



Ordinary Meeting of Council

Agenda

15 May 2025

Shire of Yilgarn NOTICE OF MEETING



Councillors:

Please be advised that the

May 2025

Ordinary Meeting of Council

Will be held in the Council Chambers on

Thursday, 15 May 2025

Commencing at **5pm**

**Council Meeting will be audio recorded as per Local Government
Administration Regulations 1996.**

COUNCILLORS PLEASE NOTE:

- *Asset Management Session will start at 2pm*
- *The Discussion Session will start at 3pm*
- *The Ordinary Meeting of Council will start at 5pm*

Nicholas Warren
Chief Executive Officer

09/05/2025

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RECORDS MANAGEMENT

Guidelines for Elected Members

Introduction

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

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

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

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

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

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

1 What is a record?

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

2 Why do I need to keep records?

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

Government records include:

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

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

When to create and capture a record:

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

3 Which records should be captured?

YES – forward to your local government administration
Communications, such as: • complaints and compliments • correspondence concerning corporate matters • submissions, petitions and lobbying • information for Council's interest relating to local government business activity and functions
Lobbying – correspondence or petitions, relating to lobbying matters
Telephone, meetings and other verbal conversations – regarding local government projects or business activities
Social Media – where the posts: • create interest from the public or media • communicate decisions or commit the local government to an action • seek feedback • address issues of safety, and/or • relate to sensitive or contentious issues
Work diaries / Appointment books – containing information that may be significant to the conduct of the elected member on behalf of the local government
Allowances, benefits and gifts records
Addresses / Speeches / Presentations – delivered as part of an elected member's official duties

NO – do not need to be forwarded to your local government
Duplicate copies – of Council meeting agenda, minutes and papers
Draft documents or working papers – which are already captured at the local government
Publications – such as newsletters, circulars and journals
Invitations – to community events where an elected member is not representing Council or the local government
Telephone, meetings and other verbal conversations which: • convey routine information only; or • do not relate to local government business or functions
Electioneering – or party-political information
Personal records – not related to an elected member's official duties

4 Confidential Documents / Records

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

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

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

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

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

3. ATTENDANCE

Members

Cr W Della Bosca
Cr B Close
Cr B Bradford
Cr G Guerini
Cr L Granich
Cr D Newbury
Cr L Rose

Council Officers

N Warren
C Watson
G Brigg
K Chrisp
F Mudau
N Beaton

Chief Executive Officer
Executive Manager Corporate Services
Executive Manager Infrastructure
Asset and Projects Manager
Finance Manager
Minute Taker

Apologies:

Observers:

Leave of Absence:

4. DECLARATION OF INTEREST

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

5.1. PUBLIC QUESTION TIME

6. CONFIRMATION OF MINUTES

6.1 Ordinary Meeting of Council, Thursday, 17 April 2025 - (Minutes Attached)

Recommendation

That the minutes from the Ordinary Council Meeting held on the 17 April 2025 be confirmed as a true record of proceedings.

Voting Requirements: Simple Majority

6.2 Shire of Yilgarn Tourism Advisory Committee Meeting, Wednesday, 9 April 2025 - (Minutes Attached)

Recommendation

That the minutes from the Shire of Yilgarn Tourism Advisory Committee meeting held on the 9 April 2025 be received.

Voting Requirements: Simple Majority

6.3 Great Eastern Country Zone Minutes (GECZ), Thursday, 10 April 2025 - (Minutes Attached)

Recommendation

That the minutes from the Great Eastern Country Zone meeting held on the 10 April 2025 be received.

Voting Requirements: Simple Majority

6.4 WEROC Inc. CEO Committee Meeting Minutes (WEROC), Monday, 14 April 2025 - (Minutes Attached)

Recommendation

That the minutes from the WEROC Inc. Committee meeting held on the 17 March 2025 be received.

Voting Requirements: Simple Majority

6.5 CEACA Executive Committee Meeting Minutes (via MS Teams), Monday, 28 April 2025 - (Minutes Attached)

Recommendation

That the minutes from the CEACA Executive Committee meeting held on the 28 April 2025 be received.

Voting Requirements: Simple Majority

7. PRESENTATIONS, PETITIONS, DEPUTATIONS

8. DELEGATES' REPORTS

9.1 Officers Report - Chief Executive Officer

9.1.1 Council Decision Status Report 2025

File Reference	2.1.2.4
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Author	Nic Warren - Chief Executive Officer
Attachments	Council Decision Status Report 2025

Purpose of Report

Council to note the Council Decision Status Report 2025.

Background

A Council Decision Status Report details the decisions of Council and provides a status as to whether the decisions have been completed or if they are still pending, an update as to their progress or reasoning as to why there is delays.

