & Fit out		\$14,500		\$14,137		\$13,783		\$13,438	\$63,000	\$13,435		\$13,099		\$12,771		\$12,451	\$630,000	\$12,139		\$11,835
Museum	Mechanical & Fit out		\$15,000		\$14,625		\$14,259		\$13,902	\$32,000	\$13,554		\$13,215		\$12,884		\$12,561	\$192,000	\$12,246		\$11,938
Museum- Railway Hut	Renewal																	\$26,500			
Depot-Old Office	Mechanical & Fit out		\$20,000		\$19,500		\$19,012		\$18,536	\$20,000	\$18,072		\$17,620		\$17,179		\$16,749	\$72,000	\$16,330		\$15,921
Men’s Shed- Workshop	Mechanical		\$6,500		\$6,337		\$6,178		\$6,023	\$12,000	\$5,872		\$5,725		\$5,581		\$5,441		\$5,304		\$5,174
Men’s Shed store 1	Roofing									\$12,000											
Men’s Shed toilet	Renewal									\$167,500											
Complex- Sheep	Fit out																	\$17,500			
Complex- ticket box	Fit out																	\$2,600			
Rotary Park Toilet	Fit out		\$6,500		\$6,337		\$6,178		\$6,023		\$5,872		\$5,725		\$5,581		\$5,441	\$22,000	\$5,304		\$5,171
Seniors	Mechanical		\$9,000		\$8,775		\$8,555		\$8,341		\$8,132		\$7,928	\$33,000	\$7,729		\$7,535		\$7,346		\$7,162
Medical Centre	Mechanical & Fit out		\$9,500		\$9,262		\$9,030		\$8,804	\$36,000	\$8,583		\$8,368		\$8,158		\$7,954	\$144,000	\$7,755		\$7,561
Masonic Lodge	Mechanical & Fit out		\$5,800		\$5,655		\$5,513		\$5,375	\$9,200	\$5,240		\$5,109		\$4,981		\$4,856		\$4,734		\$4,615
Masonic toilet	Fit out																				
HFA 1&2	Mechanical & Fit out		\$4,500		\$4,387		\$4,277		\$4,170	\$12,000	\$4,065		\$4,065		\$3,963		\$3,766	\$74,000	\$3,671		\$3,579
HFA 3&4	Mechanical & Fit out		\$4,500		\$4,387		\$4,277		\$4,170	\$12,000	\$4,065		\$4,065		\$3,963		\$3,766	\$74,000	\$3,671		\$3,579
HFA 5&6	Mechanical & Fit out		\$4,500		\$4,387		\$4,277		\$4,170	\$12,000	\$4,065		\$4,065		\$3,963		\$3,766	\$74,000	\$3,671		\$3,579
HFA 7&8	Mechanical & Fit out		\$4,500		\$4,387		\$4,277		\$4,170	\$12,000	\$4,065		\$4,065		\$3,963		\$3,766	\$74,000	\$3,671		\$3,579
HFA 9&10	Mechanical & Fit out		\$4,500		\$4,387		\$4,277		\$4,170	\$12,000	\$4,065		\$4,065		\$3,963		\$3,766	\$74,000	\$3,671		\$3,579
HFA11&12	Mechanical & Fit out		\$4,500		\$4,387		\$4,277		\$4,170	\$12,000	\$4,065		\$4,065		\$3,963		\$3,766	\$74,000	\$3,671		\$3,579
Shire Offices	Mechanical & Fit out		\$17,000		\$16,575		\$16,010		\$15,756	\$62,000	\$15,362		\$14,977		\$14,602		\$14,236	\$405,000	\$13,801		\$13,455
Airport - Terminal	Mechanical		\$11,508		\$11,220		\$10,939		\$10,661		\$10,394		\$10,134	\$7,600	\$9,880		\$9,633		\$9,392		\$9,157
Daycare	Mechanical & Fit out																\$75,000				

## Shire of Yilgarn Property Asset Management Plan

Building	Activity	24/25 Capital	24/25 Maint	25/26 Capital	25/26 Maint	26/27 Capital	26/27 Maint	27/28 Capital	27/28 Maint	28/29 Capital	28/29 Maint	29/30 Capital	29/30 Maint	30/31 Capital	30/31 Maint	31/32 Capital	31/32 Maint	32/33 Capital	32/33 Maint	33/34 Capital	33/34 Maint
103 Altair	Mechanical & Fit out		\$5,000		\$4,875		\$4,753		\$4,634	\$8,400	\$4,518		\$4,405		\$4,294		\$4,186	\$73,000	\$4,081		\$3,978
35 Taurus	Mechanical & Fit out		\$7,100		\$6,922		\$6,748		\$6,579	\$18,000	\$6,414		\$6,253		\$6,076		\$5,924	\$90,000	\$5,775		\$5,630
37 Taurus	Mechanical & Fit out		\$8,000		\$7,800		\$7,605		\$7,414	\$18,000	\$7,228		\$7,408		\$7,222		\$7,041	\$99,000	\$6,864		\$6,692
CP-Kurrajong	Mechanical & Fit out										\$6,600										
CP-Sandalwood	Mechanical & Fit out		\$45,000		\$43,875		\$42,778		\$41,708	\$25,000	\$40,665		\$39,648		\$38,656		\$37,689	\$70,000	\$36,746	\$70,000	\$35,827
CP-Disabled toilet	Fit out																	\$7,800			
CP-House	Mechanical & Fit out		\$8,800		\$8,580		\$8,365		\$8,155	\$11,000	\$7,951		\$7,752		\$7,558		\$7,369	\$102,000	\$7,184		\$6,994
Complex	Mechanical & Fit out		\$18,500		\$18,037		\$17,586		\$17,146	\$66,000	\$16,717		\$16,299		\$15,891		\$15,493	\$99,000	\$15,105		\$14,727
Netball-Ablution	Fit out & Roofing		\$4,000		\$3,900		\$3,802		\$3,706	\$44,500	\$3,613		\$3,522		\$3,433		\$3,347	\$6,800	\$3,263		\$3,181
Netball - Pavilion	Fit out & Roofing					\$5,400				\$17,500											
Bowls/ Tennis	Mechanical		\$9,580		\$9,819		\$9,573		\$9,333		\$9,099		\$8,871	\$69,000	\$8,649		\$8,432		\$8,221		\$8,015
91A Antares	Mechanical		\$6,000		\$5,850		\$5,703		\$5,560	\$5,200	\$5,421		\$5,285		\$5,152		\$5,023		\$4,897		\$4,774
91B Antares	Mechanical & Fit out		\$6,000		\$5,850		\$5,703		\$5,560	\$5,200	\$5,421		\$5,285		\$5,152		\$5,023	\$43,000	\$4,897		\$4,774
91C Antares	Mechanical		\$6,000		\$5,850		\$5,703		\$5,560	\$5,200	\$5,421		\$5,285		\$5,152		\$5,023		\$4,897		\$4,774
3 Libra	Mechanical		\$6,531		\$6,367		\$6,207		\$6,051	\$9,000	\$5,899		\$5,751		\$5,607		\$5,466		\$5,329		\$5,195
ML-Squash	Fit Out		\$2,600		\$2,535		\$2,471		\$2,409		\$2,348		\$2,289		\$2,231		\$2,175	\$34,000	\$2,120		\$2,067
ML-Hall	Mechanical Roofing & Fit Out		\$11,685		\$11,392	\$44,000	\$11,107		\$10,829	\$44,000	\$10,558		\$10,294		\$10,036		\$9,781	\$11,000	\$9,536		\$9,297
ML-Toilet	Mechanical		\$5,500		\$5,362		\$5,227		\$5,096		\$4,968		\$4,843		\$4,721		\$4,602	\$22,000	\$4,486		\$4,373
MR-Tennis	Mechanical & Fit out		\$5,058		\$4,931		\$4,807		\$4,686	\$30,000	\$4,568		\$4,453		\$4,341		\$4,232	\$18,500	\$4,126		\$4,022
MR-Toilet	Mechanical		\$4,875		\$4,665		\$4,538		\$4,424		\$4,313		\$4,205		\$4,099		\$3,996	\$14,000	\$3,891		\$3,793
Bodallin - Tennis	Fit out																	\$8,400			
11 Andromeda	Mechanical & Fit Out		\$5,336		\$5,222		\$5,091		\$4,963	\$9,000	\$4,838		\$4,717		\$4,599		\$4,484	\$86,000	\$4,371		\$4,261
SX Golf	Mechanical & Fit out		\$5,000		\$4,875		\$4,753		\$4,634	\$19,000	\$4,518		\$4,405		\$4,294		\$4,186	\$86,000	\$4,081		\$3,978
BF-Hall Toilet	Fit out																	\$14,000			
BF-Hall	Roofing, Mechanical & Fit out		\$5,600		\$5,460	\$23,000	\$5,323		\$5,189	\$92,000	\$5,059		\$4,932		\$4,808		\$4,687	\$23,000	\$4,569		\$4,454
BF CP Ablution	Fit out																	\$38,000			
2 Libra	Mechanical		\$4,197		\$4,092		\$3,989		\$3,889	\$11,000	\$3,791		\$3,696		\$3,603		\$3,512		\$3,424		\$3,338
Mt Hampton Hall	Mechanical & Fit out		\$7,827		\$7,631		\$7,440		\$7,254	\$13,000	\$7,072		\$6,895		\$6,722		\$6,553	\$234,000	\$6,389		\$6,229
SX Fire	Mechanical & Fit out									\$48,000								\$120,000			
SX Fire Store	Mechanical & Fit out									\$6,200								\$1,400			
Depot Admin	Mechanical													\$21,000							
U1/50 Antares	Mechanical		\$4,700		\$4,582		\$4,467		\$4,355		\$4,246		\$4,139	\$9,600	\$4,035		\$3,934		\$3,835		\$3,759

Shire of Yilgarn Property Asset Management Plan

Building	Activity	24/25 Capital	24/25 Maint	25/26 Capital	25/26 Maint	26/27 Capital	26/27 Maint	27/28 Capital	27/28 Maint	28/29 Capital	28/29 Maint	29/30 Capital	29/30 Maint	30/31 Capital	30/31 Maint	31/32 Capital	31/32 Maint	32/33 Capital	32/33 Maint	33/34 Capital	33/34 Maint
U2/50 Antares	Mechanical		\$4,600		\$4,485		\$4,372		\$4,262		\$4,155		\$4,051	\$9,600	\$3,949		\$3,850		\$3,753		\$3,567
U3/50 Antares	Mechanical		\$4,600		\$4,485		\$4,372		\$4,262		\$4,155		\$4,051	\$9,600	\$3,949		\$3,850		\$3,753		\$3,567
U4/50 Antares	Mechanical		\$4,600		\$4,485		\$4,372		\$4,262		\$4,155		\$4,051	\$9,600	\$3,949		\$3,850		\$3,753		\$3,567
13 Libra West	Mechanical		\$4,000		\$3,900		\$3,802		\$3,706		\$3,613		\$3,552	\$6,000	\$3,433		\$3,347		\$3,263		\$3,181
13 Libra East	Mechanical		\$4,000		\$3,900		\$3,802		\$3,706		\$3,613		\$3,552	\$6,000	\$3,433		\$3,347		\$3,263		\$3,181
Sx Aquatic- Kiosk	Mechanical		\$20,000		\$20,500		\$21,012		\$21,537		\$22,075		\$22,626		\$23,191		\$23,770	\$12,500	\$24,364		\$24,973
Bodallin Hall	Mechanical & Fit out		\$4,700		\$4,660		\$4,543		\$4,429	\$22,000	\$4,318		\$4,210		\$4,104		\$4,001	\$220,000	\$3,900		\$3,802
11 Antares	Mechanical		\$12,100		\$11,797		\$11,502		\$11,214	\$15,000	\$10,933		\$10,659		\$10,392		\$10,132		\$9,878		\$9,631
SX Cemetery Toilet			\$1,586		\$1,546		\$1,507		\$1,469		\$1,432		\$1,396		\$1,361		\$1,326		\$1,292		
CBD Toilet			\$10,000		\$9,750		\$9,506		\$9,268		\$9,036		\$8,810		\$8,589		\$8,374		\$8,164		\$7,959
Bodallin Toilet	Fit out		\$10,381		\$10,212		\$9,867		\$9,620		\$9,379		\$9,144		\$8,915		\$8,692	\$13,500	\$8,474		\$8,262
Constellation Park Toilet			\$3,600		\$3,510		\$3,422		\$3,336		\$3,252		\$3,170		\$3,090		\$3,012		\$2,936		\$2,862
		\$0	\$443,759	\$0	\$434,221	\$72,400	\$424,115	\$0	\$414,894	\$1,079,500	\$405,721	\$0	\$397,022	\$182,000	\$388,170		\$379,597	\$4,672,800	\$371,180	\$70,000	\$363,085

## Key Assumptions

A number of key assumptions are made in preparing forecasts of required portfolio expenditure. They are that:

- = Property assets will remain in Council ownership throughout the period covered by this AMP, unless specifically detailed otherwise.
- = Standards, Acts and Regulations associated with property assets will remain essentially the same over the AMP life.
- = Expenditure projections do not allow for inflation.
- = Operation and maintenance costs are based primarily on planned programmes where available. Where not available, cost projections are based on historical expenditure trends which are not necessarily a sound indicator of future need, nor are tied to actual activities.
- = Renewal programmes have been based primarily on defined works programmes where available. Where not available, programmes are based on either modelling projections, historical cost and/or annual depreciation rates.
- = Upgrade, acquisition/construction and disposal programmes are based on defined works programmes. Where not available, programmes are based on either modelling projections and/or historical cost.
- = Inventory information used in calculations is the latest available at hand, but consideration of overall data confidence levels is critical when using this AMP.
- = Unit costs and assumed asset lives are the Shire's but do not necessarily represent actual asset performance.
- = Historical expenditure reports split by activity may contain expenditure that was actually expended on different activities.

Accuracy of future financial forecasts may be improved in future revisions of this AMP by the following actions.

- = Developing Property Operation and Maintenance Service Levels.
- = Developing and implementing an ongoing building inspection programme.
  - Developing a long term capital works programme.

## Appendix H – Asset Ratios

### Background

On an annual basis each WA local government reports seven key performance indicators (KPIs) (available within the Annual Report). Of these, three KPIs reflect the performance of the Shire's assets. These KPIs are useful in determining:

- = the current physical state of the asset portfolio
- = how sufficient past renewal expenditure was
- = whether sufficient future renewal expenditure is being allowed for

### Asset Consumption Ratio

The ratio is a measure of the condition of the Shire's physical assets, by comparing their condition based fair value (what they're currently worth) against their current replacement cost (what their replacement asset is currently worth as new). The ratio highlights the aged condition of the portfolio and has a target band of between 50%-75%. Non-depreciating assets (e.g. land etc.) should be excluded from the calculation.

Depreciated Replacement Cost (Fair Value) of Depreciable Property Assets  
Current Replacement Cost of Depreciable Property Assets

Asset	DRC (FV)	CRC	ACR
Amenities	\$367,500	\$669,000	54%
Community	\$7,802,600	\$17,944,000	43%
Emergency Services	\$1,068,300	\$1,702,500	62%
Heritage/Tourism	\$2,035,300	\$4,124,500	49%
Operations	\$2,591,500	\$5,761,000	45%
Recreation	\$6,228,300	\$13,007,500	47%
Residence	\$3,736,000	\$11,320,000	33%
<b>Total</b>	<b>\$23,829,200</b>	<b>\$54,678,500</b>	<b>43%</b>

Table 28: Property Assets Consumption Ratios

## Asset Sustainability Ratio

The ratio is a measure of the extent to which assets managed by the Shire are being replaced as they reach the end of their useful lives. The ratio is essentially past looking, and is based upon dividing the average annual depreciation expense of the property asset portfolio by the average annual renewal expenditure, for a number of past years (e.g. 3). The ratio has a target band of between 90%-110%.

$$\frac{\text{Property Asset Renewal Expenditure}}{\text{Property Asset Depreciation}}$$

Asset	2019/20-2021/22 Average	ADE	ASR
All building assets	Unknown	\$2,069,700	-
<b>Total</b>	<b>Unknown</b>	<b>\$2,069,700</b>	<b>-</b>

Table 29: Property Assets Sustainability Ratios

## Asset Renewal Funding Ratio

The ratio is a measure as to whether the Shire has the financial capacity to fund asset renewal as and when it is required over the future 10 year period. The ratio is calculated by dividing the net present value of planned renewal expenditure over the next 10 years in the LTFP, by the net present value of planned renewal expenditure over the next 10 years in the AMP. The same net present value discount must be applied in both calculations. The ratio has a target band of between 95%-105%.