Comment

The Council Decision Status Report does not include decisions that do not require staff and/or Council actions, including:

- Confirmation of minutes
- Financial Reports
- Accounts for Payment
- Applications for Leave of Absence
- Decisions to close meetings to the public and to reopen meetings to the public

Confidential decisions or certain details may also be excluded to maintain confidentiality.

Statutory Environment

Nil

Strategic Implications

Nil

Policy Implications

Nil

Financial Implications

Nil

Risk Implications

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

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

Recommendation

That Council note the updated Council Decision Status Report 2025.

9.2 Reporting Officer - Executive Manager Corporate Services

9.2.1 Financial Reports - April 2025

File Reference	8.2.3.2
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Author	Cameron Watson - Executive Manager Corporate Services
Attachments	Financial Reports

Purpose of Report

To consider the Financial Reports

Background

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

The following reports are attached and have been prepared as at the 28 March 2025.

- 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	LG (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

That Council endorse the various Financial Reports as presented for the period ending 30 April 2025.

9.2.2 Accounts for Payment - April 2025

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

Purpose of Report

To consider the Accounts Paid under delegated authority.

Background

- Municipal Fund – Cheques 41324 to 41325 totalling \$1,259.61
- Municipal Fund - EFT 16409 to 16523 totalling \$1,038,387.11
- Municipal Fund – Cheques 2595 to 2613 totalling \$334,271.19
- Municipal Fund - Direct Debit Numbers:
 - 19665.1 to 19665.15 totalling \$26,483.24
 - 19677.1 to 19677.15 totalling \$27,989.72

The above are presented for endorsement as per the submitted list

Comment

Nil

Statutory Environment

Local Government Act 1995

5.42. Delegation of some powers and duties to CEO

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

* Absolute majority required.

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

Local Government (Financial Management) Regulations 1996

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

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

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

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

Strategic Implications

Nil

Policy Implications

Council Policy 3.11 – Timely Payment of Suppliers

Financial Implications

Drawdown of Bank funds

Risk Implications

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

Risk Matrix						
Consequence 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

- *Municipal Fund – Cheques 41324 to 41325 totalling \$1,259.61*
- *Municipal Fund - EFT 16409 to 16523 totalling \$1,038,387.11*
- *Municipal Fund – Cheques 2595 to 2613 totalling \$334,271.19*
- *Municipal Fund - Direct Debit Numbers:*
 - *19665.1 to 19665.15 totalling \$26,483.24*
 - *19677.1 to 19677.15 totalling \$27,989.72*

The above are presented for endorsement as per the submitted list

9.2.3 2025/2026 Schedule of Fees & Charges

File Reference	8.2.5.5
Disclosure of Interest	Nil
Voting Requirements	Absolute Majority
Author	Cameron Watson - Executive Manager Corporate Services
Attachments	Proposed 2025/2026 Schedule of Fees & Charges.

Purpose of Report

To consider the fees & charges to be applied in 2025/2026.

Background

The Local Government Act 1995 allows for fees and charges that are to be imposed during a financial year to be adopted with the annual Budget.

As the Budget will not be adopted until after 1st July 2025, Council is requested to consider the schedule of fees and charges prior to the Budget adoption so that the agreed fees & charges can be taken into consideration when preparing the Budget and to allow the fees & charges to be applied from 1st July 2025.

Comment

A copy of the current fees & charges and proposed changes are included in the attachments. The items in **Red** are proposed to be deleted and the items in **Green** are proposed to be included or have been amended.

It is intended that the proposed fees and charges remain predominantly unchanged from those imposed in 2024/2025, however a summary of the recommended changes follows:

- Page 1 – Add an instalment fee for standard debtors.
- Page 3 – Increase the fee for Secretarial Service to bring into line with actual pay rates with overheads.
- Page 4 – Increase the fee for Exam Supervision to bring into line with actual pay rates with overheads.
- Page 5 – Included Area Promotional Materials as “As Marked” to allow for price changes and additional materials.
- Page 5 – Update Staff housing rental fees to bring them into line with what is charged.
- Page 6 & 8 – Increase the hourly rate facility cleaning to bring into line with actual pay rates with overheads.
- Page 6 – Add additional tyre disposal categories and associated fees.
- Page 7 – Add an annual sporting facility fee for the Yilgarn Ladies Darts Association and better define what is and is not included with other sporting group annual fees.
- Page 8 – Better define hire fee levels for the Yilgarn Recreation Centre Main Lounge and add hire fees for recently constructed Viewing Lounge.

- Page 9 – Adding fees for Trading in Thoroughfares and Public Places.
- Page 10 – Adjust Standpipe charges due to increase in Water Corporation charges.
- Page 11 – Set accommodation fees for new Caravan Park self-contained park cabins
- Page 11 – Increase the Caravan Park additional room servicing fee to bring into line with actual pay rates with overheads
- Page 11 – Annual increase for 11 Antares St Shop Front Rental fees, increased by 4%.
- Page 12 – Increases to minor plant hire out fees.

Statutory Environment

Local Government Act 1995 –

6.13. Interest on money owing to local governments

- (1) Subject to any other written law, a local government may resolve* to require a person to pay interest at the rate set in its annual budget on any amount of money (other than rates and service charges) which —
 - (a) that person owes to the local government; and
 - (b) has been owed for the period of time referred to in subsection (6).

** Absolute majority required.*

- (2) A resolution under subsection (1) is to be included in the annual budget.
- (3) The rate of interest that may be set by the local government under this section is not to exceed the rate for the time being prescribed as the maximum rate of interest that may be set for the purposes of this section.
- (4) Where a local government imposes interest under subsection (1) on any outstanding amount of money the local government is not to also impose an additional charge in relation to that amount.
- (5) Accrued interest is, for the purpose of its recovery, taken to form part of the money owed to the local government on which it is charged.
- (6) A local government is not to impose interest on any amount of money under subsection (1) until the money has been owed to the local government for the period of time set by the local government in its annual budget (not being less than 35 days) after the date which is stated on the relevant account for payment as being the date the account was issued.
- (7) Regulations may provide for the method of calculation of interest.

[Section 6.13 modified: SL 2020/57^{1M}.]

6.16. Imposition of fees and charges

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

** Absolute majority required.*

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

* *Absolute majority required.*

6.17. Setting level of fees and charges

- (1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —
 - (a) the cost to the local government of providing the service or goods; and
 - (b) the importance of the service or goods to the community; and
 - (c) the price at which the service or goods could be provided by an alternative provider.
- (2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.
- (3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —
 - (a) under section 5.96; or
 - (b) under section 6.16(2)(d); or
 - (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.
- (4) Regulations may —
 - (a) prohibit the imposition of a fee or charge in prescribed circumstances; or
 - (b) limit the amount of a fee or charge in prescribed circumstances.

Local Government (Financial Management) Regulations 1996 —

19A. Maximum rate of interest prescribed (Act s. 6.13(3))

The maximum rate of interest to be imposed under section 6.13(1) is prescribed as 11%.

[Regulation 19A inserted: Gazette 28 Jun 1996 p. 3169; amended: Gazette 29 Jun 1999 p. 2854; 20 Apr 2012 p. 1700; 29 Jun 2012 p. 2953.]

19B. Interest on money owing, calculating (Act s. 6.13)

- (1) Interest on money that remains owing after the date determined in accordance with section 6.13(6) (the **due date**) is to be calculated on a simple interest basis for the number of days from the due date until the day before the day on which a payment is received by the local government.
- (2) The principal sum on which interest is calculated for a financial year may include interest accrued but not paid in a previous financial year but is not to include interest accrued in the current financial year.
- (3) If payment is received by the local government during the period from 1 July in a financial year until the annual budget for that financial year is adopted, interest referred to in subregulation (1) for that period is to be at the rate of interest imposed under section 6.13(1) for the previous financial year.
- (4) If under section 6.13 interest is to be imposed on money owing, a request for payment of that money is to include or be accompanied by a statement that interest is to accrue on money that remains owing after the due date and stating —
 - (a) the date from which interest will be imposed; and
 - (b) the rate of interest.

[Regulation 19B inserted: Gazette 28 Jun 1996 p. 3169-70.]

The recommendation that follows is consistent with the legislative requirements.

Strategic Implications

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

Policy Implications

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

Financial Implications

There are no financial implications as a result of this report however the adopted Schedule of Fees & Charges will influence the level of 2025/2026 Budgeted income.

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Fee or Charge level excessive or inadequate.	Moderate (9)	Regular review.
Service Interruption	Nil	Nil	Nil
Compliance	Compliance with the Local Government Act and associated Regulations.	Low (2)	Regular review.
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

That Council

- Adopts the 2025/2026 Schedule of Fees and Charges as presented; and*
- Approves the advertising of their effective date of 1st July 2025*

9.2.4 2025/2026 Councillor Sitting Fees

File Reference	2.1.1.1
Disclosure of Interest	Nil
Voting Requirements	Absolute Majority
Author	Cameron Watson-Executive Manager Corporate Services
Attachments	Nil

Purpose of Report

To set Councillors Sitting Fees for 2025/2026.

Background

Section 7B (2) of the Salaries and Allowances Act 1975 requires the Salaries and Allowances Tribunal, at intervals of not more than 12 Months, to inquire into and determine: -

- The amount of fees, or the minimum and maximum amounts of fees, to be paid under the Local Government Act 1995 to elected council members for attendance at meetings;
- The amount of expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the Local Government Act 1995 to elected council members; and
- The amount of allowances or the minimum and maximum amounts of allowances, to be paid under the Local Government Act to elected council members.

The Tribunal continues to utilise the four band Local Government classification model adopted in 2012 with the Shire of Yilgarn falling under Band 3.