$$\frac{\text{NPV of LTFP Planned Renewal Expenditure over the next 10 years}}{\text{NPV of AMP Required Renewal Expenditure over the next 10 years}}$$

Asset	LTFP	AMP	ARFR
All building assets	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>





# SHIRE OF YILGARN BUILDING STRATEGY 2024

## INTRODUCTION

*The Shire of Yilgarn is responsible for the management of 108 buildings, vacant land and built assets across the 30,000 square kilometres of the local government area. Council's portfolio includes community and sporting facilities, residential housing, parks including caravan park, Crown Reserves and commercial property.*

*Like all local governments, the Shire of Yilgarn exists to provide facilities and services that community members rely on and use in their everyday lives. Infrastructure such as, roads and paths help those in the Shire move around. At the same time, assets such as community buildings, parks, sporting fields and play equipment provide opportunities for people to come together and lead happy, healthy and creative lives.*

*Other assets keep us safe, like fire trucks and the airstrip at the Southern Cross Airport, which provides 24/7 access for the Royal Flying Doctor Service. In contrast, the community may only notice some assets, such as roads, pipes and drains, they overlook IT servers, irrigation systems and furniture. Asset Management Plans need to capture everything as all assets fail at the end of life. Failure of any asset no matter how big or small can interrupt the Levels of Service.*

*Within each portfolio, we have broken down our assets into components. Different components of an asset have different lifespans and do not need to be replaced simultaneously. We look at these components to predict renewal expenditure accurately. An example would be replacing a kitchen (component) in a building (asset) earlier than the roof (component).*





*Properties represent a significant ongoing cost commitment to our community. To ensure that we can continue to sustainably provide the service, the Shire maintains a long term works programme. This programme contains all planned works activities, and sets out how much the service will cost, to deliver the agreed performance.*

*The Shire seeks to ensure that the service performance delivered by our property assets meets the needs of users. However, the quality of service can be varied, and in turn this has an effect on overall cost. As a general rule, as the service quality gets higher, so does the cost. Therefore, the Shire needs to balance this and deliver the property service at a level that the community desires and is willing to pay.*

*On an annual basis, the works programme in the AMP informs the Shire's broader Long Term Financial Plan (LTFP). In the event that the AMP and the LTFP do not balance financially, then the Shire can adjust its practices (e.g. service level performance) to reach a sustainable point. As a service provider, it is important that the Shire clearly understands the needs of its stakeholders (e.g. customers).*

*With a diverse portfolio, and a long history, many of our buildings, no longer support the services they were initially designed for. Looking forward, our buildings will need to continue to adapt, as our community and environment also changes.*





## Renewing Assets

*One of the critical issues facing local governments across Australia is the backlog of aging assets that need replacing due to decades of negative net outlay on asset renewal and replacement. Small rural shires such as Yilgarn are some of the most impacted by this asset crisis, and there is no short-term fix. In some cases, support from other levels of government will be needed, to address the issue. To improve this situation, we must look after our existing assets while carefully planning for new or upgraded ones to meet our community's needs.*

*Determining when to replace infrastructure like roads, drains, water systems, and public buildings can be challenging. Various factors, such as climate impacts, natural disasters, systematic usage, and maintenance schedules, influence the condition and lifespan of these assets. Infrastructure replacement or upgrade requires significant investment, whether from loans, grants or use of reserve funds. The Long Term Financial Plan must be updated to account for any significant cash flow forecasts resulting from any changes to the Asset Management Plan.*





## New Assets

*The demand for new and improved community facilities and services adds to the complexity of planning and financing assets. Creating new assets to meet expectations puts pressure on long-term budgeting as ongoing operating costs must be factored into future budgets. When new purpose-built facilities are erected, it is not uncommon for the older infrastructure to still be retained by the local government.*

## Asset Disposal

*When the community's demand for additional spaces increases, or a solid historical or cultural connection to a particular space exists, it can be a problematic asset management decision to rationalise the disposal of older structures. Retaining older assets when new assets are created requires careful assessment of their feasibility and value. Asset disposal aims to ensure the community is not funding surplus assets to its needs while being respectful of the value the community holds for these structures or spaces. It also provides a systematic and transparent method for disposing of surplus assets.*

*Disposal includes any activity associated with the disposal of an asset, including sale, demolition, or relocation.*

*Disposal of assets can occur when:*

- *Approved by the council due to ratepayer requests,*
- *Handed back to another party of authority,*
- *Where it has been deemed that the asset has insufficient use, is no longer meeting its Level of Service, and its existence is no longer justifiable.*

*Costs may be incurred which are associated with the removal of the asset and rehabilitation once it has been removed.*

*In making informed decisions concerning assets, the Shire will consider:*

- *Opportunities for rationalisation or creating multifunction facilities*
- *Future liability, including ultimate retention/disposal costs.*





## Shared Community Spaces

*Small local governments can become burdened by managing many assets, especially community buildings when they rely on sourcing grant funding to upgrade these facilities. Sharing community buildings becomes critical when there are more community groups than community buildings. So, the Shire supports local community groups developing shared-use arrangements for its community buildings.*

*It is rare to attract grant funding to repair an existing building asset. Hence, it makes sense for the Shire to consolidate our asset base where we can and submit funding applications for new or improved multi-purpose facilities. The Shire can reduce the number of average, poor and inferior assets by applying a strategic lens across the asset base.*

## Deciding on the Priorities

*Community priorities and needs change over time, and it is the role of the asset management plan to consider the feedback received during community engagement to understand the expectations of facilities and asset service levels. The Council incorporates community feedback into asset management planning through:*

- *Information provided via our biennial Community survey;*
- *Reviewing customer requests and complaints via the Service Request system and*
- *Community priorities identified in the Strategic Community Plan.*





# SHIRE OF YILGARN BUILDING STRATEGY 2024

*A classification system rates the condition of assets from one (1) being excellent to five (5) being very poor. Depending on the asset, this condition rating reflects a level of structural capacity and performance, degree and percentage of degradation, level of asset maintenance needed and ability of the asset to meet community expectations.*

<b>GOOD ASSET</b> Acceptable physical condition, minor deterioration visible, no short-term failure risk, only regular maintenance required		<b>POOR ASSET</b> Significant deterioration evident, likely to need to replace
<p>5-Point Asset Condition Rating</p> <p>01      02      03      04      05</p>		
<b>EXCELLENT ASSET</b> New asset, sound condition, no sign of deterioration, only regular maintenance required	<b>AVERAGE ASSET</b> Some minor deterioration is visible, asset still functioning, an isolated section of an asset may need repair, above routine maintenance is required to maintain the asset in working condition	<b>VERY POOR ASSET</b> Failed or failure imminent, health and safety hazards exist that could present a risk to the public, asset barely serviceable, requires substantial maintenance and renewal work, major works or replacements required urgently

*Physical condition - Assets are periodically inspected to determine their physical condition. Using this information, the Shire then predicts assets' potential year of renewal. Staff then consider these assets to determine the final timing, scope and budget of any future renewal project.*





***The Shire's desired condition outcome is that all assets are renewed or replaced before reaching condition 5 (very poor). We have set an intervention level of 4.5 across all asset classes. The Shire aims to fix assets within 12 months of reaching condition 4.5. This will result in a situation where fewer assets are in poor condition.***

***Assets in very poor condition are a financial risk of public liability and increased maintenance costs. It is also important to note that this is not setting the bar high. We are aiming to intervene just before the asset fails. We know it is unacceptable to some in the community and potentially creates a higher risk level around public safety; however, local governments have limited budgets and resources, and we need to prioritise maintenance and repair efforts based on available funds and the urgency of need. It is also more cost effective to wait until an asset shows signs of failure before replacing it, as maximising the lifespan of an asset optimises the investment.***

***The officers of the Shire typically engage the services of specialist organisations to assist with determining the condition of our assets. Our confidence levels in the results of our 2023 condition survey varied.***

## **Challenges**

***Assessing the community's asset needs is a significant and evolving organisational challenge. Some of the challenges and questions that the Shire grapples with include:***

- Do we have the workforce capacity to undertake the required level of asset renewal?***
- How do we balance our community's desire to retain assets of heritage value that are under utilised or no longer fit for purpose?***
- How can we consistently integrate sustainable environmental practices into asset design and management?***
- Do community groups have the appetite to share facilities to reduce the asset burden?***
- Is the community satisfied with taking 20+ years to address this backlog problem and deal with broken assets?***
- What will we do, if we do not obtain the necessary funding to undertake capital works?***