For the 2025/2026 financial year, the tribunal has determined that remuneration, fees, expenses, and allowance ranges for Band 3 Councils will increase by 3.5% from those determined for the 2024/25 financial year.

Council Meeting Attendance Fees per Meeting

Where a Local Government decides, by Absolute Majority, to pay a Council Member a fee referred to in section 5.98(1)(b) of the Local Government Act for attendance at a Council Meeting, the following per meeting fee range will be applicable;

<i>Band</i>	For a council member other than mayor or president		For a council member who holds the office of mayor or president	
	<i>Minimum</i>	<i>Maximum</i>	<i>Minimum</i>	<i>Maximum</i>
3	\$225	\$465	\$225	\$710

Committee Meeting and Prescribed Meeting Fees per Meeting

Where a Local Government decides to pay a Council Member a fee referred to in: -

- (a) section 5.98(1)(b) of the Local Government Act for attendance at a Committee Meeting; or
- (b) section 5.98(2A)(b) of the Local Government Act for attendance at a Meeting of the type prescribed in regulation 30(3A) of the Local Government (Administration) Regulations 1996.

the following per meeting fee range will be applicable;

	For a Council Member (including Mayor or President)		For an Independent Member	
Band	Minimum	Maximum	Minimum	Maximum
3	\$110	\$235	\$0	\$450

In December 2023, s5.98 & s5.100 of the Act were repealed and replaced with what is included under the Statutory Environment of this recommendation. The previous s5.100 stated:

5.100. Payments for certain committee members

- (1) *A person who is a committee member but who is not a council member or an employee is not to be paid a fee for attending any committee meeting.*
- (2) *Where —*
 - (a) *a local government decides that any person who is a committee member but who is not a council member or an employee is to be reimbursed by the local government for an expense incurred by the person in relation to a matter affecting the local government; and*
 - (b) *a maximum amount for reimbursement of expenses has been determined for the purposes of section 5.98(3)(b),*

the local government must ensure that the amount reimbursed to that person does not exceed that maximum.

[Section 5.100 amended: No. 2 of 2012 s. 18.]

This precluded any payment of sitting fees to the Community Representative of the Audit Committee or Chief Executive Officer Selection Committee (when constituted).

Council Members who were also Committee member alongside community representatives were also precluded from receiving sitting fees because of s5.98 which stated (in part):

5.98. Fees etc. for council members

- (1A) *In this section —*
determined means determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B.
- (7) *A reference in this section to a **committee meeting** is a reference to a meeting of a committee comprising —*
 - (a) *council members only; or*

(b) *council members and employees.*

s. 5.98 (7) was also repealed in December 2023.

It should also be noted that a Local Government may decide, by Absolute Majority, that instead of paying Council Members a per Meeting Attendance Fee it may, instead, decided it will pay all Council Members who attend Council, Committee, or proscribed meetings a fixed annual fee.

The benefits of this to Council are that there are significantly reduced administrative requirements involved, in that payments to Councillors are usually only made on either an annual, bi-annual, or quarterly basis. Additionally, the record keeping requirements of collating Councils attendance forms with time saving on the associated financial processing.

There is a downside to Council electing to utilise a fixed annual fee for Councillor sitting fees which is, if there was to be a consistently absent Councillor, there would be no mechanism to adjust their sitting fees.

At this time, it is not recommended that Council utilise annual sitting fees as it may require amending Council Policy 1.5 – Elected Member Entitlements.

Annual Allowance for mayor or president of a local government

Where a local government sets the amount of the annual local government allowance to which a mayor or president is entitled under section 5.98(5) of the LG Act the following allowance range will be applicable;

For a mayor or president		
<i>Band</i>	<i>Minimum</i>	<i>Maximum</i>
3	\$1,152	\$41,388

Annual Allowance for Deputy President

For the purpose of section 5.98A(1) of the Local Government Act the annual allowance for a Deputy President is determined to be 25% of the Presidents Allowance.

Travel Expenses

The Salaries & Allowances Determination has Councillor travel reimbursements for actual distances travelled being paid at the same rate contained in section 30.6 of the *Local Government Officers' (Western Australia) Award 2021*, being

Engine Displacement (in cubic centimetres)			
<i>Area & Details</i>	<i>Over 2600cc</i>	<i>Over 1600cc to 2600cc</i>	<i>1600cc and under</i>
	Cents per Kilometre		
Metropolitan Area	93.97	67.72	55.85
South West Land Division	95.54	68.66	56.69
North of 23.5 Latitude	103.52	74.12	61.21
Rest of State	99.01	70.87	58.37

For members with Electric Vehicles, the 1600cc Motor Vehicle Allowance rate should be applied.

Comment

As Councillor sitting fees and the Presidents & Deputy Presidents Allowances haven't changed since the 2019/2012 financial years and to recognise the added burdens expected with the requirement for Councillor training in the current Local Government Act, it will be recommended to increase the sitting fees and Presidents & Deputy Presidents Allowances.