# SHIRE OF YILGARN BUILDING STRATEGY 2024

## Improvement Plan

ACTIONS	WE CAN
<i>Document our existing levels of service.</i>	<i>Work out the financial impacts if our existing service levels were increased or decreased.</i>
<i>Develop a planned maintenance program for all asset classes and keep a reactive maintenance budget.</i>	<i>Optimise costs. The cost of maintaining an asset decreases with planned maintenance rather than unplanned maintenance; however, excessive planned maintenance increases costs.</i>
<i>Develop and implement an improvement program across inventory, condition and valuations.</i>	<i>Review the recommended improvements in the latest fair value reports and implement where resourcing allows. Ensure that we reduce the amount of estimated data to improve our confidence in ongoing financial modelling.</i>
<i>Undertake a comprehensive valuation and condition rating of all assets within each portfolio.</i>	<i>Ensure that our asset valuations and conditions remain current and that our financial modelling is the best, informed by reliable data.</i>
<i>Create better alignment between the AMP and LTFP.</i>	<i>Ensure that both documents talk to each other and use the same categories when allocating funding. This will ensure that both documents are easily understood by the Council, staff and the community and ultimately support strategic decision-making.</i>





# SHIRE OF YILGARN BUILDING STRATEGY 2024

## 2024/2025 Financial Year

Alongside the community's aspirations, recent asset condition assessments also inform the discussion on significant projects emerging as an asset renewal priority in the next ten years due to their current condition rating. As a result of assessing community aspirations, asset renewal and service demands, the capital works projects listed below have been prioritised for delivery in the next ten years.

A community survey completed in 2023 identified the redevelopment of Southern Cross Sport Complex as the highest, ranked project to utilise Local Roads and Community Infrastructure funding. Works started in 2024 and is on track to finish early to mid – 2025

The Sport Complex was built in 1978. It is a brick framed, iron clad roof with concrete base. This building is structurally sound.

The Sport Complex is on Spica Street. This building has an estimated useful life of 80 years. The building is currently 45 years old.

Estimated remaining life is 35 years.

**Before redevelopment**  
**10 year maintenance plan:** \$ 767,999.00

**Before redevelopment**  
**Reinstatement with New - Value:** \$6,600,000.00

**Total Fair Value:** \$2,400,000.00  
**2024/2025 Financial Year**



# SHIRE OF YILGARN BUILDING STRATEGY 2024

**2024/2025 Financial Year**

**The Sport Complexed redevelopment once finished**



## Staff housing

The Shire has a number of residential houses including 4x2, 3x2, 2x2 and 1x1s (units), independent living units and homes for the aged. When preparing this strategy, it was acknowledged that limited affordable housing was available in the Shire of Yilgarn. Council needs to consider investing in additional worker housing to help fill vacancies within its workforce with appropriately skilled staff.

The 2024/2025 budget makes provisions to construct one new Executive House. The land for this project is 9 and 11 Libra Place. Lots have been amalgamated to allow for the size of the project.

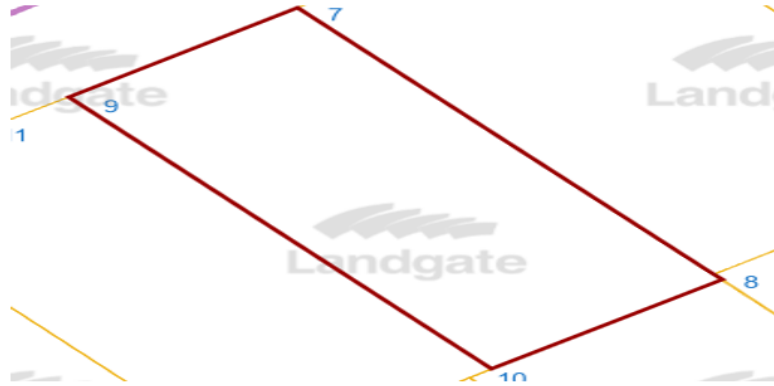




# SHIRE OF YILGARN BUILDING STRATEGY 2024

## 2024/2025 Financial Year

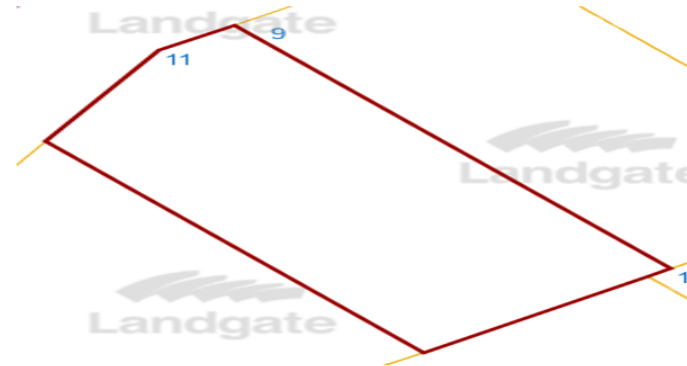
### 9 Libra Place Land



Land size is 702m2. Land asset number is L0051. Zoned residential.

**Fair Value of Land: \$17,000.00**

### 11 Libra Place Land



Land size is 700m2. Land asset number is L0052. Zoned residential.

**Fair Value for Land: \$17,000.00**



**The new Executive House from Modular WA to be built on vacant land 9-11 Libra Place**





# SHIRE OF YILGARN BUILDING STRATEGY 2024

## 2024/2025 Financial Year



Up to 3 new cabins for the Southern Cross Caravan Park and redevelopment of 5 existing caravan bays.

The Shire considers the project an imperative community, business and tourism development and monetary gain is not the primary driver. However, whilst the Shire will cover any excess costs as required, there is an intention to balance income and expenses to break-even and reduce burden on existing operational budgets as far as practical. Financial modelling will be completed to determine overall operational costs and required income to offset these costs and demonstrate viability. The business case will explore various options for staged development in the interest of best addressing current and future needs through the most efficient use of funds and maximised net benefit.



# SHIRE OF YILGARN BUILDING STRATEGY 2024

## 2025/2026 Financial Year

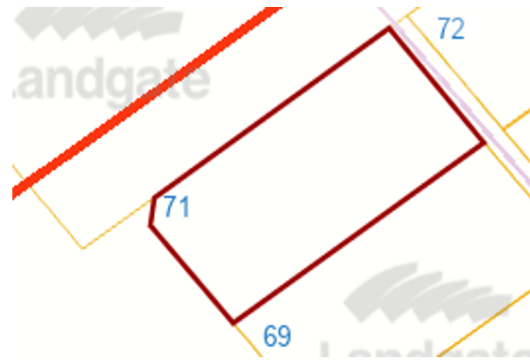
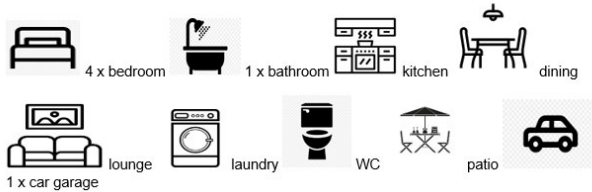
Council is committed to deliver services within its adopted budget and long-term financial plans to ensure that value for money is achieved. Property acquisition will only occur where there is a budget and funding source identified for the proposed acquisition, and due diligence is undertaken for the assessment of options and evaluation/analysis of purchase and life cycle costs, community benefits and long-term financial impacts.

## Sale of 71 Antares Steet and construct one new 3 x 2 house on vacant land 10 Leo Street.

### 71 Antares St



71 Antares St was built in 1966. The Shire acquired the building in 1993. This is a brick and iron clad dwelling on a concrete slab. The 4<sup>th</sup> bedroom was an addition 1988. This building has had extensive maintenance of it's time. There is significant capital work required to bring this building up to standard.

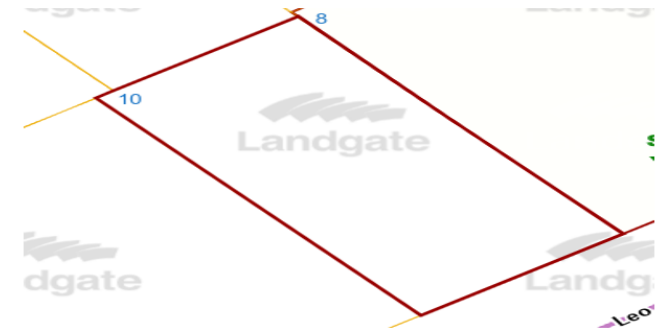


Our asset number for this building is B0003. The land asset number is L0020. The land area is 825m<sup>2</sup> and the house size is approximately 130m<sup>2</sup>. Title deeds are VOL:1298 FOL:254.