For reference, the following are the 2024/2025 financial years Elected Member meeting attendance fees and expense reimbursement / allowances:

	For a council member other than mayor or president	For a council member who holds the office of mayor or president
<i>Meeting Fee Type</i>		
Council - Per Meeting	\$400	\$600
Committee - Per Meeting	\$200	\$200
<i>Expense Reimbursement / Allowance Type</i>		
Travel - Per Kilometre	As per Local Government Officers’ (Western Australia) Award 2021 – section 30.6 for “Rest of State”	
ICT Allowance	\$1,180	
<i>Other Allowances</i>		
President - Per Annum	\$12,000	
Deputy President - Per Annum	\$3,000	

Travel expense reimbursement rates are reimbursed at the “Rest of State” levels included at section 30.6 of the Local Government Officers' (Western Australia) Award 2021 and have remained unchanged from those of 2024/2025.

ICT Allowance is made up of \$480 in telecommunications (based on \$40 monthly post-paid Telstra data plan) and \$700 hardware replacement/upgrade (based on cost of iPad Pro 12.9” 128Gb WIFI over 2 years).

Statutory Environment

Local Government Act 1995 –

5.98. Fees etc. for council members

(1A) In this section —

determined means determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B.

(1) A council member who attends a council or committee meeting is entitled to be paid —

- (a) the fee determined for attending a council or committee meeting; or
- (b) where the local government has set a fee within the range determined for council or committee meeting attendance fees, that fee.

(2A) A council member who attends a meeting of a prescribed type at the request of the council is entitled to be paid —

- (a) the fee determined for attending a meeting of that type; or
- (b) where the local government has set a fee within the range determined for meetings of that type, that fee.

(2) A council member who incurs an expense of a kind prescribed as being an expense —

- (a) to be reimbursed by all local governments; or
- (b) which may be approved by any local government for reimbursement by the local government and which has been approved by the local government for reimbursement,

is entitled to be reimbursed for the expense in accordance with subsection (3).

(3) A council member to whom subsection (2) applies is to be reimbursed for the expense —

- (a) where the extent of reimbursement for the expense has been determined, to that extent; or
- (b) where the local government has set the extent to which the expense can be reimbursed and that extent is within the range determined for reimbursement, to that extent.

(4) If an expense is of a kind that may be approved by a local government for reimbursement, then the local government may approve reimbursement of the expense either generally or in a particular case but nothing in this subsection limits the application of subsection (3) where the local government has approved reimbursement of the expense in a particular case.

- (5) The mayor or president of a local government is entitled, in addition to any entitlement that he or she has under subsection (1) or (2), to be paid —
 - (a) the annual local government allowance determined for mayors or presidents; or
 - (b) where the local government has set an annual local government allowance within the range determined for annual local government allowances for mayors or presidents, that allowance.
- (6) A local government cannot make any payment to, or reimburse an expense of, a person who is a council member or a mayor or president in that person's capacity as council member, mayor or president unless the payment or reimbursement is in accordance with —
 - (a) this Division; or
 - (b) a policy adopted by the local government under section 5.129.

[(7) *deleted*]

[Section 5.98 amended: No. 64 of 1998 s. 36; No. 17 of 2009 s. 33; No. 2 of 2012 s. 14; No. 11 of 2023 s. 79.]

5.98A. Allowance for deputy mayor or deputy president

- (1) A local government may decide* to pay the deputy mayor or deputy president of the local government an allowance of up to the percentage that is determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B of the annual local government allowance to which the mayor or president is entitled under section 5.98(5).

** Absolute majority required.*

- (2) An allowance under subsection (1) is to be paid in addition to any amount to which the deputy mayor or deputy president is entitled under section 5.98.

[Section 5.98A inserted by No. 64 of 1998 s. 37; amended by No. 2 of 2012 s. 15.]

5.99. Annual fee for council members in lieu of fees for attending meetings

A local government may decide* that instead of paying council members a fee referred to in section 5.98(1), it will instead pay all council members who attend council or committee meetings —

- (a) the annual fee determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B; or
- (b) where the local government has set a fee within the range for annual fees determined by that Tribunal under that section, that fee.

** Absolute majority required.*

[Section 5.99 amended by No. 2 of 2012 s. 16.]

5.99A. Allowances for council members in lieu of reimbursement of expenses

- (1) A local government may decide* that instead of reimbursing council members under section 5.98(2) for all of a particular type of expense it will instead pay all eligible council members —
 - (a) the annual allowance determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B for that type of expense; or
 - (b) where the local government has set an allowance within the range determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B for annual allowances for that type of expense, an allowance of that amount,

and only reimburse the member for expenses of that type in excess of the amount of the allowance.

* *Absolute majority required.*

- (2) For the purposes of subsection (1), a council member is eligible to be paid an annual allowance under subsection (1) for a type of expense only in the following cases —
 - (a) in the case of an annual allowance that is paid in advance, if it is reasonably likely that the council member will incur expenses of that type during the period to which the allowance relates;
 - (b) in the case of an annual allowance that is not paid in advance, if the council member has incurred expenses of that type during the period to which the allowance relates.

[Section 5.99A inserted by No. 64 of 1998 s. 38; amended by No. 2 of 2012 s. 17; No. 26 of 2016 s. 13.]

5.100. Fees paid and expenses reimbursed to committee members

- (1) In this section —

committee member means a person who is a committee member but who is neither a council member nor an employee;

determined means determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7BAA.
- (2) A committee member who attends a meeting of the committee is entitled to be paid —
 - (a) the fee determined for attending a committee meeting; or
 - (b) if the local government has set a fee within the range determined for committee meeting attendance fees — that fee.
- (3) A committee member who attends a meeting of a prescribed type at the request of the council is entitled to be paid —
 - (a) the fee determined for attending a meeting of that type; or
 - (b) if the local government has set a fee within the range determined for meetings of that type — that fee.

- (4) Subsection (5) applies if a committee member incurs —
 - (a) an expense that is of a kind prescribed as being an expense to be reimbursed by all local governments; or
 - (b) an expense —
 - (i) that is of a kind prescribed as being an expense which may be approved by any local government for reimbursement by the local government; and
 - (ii) which has been approved by the local government for reimbursement.
- (5) The committee member must be reimbursed for the expense —
 - (a) if the extent of reimbursement for the expense has been determined — to that extent; or
 - (b) if the local government has set the extent to which the expense can be reimbursed and that extent is within the range determined for reimbursement — to that extent.
- (6) If an expense is of a kind that may be approved by a local government for reimbursement, the local government may approve reimbursement of the expense either generally or in a particular case but nothing in this subsection limits the application of subsection (5) if the local government has approved reimbursement of the expense in a particular case.
- (7) A local government cannot make any payment to, or reimburse an expense of, a person who is a committee member in that person's capacity as committee member unless the payment or reimbursement is in accordance with this section.

[Section 5.100 inserted: No. 11 of 2023 s. 80.]

Local Government (Administration) Regulations 1996 –

30. Meeting attendance fees (Act s. 5.98(1) and (2A))

[(1), (2) deleted]

- (3A) Each of the following meetings is a meeting of a prescribed type for the purposes of section 5.98(2A) —
 - (a) meeting of a WALGA Zone, where the council member is representing a local government as a delegate elected or appointed by the local government;
 - (b) meeting of a Regional Road Group established by Main Roads Western Australia, where the council member is representing a local government as a delegate elected or appointed by the local government;
 - (c) council meeting of a regional local government where the council member is the deputy of a member of the regional local government and is attending in the place of the member of the regional local government;

- (d) meeting other than a council or committee meeting where the council member is attending at the request of a Minister of the Crown who is attending the meeting;
- (e) meeting other than a council meeting or committee meeting where the council member is representing a local government as a delegate elected or appointed by the local government.

[(3B) deleted]

- (3C) A council member is not entitled to be paid a fee for attending a meeting of a type referred to in subregulation (3A) if —
- (a) the person who organises the meeting pays the council member a fee for attending the meeting; or
 - (b) the council member is paid an annual fee in accordance with section 5.99; or
 - (c) if the meeting is a meeting referred to in subregulation (3A)(c), the member of the regional local government is paid an annual fee in accordance with section 5.99.

[(3)-(5) deleted]

[Regulation 30 amended in Gazette 23 Apr 1999 p. 1719; 31 Mar 2005 p. 1034; 3 May 2011 p. 1595-6; 13 Jul 2012 p. 3219.]

31. Expenses to be reimbursed (Act s. 5.98(2)(a) and (3))

- (1) For the purposes of section 5.98(2)(a), the kinds of expenses that are to be reimbursed by all local governments are —
- (a) rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
 - (b) child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member.

[(2)-(5) deleted]

[Regulation 31 amended in Gazette 31 Mar 2005 p. 1034; 13 Jul 2012 p. 3219.]

32. Expenses that may be approved for reimbursement (Act s. 5.98(2)(b) and (3))

- (1) For the purposes of section 5.98(2)(b), the kinds of expenses that may be approved by any local government for reimbursement by the local government are —
- (a) an expense incurred by a council member in performing a function under the express authority of the local government; and
 - (b) an expense incurred by a council member to whom paragraph (a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and
 - (c) an expense incurred by a council member in performing a function in his or her capacity as a council member.

[(2) *deleted*]

[Regulation 32 amended in Gazette 13 Jul 2012 p. 3219.]