This house has an expected life of 60 years. It is currently 58 years old. In poor condition. Estimated remaining life is 2 years.

10 Year maintenance plan:	\$356,630.00
Reinstatement with New - Value:	\$400,000.00
Fair Value (Improvements Asset):	\$125,000.00
Fair Value (Land Asset):	\$ 24,500.00
Total Fair Value:	\$149,500.00

### 10 Leo St Land



Land size is 740m<sup>2</sup>. Land asset number is L0052. Zoned residential.

**Fair Value of Land: \$18,000.00**





# SHIRE OF YILGARN BUILDING STRATEGY 2024



2025/2026 Financial Year



**3x2 concept house (concept only) to replace 71 Antares Street on vacant land at 10 Leo Street**

Depending on future usage, one new Caravan Park cabin and the redevelopment of up to 5 caravan bays in the Southern Cross Caravan Park.





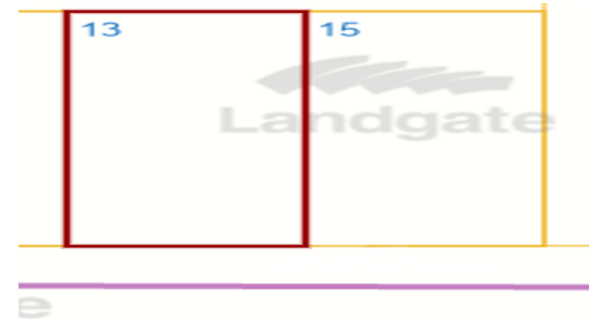
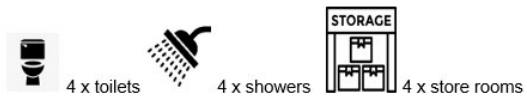
# SHIRE OF YILGARN BUILDING STRATEGY 2024

## 2025/2026 Financial year

### Marvel Loch Toilet



The ablution block at Marvel Loch was installed in 1987. It is a fibro and metal clad building on a concrete slab. There are 4 stalls which include a toilet, shower and store area. The building requires extensive capital works.



The Marvel Loch Ablution block is located on 13 King St Marvel Loch. The Asset number for the building is B0216. The land area is 1012m<sup>2</sup>. It is located on Reserve R46278.

This building has an expected useful life of 27 years. It is currently 36 years old.

Estimated useful life is 0.

<b>10 year maintenance plan:</b>	<b>\$179,998.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$148,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$ 41,000.00</b>
<b>Total Fair Value:</b>	<b>\$ 41,000.00</b>



### Concept for new public amenities Marvel Loch



# SHIRE OF YILGARN BUILDING STRATEGY 2024

## 2026/2027 Financial Year

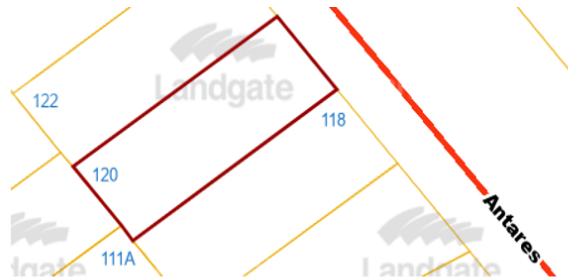
Depending on future usage, one new Caravan Park cabin and the redevelopment of up to 5 caravan bays in the Southern Cross Caravan Park.

Sale of 120 Antares Street and construct one new 3x2 house on 124 Antares Street

### 120 Antares



120 Antares St was built in 1974's. Under Local Government asset management guidelines, the useful life of this property is 60 years. A full property Condition report has been completed along with a 10-year maintenance plan. The sub foundation and super structure have signs of cracking.



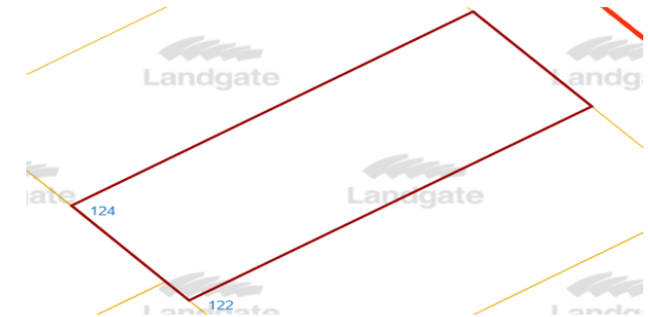
Total land area is 1069m<sup>2</sup>. Our asset number for this building is B0005. Title Deed is 780/DP173295. The Shire of Yilgarn purchased this property in 1993.

The roof was installed in 2019 along with a new kitchen install. The laundry, toilet and bathroom require extensive upgrades. Some windows cannot open and need replacement. New flooring, painting and window treatments required. No gardens established. Fencing needs replacement as part of our asbestos management plan. Work needs to be done around the tile fire surround and ceiling area as it is cracking and peeling with paint.

Estimated remaining useful life is 10 years.

10 Year maintenance plan:	\$412,235.00
Reinstatement with New - Value:	\$400,000.00
Fair Value (Improvements Asset):	\$115,000.00
Fair Value (Land Asset):	\$ 30,000.00
Total Fair Value:	\$145,000.00

### 124 Antares St Land



Total Land area is 1069m<sup>2</sup>. Land asset number is L0010. Zoned residential R30.

**Fair Value of Land: \$32,000.00**

**3x2 concept house to replace 120 Antares Street built on vacant land 124 Antares Street**





# SHIRE OF YILGARN BUILDING STRATEGY 2024

## 2027/2028 Financial Year

Depending on future usage, minimum of one new Caravan Park cabin and the redevelopment of up to 5 caravan bays in the Southern Cross Caravan Park

Most of the Council's Building network was constructed by Council with the aim of delivering council services. These have traditionally been funded from Council rates, but some funding has been received from other sources e.g. State government. It is common for councils and the community to lose focus and consideration of ongoing operations, maintenance and replacement needs, especially when assets are newer and cheaper to maintain. As assets approach the later years of their life and require replacement, services from these assets decrease and

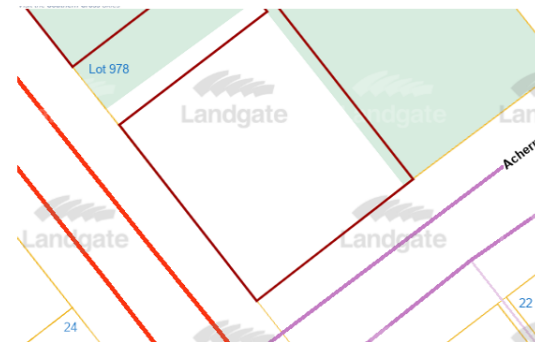
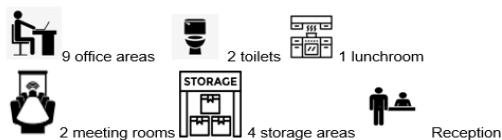
maintenance costs increase. If same historic funding levels were to continue, these would be insufficient to provide existing services at their current levels.

### 23 Antares St – Administration Building



This building was constructed in 1967/68 which makes it 55 years old. It was initially built for Council Offices and a Medical Centre. It is a double brick constructed building. Structural steel roof super structure supported by brick walls. The roof is clad with profile metal sheeting and the foundations are concrete. Internal load bearing walls are typically single leaf masonry. The ceiling is suspended T bar system with panels.

As the building is aging and has required some extensive maintenance and capital works on it. Looking to the future there is still some extensive works to be carried out. The roof was replaced in 2013. There is some works required on the exterior brick walls but they are in fair condition for the buildings age. There looks like some drainage issues over time that have moved bricks on exterior walls.



Land area is 15098m<sup>2</sup>. Our Asset number for the building is B0051 and is located on a Reserve.

This building has an expected useful life of 60 years. The building is 55 years old.

Estimated remaining life 5 years.