[33-34AB. *Deleted in Gazette 13 Jul 2012 p. 3219]*

Salaries and Allowance Act 1975

7B. Determinations as to fees and allowances of local government councillors

(1) In this section —

elected council member means a person elected under the *Local Government Act 1995* as a member of the council of a local government.

(2) The Tribunal is to, from time to time as provided by this Act, inquire into and determine —

- (a) the amount of fees, or the minimum and maximum amounts of fees, to be paid under the *Local Government Act 1995* to elected council members for attendance at meetings; and
- (b) the amount of expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the *Local Government Act 1995* to elected council members; and
- (c) the amount of allowances, or the minimum and maximum amounts of allowances, to be paid under the *Local Government Act 1995* to elected council members.

(3) Section 6(2) and (3) apply to a determination under this section.

[Section 7B inserted by No. 2 of 2012 s. 39.]

The recommendation that follows is consistent with the legislative requirements.

Strategic Implications

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

Policy Implications

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

Financial Implications

Any resolution on the value of sitting fees and Members expenses will form part of the 2025/2026 Budget.

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Compliance with the Local Government Act, associated Regulations and current SAT determination.	Moderate (6)	Ensure compliance with Act, Regs and SAT determination.
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)

Recommendation

That Council adopts the following elected members sitting fees, expense reimbursements/allowances and President & Deputy Presidents allowances for the 2025/2026 financial year:

		<i>For a council member other than mayor or president</i>	<i>For a council member who holds the office of mayor or president</i>
Meeting Fee Type			
Council	- Per Meeting	\$440	\$660
Committee	- Per Meeting	\$220	\$220

Expense Reimbursement / Allowance Type		
Travel Reimbursement	- Per Kilometre	As per Local Government Officers' (Western Australia) Award 2021 – section 30.6 for “Rest of State”
ICT Allowance		\$1,180

Other Allowances		
President	- Per Annum	\$13,000
Deputy President	- Per Annum	\$3,250

Independent Committee Member		
Audit & Risk Committee	- Per Meeting	\$450
Other Applicable Committee	- Per Meeting	\$450

Officer Recommendation

That Council endorse raising from the table item 9.3.1 10-Year Plant Replacement Program 2025/2026 to 2034/2035, that was laid on the table at the May 2025 Ordinary Council meeting.

9.3 Reporting Officer - Executive Manager Infrastructure

9.3.1 10 - Year Plant replacement Program 2025/2026 to 2034/2035

File Reference	6.4.1.5
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Author	Glen Brigg - Executive Manager Infrastructure
Attachments	2025/2026 to 2034/2035 Plant Replacement Spreadsheet

Purpose of Report

For Council to consider the 10-year 2025/2026 to 2034/2035 Plant Replacement Program to ensure that the Shire of Yilgarn's fleet of machinery, vehicles and equipment remains effective, safe and cost-efficient.

Background

The new plant replacement program requires significant capital investment. A detailed financial plan allocates resources, manages cash flow and ensures investment in plant and equipment which leads to future sustainable asset renewal and maintenance.

Whole of Life Cost Asset Management is an approach that looks beyond the initial acquisition price and considers the total cost of ownership over the asset's life. By using an overall approach this can ultimately lead to greater efficiency, improved financial outcomes and better utilisation.

Using own plant and equipment to maintain assets can be a highly effective approach to reducing operational costs, improve asset longevity and enhance overall operational efficiency.

It requires careful planning and management to ensure that the assets are maintained properly. Reducing the need to outsource maintenance work can save costs over time. The Shire can schedule maintenance based on needs, rather than relying on external providers.

Comment

A significant issue facing all local governments is managing ageing assets which need renewal while balancing the maintenance standards expected by the community.

Fit for purpose plant and equipment is ensuring that the fleet is suitable for the current and future operational needs of the Shire. The program focuses on replacing existing plant and equipment with assets that are better aligned with the specific requirements of the Shire. It is

about choosing equipment that provides the right functionality, performance and reliability to meet Shire's asset renewal and maintenance needs.

When purchasing new assets, staff will recommend equipment that is cost-effective throughout the whole of lifecycle, not just the initial acquisition.

Asset renewal involves replacing, upgrading or maintaining a variety of machinery, vehicles and equipment to ensure that services continue to run smoothly, cost-effectively and in alignment with both community expectations and operational efficiency.

Included in the 2025/2026 plant replacement program.

- **Replacement of the 2017, 12M grader.** There are 5 graders within the fleet. One grader is used for construction and the other four are used for maintenance grading.
- **Replacement of the Freightliner Prime Mover.** As discussed with council, this truck has been problematic over the last 2 years. Records show that breakdown repairs in 2023/24 totalled over \$50,000. Repairs in 2024/2025 will exceed \$70,000. The downtime exceeds 5 months this financial year. Staff have been engaging contractors while this unit has been out of action.
- **Purchase of a used dedicated water truck.** The shire previously operated two 8x4 Mack tippers with slip in water tanks. One of these 8x4 Mack trucks has been reconfigured as side tipping truck towing a side tipping dog. This was to improve our gravel hauling capabilities. That only leaves one 8x4 Mack as a water truck. Water trucks are seasonal where two trucks are needed during construction in the warmer months. There is far less requirement for a second truck during the wet season. This plant replacement includes the purchase of a used water truck. The Shire is currently paying \$2,500 per week to dry hire a 6x4 water truck.



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Compare

Save

2012 Kenworth T359

\$198,000*

Excl. Govt. Charges

- Water Truck
- 245,974 km
- Automatic
- GVM/GCM: 30,100kg/40,100kg

Finance available ⓘ

Replacement line marker. This unit is expensive with low utilisation. It is mainly used for marking the oval for different sporting clubs.

Loader mounted road broom. This is an attachment for the backhoe. It will be utilised for sweeping pavements before sealing, sweeping bitumen before resealing and sweeping loose aggregate after resealing.

Light vehicle replacements. This plant replacement introduces a new vehicle for the Administration Office. There are no spare vehicles for staff to travel for general use or for staff to use when training outside the Shire. The plant replacement allows for the initial purchase of an Administration vehicle and programmed to be replaced every 4 years. Ford are just releasing details for their new Ranger Super Duty. It is due for production in 2026. This may delay the Landcruiser replacements if they are more suited for the grader maintenance crews.

Statutory Environment

Local Government Act 1995 (WA)

Section 6.2 (Budgeting and Financial Management): Local governments must develop a budget that includes provisions for asset replacement, including plant and equipment. This is essential for ensuring that the financial capacity for plant replacement is considered in advance.

Section 3.1 (Role of Local Government): Local governments have a responsibility to provide services and facilities to the community in an efficient and effective manner, which includes the timely replacement of plant to maintain operational efficiency.

Section 5.56 (Plan for the Future): Local governments must develop long-term strategic plans (Integrated Planning and Reporting Framework), which include asset management plans and strategies for the replacement of plant, machinery, and other infrastructure.

Local Government (Financial Management) Regulations 1996 (WA)

Regulation 19 (Annual Budget): This regulation requires local governments to provide a detailed budget, which should account for the replacement of plant and machinery, either through direct purchase or leasing arrangements.

Asset Management: Local governments are required to maintain a register of assets, which includes plant, machinery, and equipment. This register forms the basis for planning replacements and managing the lifecycle of the assets.

Strategic Implications

Plant and equipment replacement for local governments is crucial for maintaining operational efficiency, reducing costs, and ensuring that services provided to the community are of high quality.

Policy Implications

Finance Policy 3.4 Purchasing and Tendering
Finance Policy 3.3 Reserve Portfolio Rational
Local Government (Functions and General) Regulations 1996

Financial Implications

Procurement and Tendering Requirements

Overview: Western Australian local governments are bound by specific rules and regulations related to procurement, including the Local Government (Functions and General) Regulations 1996 (WA).

Relevance to Plant Replacement:

- When replacing plant, local governments must follow procurement processes that ensure transparency, fairness, and value for money. This could involve tendering for the supply of new plant, with a focus on competitive bidding and compliance with procurement regulations.
- **Regulation 11 (Tendering Requirements):** This regulation specifies when a local government is required to publicly advertise for tenders, particularly for significant purchases such as plant replacements.

The 2025/2026 Plant Replacement Program continues to improve the Shires service capabilities. If the overall plant replacement can't be funded from general revenue, council has the option to partly fund it from the Heavy Vehicle Road User Fee or Plant Reserve.

Estimated balance of Reserves at the 30th of June 2025

Heavy Vehicle Road User Fee Reserve: \$2,909,762

Plant Reserve: \$1,032,753

Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People		Nil	
Financial Impact	Older equipment often requires more frequent repairs, and risks major component failure which can be expensive. As plant and equipment ages, the cost of maintaining them typically increases.	Low (2)	Replacing old plant and equipment with new models ensures higher reliability, reducing the likelihood of unexpected breakdowns that can lead to costly production downtimes.
Service Interruption	Plant and equipment can fail due to wear and tear, design flaws, or aging components.	Low (2)	Replacing plant and equipment is one of the most effective strategies for reducing service interruptions.
Compliance	Nil	Nil	Nil
Reputational	Frequent service interruptions, poor product quality, or delays due to outdated equipment can lead to a loss of community trust	Low (2)	Newer equipment often comes with better performance capabilities, enabling quicker responses to community needs.
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

By Simple Majority council accepts the 2025/2026 to 2034/2035 Plant Replacement program as presented.

10 APPLICATIONS FOR LEAVE OF ABSENCE

11 MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

13 MEETING CLOSED TO THE PUBLIC - CONFIDENTIAL ITEMS

14 CLOSURE