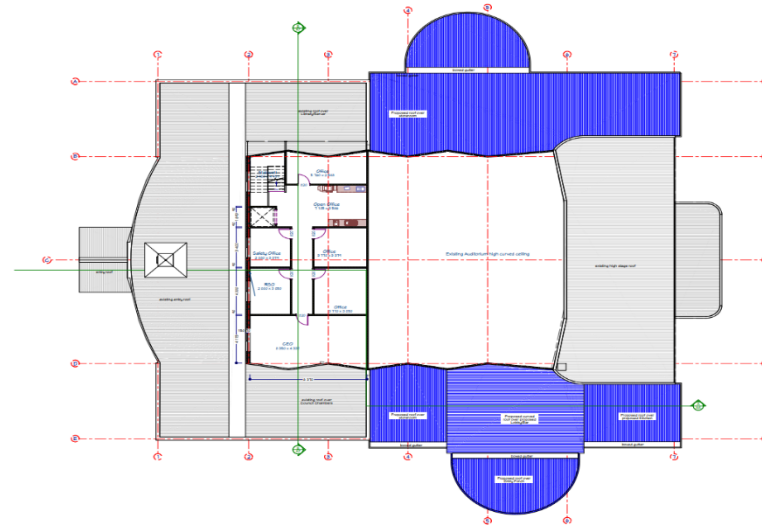
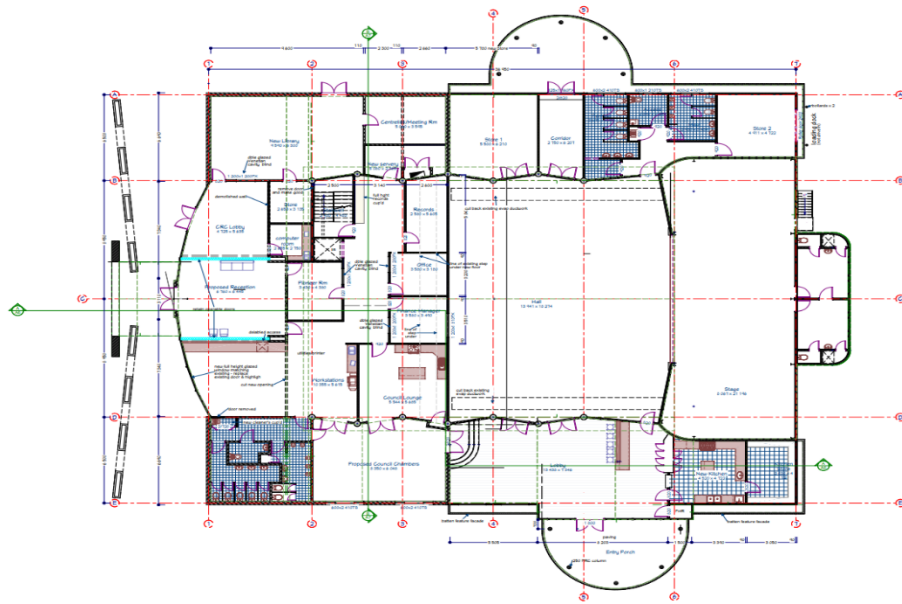
10 year maintenance plan:	\$ 502,915.00
Reinstatement with New - Value:	\$3,100,000.00
Fair Value (Improvements Asset):	\$1,600,000.00
Fair Value (Land Asset):	\$ 15,000.00
Total Fair Value:	\$1,615,000.00



# SHIRE OF YILGARN BUILDING STRATEGY 2024

2027/2028

Southern Cross Community Centre to be redeveloped and will include the Shire of Yilgarn Administration offices, and the disposal of the existing administration office. This project will not impact how the Community Centre is currently used. The reduction of the existing administration offices will help reduce future capital renewal and maintenance expenditure. It will increase the utilization of the Southern Cross Community Centre by incorporating the Shire Administration, CRC and Library into one building.





# SHIRE OF YILGARN BUILDING STRATEGY 2024

**2027/2028 Financial Year**

Men's Shed: Disposal of the current amenity building

Builders and plumber to work together to convert a shipping container into a modern amenity or construct inside the existing shed.



# SHIRE OF YILGARN BUILDING STRATEGY 2024

## 2028/2029 Financial Year

Depending on future usage, minimum of one new Caravan Park cabin and the redevelopment of up to 5 caravan bays in the Southern Cross Caravan Park

## Disposal of 103 Altair Street and construct one 4x2 house on 60 Antares Street



103 Altair was built in the 70's. Under Local Government asset management guidelines, the useful life of this property is 60 years. A full property Condition report has been completed along with a 10-year maintenance plan.



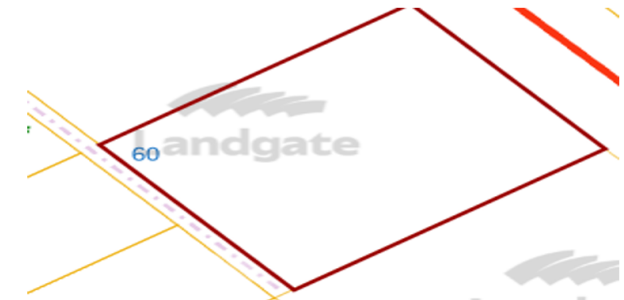
The asset number for this unit is B0218. The total land area that the unit sits on is 1012m<sup>2</sup>. Title deeds are VOL: 3148 FOL: 309.

The unit is estimated 31 years old. The estimated useful life is 60 years.

Estimated remaining life is 29 years.

10 Year maintenance plan:	\$101,052.00
Reinstatement with New - Value:	\$255,000.00
Fair Value (Improvements Asset):	\$114,000.00
Fair Value (Land Asset):	\$ 8,333.00
Total Fair Value:	\$122,333.00

## 60 Antares St Land



Land size is 2024m<sup>2</sup>. Land asset number is L0053. Zoned special use – place of worship.

**Fair Value of Land: \$40,000.00**



## Construct one 3x2 house on vacant land 60 Antares Street





# SHIRE OF YILGARN BUILDING STRATEGY 2024

## 2029/2030 Financial Year

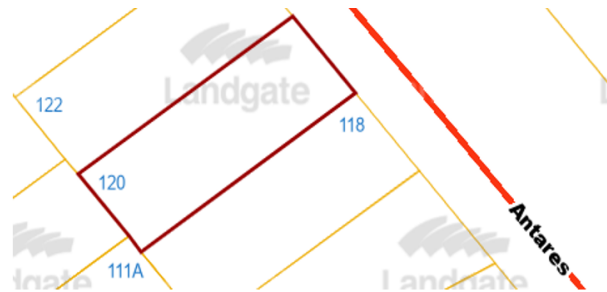
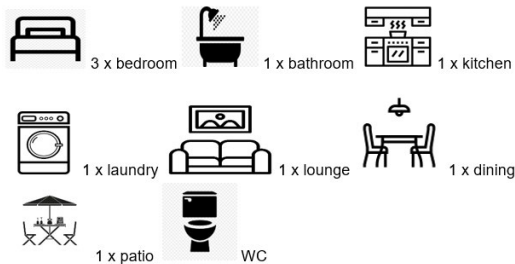
Depending on future usage, redevelopment of up to 5 caravan bays in the Southern Cross Caravan Park.

Demolition of Southern Cross Caravan Park residence and construct one new 3x2 residence.

### Caravan Park Residence



The Caravan Park Residence is located at 10 Coolgardie Road. It was built in 1971. Under Local Government asset management guidelines, the useful life of this property is 60 years. This property requires some extensive capital works to bring the house to a good standard. It is a double brick house on a concrete foundation with a tiled roof.



Total land area is 1069m<sup>2</sup>. Our asset number for this building is B0005. Title Deed is 780/DP173295. The Shire of Yilgarn purchased this property in 1993.

The roof was installed in 2019 along with a new kitchen install. The laundry, toilet and bathroom require extensive upgrades. Some windows cannot open and need replacement. New flooring, painting and window treatments required. No gardens established. Fencing needs replacement as part of our asbestos management plan. Work needs to be done around the tile fire surround and ceiling area as it is cracking and peeling with paint.

Estimated remaining useful life is 10 years.

10 Year maintenance plan:	\$412,235.00
Reinstatement with New - Value:	\$400,000.00
Fair Value (Improvements Asset):	\$115,000.00
Fair Value (Land Asset):	<u>\$ 30,000.00</u>
Total Fair Value:	\$145,000.00



**Construct one new residence on same location at the Southern Cross Caravan Park**



# SHIRE OF YILGARN BUILDING STRATEGY 2024

## 2030/2031 Financial Year

Depending on future usage, redevelopment of up to 5 caravan bays in the Southern Cross Caravan Park.

## Replacement of the Bodallin Public Toilets

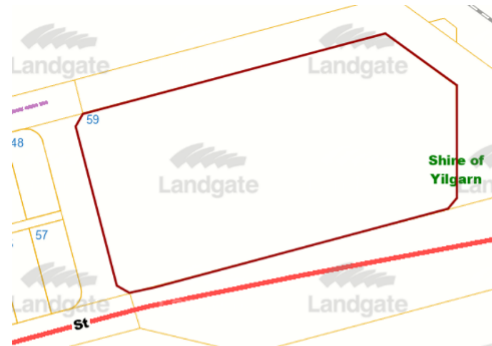
### Great Eastern Hwy Bodallin – Bodallin Toilets



This toilet block was acquired in 1993 which makes the building 29 years old. It is a pre-fabricated building with a wooden deck front veranda. New septic tanks were installed in 2004. As the power for the block runs from the Bodallin Roadhouse which has now closed there is no power to the building.



2 female cubicles, 2 men's cubicles and disabled toilet



The Bodallin Toilet is located on Reserve R27314. Our Asset Number is B0135.

The toilet block has an expected useful life of 27 years. As the building is 29 years old,

Estimated remaining life is 0.

<b>10 year maintenance plan:</b>	<b>\$78,779.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$64,000.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$14,000.00</b>
<b>Fair Value (Land Asset):</b>	
<b>Total Fair Value:</b>	<b>\$14,000.00</b>



If needed upgrade to a more modern look.  
Concept only





# SHIRE OF YILGARN BUILDING STRATEGY 2024

## 2031/2032 Financial Year

### Rotary Park Toilet & Replacement

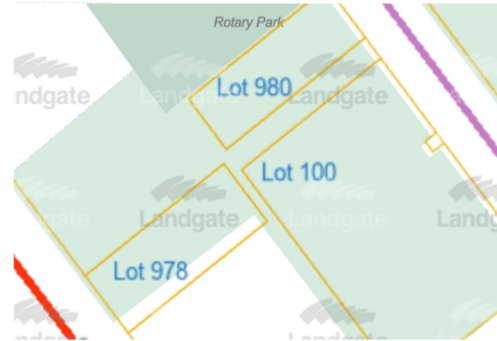
#### Rotary Park Toilet – 29 Antares St



The Rotary Park Toilets was installed in 2003. It is a prefabricated building. It is steel framed, iron clad ablution placed on a concrete slab with a veranda attached.



1 female toilet block with 3 cubicles – 1 Mens block with a urinal and cubical – 1 disabled toilet.



Rotary Park Toilets are located at 29 Antares St, Southern Cross. The Asset number for this building is B0134

This building has an expected life of 27 years. It is currently 20 years old.

Estimated remaining life is 7yrs.

10 year maintenance plan:	<u>\$ 40,640.00</u>
Reinstatement with New - Value:	\$104,000.00
Fair Value (Improvements Asset):	<u>\$ 69,000.00</u>
Total Fair Value:	<u>\$ 69,000.00</u>



**Upgrade to a more modern look (concept only)**



# SHIRE OF YILGARN BUILDING STRATEGY 2024

## 2031/2032 Financial Year

Depending on future usage, redevelopment of up to 5 caravan bays in the Southern Cross Caravan Park.

### Poultry Pavilion & replacement Southern Cross Oval

#### Sport Complex Poultry Pavilion



The Poultry Pavilion is a steel and timber framed shed on a concrete slab.



1 x shed

The Poultry Pavilion is located on the Sport Complex grounds. The Asset number for this is B0155.

The estimated useful life is 60 years. The Poultry Pavilion is approximately 46 years old.

Estimated remaining life is 14 years.

<b>10 year maintenance plan:</b>	<b>\$15,597.00</b>
<b>Reinstatement with New - Value:</b>	<b>\$29,500.00</b>
<b>Fair Value (Improvements Asset):</b>	<b>\$5,800.00</b>
<b>Total Fair Value:</b>	<b>\$5,800.00</b>





# SHIRE OF YILGARN BUILDING STRATEGY 2024

## 2032/2033 Financial Year

Depending on future usage, redevelopment of up to 5 caravan bays in the Southern Cross Caravan Park.

## Netball Pavilion and ablutions replacement

### Netball Pavilion & Ablution Block



The Netball Pavilion was co funded by the Shire and the Netball Club. This was built in 1974 and the same happened with the ablution block which was built in 1975. They are on a concrete base with brick walls. There is a steel framed roof with metal cladding.



1 x kitchen



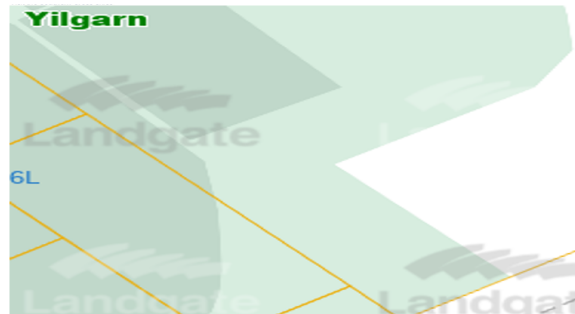
2 x storage areas



Male and Female toilets



1 x female shower



The buildings are situated on Reserve 9895. The asset number for the Pavilion is B0198 and the Ablution block is B0167.

These buildings have an expected useful life of 60 years. They are currently 48 and 49 years old.

Estimated remaining life 11 and 12 years.

<b>10 year maintenance plan:</b>	<b>\$ 125,262.00</b>
Reinstatement with New – Value - Pavilion:	\$ 174,000.00
Reinstatement with New – Value - Ablution:	\$ 170,000.00
Fair Value (Improvements Asset) - Pavilion:	\$ 48,500.00
Fair Value (Improvements Asset) - Ablution:	\$ 30,500.00
Fair Value (Land Asset):	\$ _____
<b>Total Fair Value:</b>	<b>\$ 79,000.00</b>



# SHIRE OF YILGARN BUILDING STRATEGY 2024



## 2032/2033 Financial Year

Depending on future usage, redevelopment of up to 5 caravan bays in the Southern Cross Caravan Park.

## Bullfinch hall toilet Replacement



## 2033/2034 Financial Year





# SHIRE OF YILGARN BUILDING STRATEGY 2024

## 2023/2024 Financial Year



The garden shed is metal and wood frame on concrete footings with iron sheeting and dirt floor.

The Clubhouse and shed are located on Reserve 1362. The asset number for the Clubhouse is B0161, the Buggy shed is B0180 and the Garden Shed is B0180.

The Club house is 46 years old. Estimated remaining useful life is 14 years.

The Buggy Shed is 5 years old. Estimated remaining useful life is 55 years.

The Garden Shed is 46 years old. Estimated remaining useful life is 0.

10 year maintenance plan \$ 385,034.00

Total Reinstatement with New – Value Club House: \$1,900,000.00

Fair Value (Improvements Asset) Club House: \$ 690,000.00

Total Reinstatement with New – Value Buggy shed: \$ 71,000.00

Fair Value (Improvements Asset) Buggy Shed: \$ 42,500.00

**Total Reinstatement with New – Garden Shed: \$ 21,500.00**

Fair Value (Improvements Asset) Garden Shed: \$ 3,400.00

Total Reinstatement with New \$1,992,500.00

Total Fair Value: \$ 735,900.00



# SHIRE OF YILGARN BUILDING STRATEGY 2024

## 2033/2034 Financial Year

### Sport Complex Sheep Pavilion



The Sheep Pavilion is located on the Sport Complex grounds. It is iron clad, steel and timber framed open shed.



1 x open shelter

The Asset number for the Sheep Pavilion is B0203.

The estimated useful life is 60 years. The Poultry Pavilion is approximately 46 years old.

Estimated remaining life is 14 years.

**10 year maintenance plan:** \$172,000.00

**Reinstatement with New - Value:** \$172,000.00

**Fair Value (Improvements Asset):** \$ 30,500.00

**Total Fair Value:** \$ 30,500.00

### Sport Complex Gym



The Gym was originally a cattle pen. In 2018 it was converted to an outdoor gym. The building has steel and timber framing. It is iron clad and on a concrete slab.



1 x open shelter

The gym is located on the Sport Complex grounds. The Asset number for this is B0202.

The gym original framing is approximately 44 years old. The new section and concrete slab is 6 years old.

**10 year maintenance plan:** \$ 23,379.00

**Reinstatement with New - Value:** \$106,000.00

**Fair Value (Improvements Asset):** \$ 27,500.00

**Total Fair Value:** \$ 27,500.00





# SHIRE OF YILGARN BUILDING STRATEGY 2024



YEAR	DEMOLITION	SALE	REPLACEMENT COST OR NEW CONSTRUCTION	TOTAL
<b>2025/2026</b>				
71 Antares Sale & Replacement		\$80,000	\$500,000	\$420,000
Kurrajong sale 2 blocks plus new cabin		\$5,000	\$150,000	\$145,000
ML toilet demolition & Replacement	\$5,000		\$100,000	\$100,000
5 New bays Caravan Park			\$100,000	\$100,000
				<b>\$770,000</b>
<b>2026/2027</b>				
120 Antares Sale & Replacement		\$80,000	\$500,000	\$420,000
5 New bays Caravan Park			\$100,000	\$100,000
New cabin Caravan Park			\$150,000	\$150,000
Demolish Bodallin Tennis	\$30,000			\$30,000
				<b>\$700,000</b>
<b>2027/20028</b>				
Mens shed toilet sale & New toilet		\$5,000	\$150,000	\$145,000
Demolition of admin & build into Town Hall	\$70,000		\$4,000,000	\$4,070,000
5 New bays Caravan Park			\$100,000	\$100,000
New cabin Caravan Park			\$150,000	\$150,000
				<b>\$4,465,000</b>
<b>2028/2029</b>				
Sale of 103 Altair & Replacement		\$80,000	\$500,000	\$420,000
New bays Caravan Park			\$100,000	\$100,000
5 New Caravan Park Cabin			\$150,000	\$150,000
				<b>\$670,000</b>
<b>2029/2030</b>				
Demolition Caravan Park Residence	\$30,000		\$500,000	\$530,000
New bays Caravan Park			\$100,000	\$100,000
				<b>\$630,000</b>

(loan)



# SHIRE OF YILGARN BUILDING STRATEGY 2024

2030/2031				
Replacement of the Bodallin Public Toilets		\$5,000	\$150,000	\$145,000
Sale of Rotary Park Toilet & Replacement		\$5,000	\$200,000	\$195,000
5 New bays Caravan Park			\$100,000	\$100,000
				<b>\$440,000</b>
2031/2032				
Poultry Pavilion replacement	\$5,000		\$70,000	\$70,000
5 New bays Caravan Park			\$100,000	\$100,000
Sale of Rotary Park Toilet & Replacement		\$5,000	\$200,000	\$195,000
				<b>\$340,000</b>
2032/2033				
5 New bays Caravan Park			\$100,000	\$100,000
Demolish Netball Pavilion and ablutions & replacement	\$30,000		\$350,000	\$380,000
				<b>\$480,000</b>
2033/2034				
Sale Bullfinch hall toilet & Replacement		\$5,000	\$150,000	\$145,000
5 New bays Caravan Park			\$100,000	\$100,000
				<b>\$245,000</b>
2033/2034				
Demolish golf green keepers shed & replacement	\$5,000		\$60,000	\$65,000
Demolish sheep shed & replacement	\$15,000		\$100,000	\$115,000
Demolish Cattle Pen	\$10,000		\$140,000	\$150,000
				<b>\$330,000</b>



**WHEATBELT NORTH RRG SHIRE OF YILGARN 6 YEAR STRATEGY**

Road	Work Description	P/I	Rating	Fund Source	2025/2026 (\$)	2026/2027 (\$)	2027/2028 (\$)	2028/2029 (\$)	2029/2030 (\$)	2030/2031 (\$)	Comments
2025/2026											
Dulyalbin Road	Construct and Seal from type 3 to type 5 from SLK 0.00 to SLK 2.00 (2km) Replace 300mm culvert at SLK 0.55. 14mm first seal and 10mm second coat seal	I		POOL	538,573						Road construction from type 3 gravel road to type 5 Sealed Road
				LG	179,524						
				TOTAL	807,860						
Cramphorne Road	Construct and Seal from type 3 to type 5 from SLK 9.90 to SLK 11.50 (1.5km) 14mm first seal and 10mm second coat seal	I		POOL	409,467						Road construction from type 3 gravel road to type 5 Sealed Road
				LG	204,733						
				TOTAL	614,200						
Bodalln North	Stabilise isolated failures, repair edge breaks and reseal from 12.93 to SLK 18.50. Pavement repair SLK 17.94 to 18.14	p		POOL	284,333						Reseal for asset preservation Repair any edgebreaks and reseal 14mm
				LG	142,167						
				TOTAL	426,500						
2026/2027											
Dulyalbin Road	Construct and Seal from type 3 to type 5 from SLK 2.00 to SLK 4.00 (2km) 14mm first seal and 10mm second coat seal	I		POOL		529,767					Road construction from type 3 gravel road to type 5 Sealed Road
				LG		264,883					
				TOTAL		794,650					
Cramphorne Road	Construct and Seal from type 3 to type 5 from SLK 11.50 to SLK 13.00 (1.5km) 14mm first seal and 10mm second coat seal	I		POOL		393,667					Road construction from type 3 gravel road to type 5 Sealed Road
				LG		196,833					
				TOTAL		590,500					
Bodallin North	Repair edge breaks and 14mm reseal from SLK 18.50 to 30.00 (11.5km)	P		POOL		349,000					Reseal for asset preservation Repair any edgebreaks and reseal 14mm
				LG		174,500					
				TOTAL		523,500					
2027/2028											
Dulyalbin Road	Construct and Seal from type 3 to type 5 from SLK 4.00 to 6.00 (2km) 14mm first coat and 10mm second coat seal	I		POOL			538,567				Road construction from type 3 gravel road to type 5 Sealed Road
				LG			269,283				
				TOTAL			807,850				
Cramphorne Road	Construct and Seal from type 3 to type 5 from SLK 11.50 to SLK 13.00 (1.5km) 14mm first coat seal and 10mm second coat seal	I		POOL			400,407				Road construction from type 3 gravel road to type 5 Sealed Road
				LG			200,203				
				TOTAL			600,610				
Bodallin North	Surface Correction/ stabilise sections and Reseal from SLK 30.00 to 42.00 (12.00km)	p		POOL			407,667				Reseal for asset preservation Repair any edgebreaks and reseal 14mm
				LG			203,833				
				TOTAL			611,500				
2028/2029											
Dulyalbin Road	Construct and Seal from type 3 to type 5 from SLK 6.00 to SLK 8.00 (2km) 14mm first coat seal with 10mm second coat seal	I		POOL				519,333			Road construction from type 3 gravel road to type 5 Sealed Road
				LG				259,667			
				TOTAL				779,000			
Cramphorne Road	Construct and Seal from type 3 to type 5 from SLK 11.50 to SLK 13.00 (1.5km) 14mm first coat seal and 10mm second coat seal	I		POOL				415,333			Road construction from type 3 gravel road to type 5 Sealed Road
				LG				207,667			
				TOTAL				623,000			
Moorine South Road	Surface Correction, pavement repairs, repair edge breaks and 14mm reseal from SLK 0.00 to 12.00 (12km)	P		POOL				406,667			Reseal for asset preservation Repair any edgebreaks and reseal 14mm
				LG				203,333			
				TOTAL				610,000			
2029/2029											
Dulyalbin Road	Construct and Seal from type 3 to 5 type from SLK 8.00 to SLK 10.00 (2km) 14mm first coat seal and 10mm second coat seal	I		POOL					538,000		Road construction from type 3 gravel road to type 5 Sealed Road
				LG					269,000		
				TOTAL					807,000		
Cramphorne Road	Construct and Seal from type 3 to type 5 from SLK 13.00 to SLK 14.5 (1.5km) 14mm first coat seal and 10mm second coat seal	I		POOL					416,200		Road construction from type 3 gravel road to type 5 Sealed Road
				LG					208,100		
				TOTAL					624,300		
Moorine South Road	Surface Correction, repair edge breaks and reseal 14mm aggregate from SLK 12.00 to 22.00 (12km)	P		POOL					386,667		Reseal for asset preservation Repair any edgebreaks and reseal 14mm
				LG					193,333		
				TOTAL					580,000		
2029/2030											
Dulyalbin Road	Construct and Seal from type 3 to type 5 from SLK 10.00 to SLK 12.00 (2km) 14mm first coat seal and 10mm second coat seal	I		POOL						533,333	Road construction from type 3 gravel road to type 5 Sealed Road
				LG						266,667	
				TOTAL						800,000	