



# *Ordinary Meeting of Council*

## *Agenda*

*17 July 2025*

# Shire of Yilgarn NOTICE OF MEETING



Councillors:

Please be advised that the

**July 2025**

## **Ordinary Meeting of Council**

Will be held in the Council Chambers on

Thursday, 17 July 2025

Commencing at **5pm**

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

### **COUNCILLORS PLEASE NOTE:**

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

**Nicholas Warren**

**Chief Executive Officer**

**14/07/2025**

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## 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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#### 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
<p><b>Communications</b>, such as:</p> <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>
<p><b>Lobbying</b> – correspondence or petitions, relating to lobbying matters</p>
<p><b>Telephone, meetings and other verbal conversations</b> – regarding local government projects or business activities</p>
<p><b>Social Media</b> – where the posts:</p> <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>
<p><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</p>
<p><b>Allowances, benefits and gifts records</b></p>
<p><b>Addresses / Speeches / Presentations</b> – delivered as part of an elected member's official duties</p>

<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 <b>not</b> 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

#### 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 L Rose  
Cr D Newbury

Council Officers	N Warren	Chief Executive Officer
	C Watson	Executive Manager Corporate Services
	G Brigg	Executive Manager Infrastructure
	F Mudau	Finance Manager
	K Chrisp	Asset and Projects Manager
	N Beaton	Minute Taker

Apologies:

Observers:

Leave of Absence:

## 4. DECLARATION OF INTEREST

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

At the June 2025 Ordinary meeting of Council, the following questions were posed by Kaye Crafter, a response was provided on 26 June 2025 as follows:

***Intersection of Rogers Road and the Koolyanobbing Road.***

***There was an accident on this curve a few months ago, when parts of the road were gouged out. Some repairs were done, but the job has not been completed.***

*As you have correctly noted the area has been addressed with temporary repairs undertaken to restrict water entry under the seal and protect the pavement. A full repair will be scheduled in conjunction with other required repairs to maximise use of Council's general road maintenance budget. The damage is not deemed a significant risk.*

### **Arcturus Street**

***Sometime ago, a pipe was laid under the road on Arcturus Street, quite close to the Shire Depot. It also has not been finished. Is there a reason why?***

*This section of road will be repaired in conjunction with other required repairs to maximise use of Council's general road maintenance budget. The damage is not deemed a significant risk.*

### **Yilgarn History Museum**

***The basin in the Public Toilet at the Museum has not been in use for about 4 weeks due to plumbing problems. I think this is a health and safety problem. I'm sure we have a Plumber in Southern Cross.***

*The Shire has attended to the museum toilet issue however the system requires a part that has been placed on order and is awaiting delivery.*

***My question to Council is: Why haven't these repairs been completed and where is the follow up supervision to ascertain the reason why they are not completed.***

*All matters raised have been investigated and risk assessed by Shire staff, with provisions in place to resolve.*

## **5.1. PUBLIC QUESTION TIME**

## **6. CONFIRMATION OF MINUTES**

### **6.1 Ordinary Meeting of Council Minutes, Thursday, 19 June 2025 - (Minutes Attached)**

#### **Recommendation**

***That the minutes from the Ordinary Council Meeting held on the 19 June 2025 be confirmed as a true record of proceedings.***

**Voting Requirements:** Simple Majority

### **6.2 GECZ Minutes, Friday, 13 June 2025 - (Minutes Attached)**

#### **Recommendation**

***That the minutes from the GECZ Meeting held on the 13 June 2025 be received.***

**Voting Requirements:** Simple Majority

### **6.3 Wheatbelt North East SRRG Meeting Minutes, Friday, 27 June 2025 - (Minutes Attached)**

#### **Recommendation**

***That the minutes from the Wheatbelt North North East SRRG meeting held on the 27 June 2025 be received.***

**Voting Requirements:** Simple Majority



## **7. PRESENTATIONS, PETITIONS, DEPUTATIONS**

1. Collgar Renewables representatives Raoul Abrutat (Project Developer), Lee Illingworth (Head of Project Development) and Amy Tropiano, (Stakeholder Engagement and Communications Manager) will attend Council and provide an update.
2. Honor Mann (Environment Manager) from Barto Gold will attend Council and provide an update.

## **8. DELEGATES' REPORTS**

## 9.1 Officers Report - Chief Executive Officer

### 9.1.1 Council Decision Status Report 2025

<b>File Reference</b>	<b>2.1.2.4</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Author</b>	<b>Nic Warren – Chief Executive Officer</b>
<b>Attachments</b>	<b>Council Decision Status Report 2025</b>

#### 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 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 note the Council Decision Status Report 2025.*

## 9.1 Officers Report - Chief Executive Officer

### 9.1.2 Strategic Community Plan 2024-2034 - Quarterly Report April to June 2025

<b>File Reference</b>	<b>1.1.2</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Author</b>	<b>Nic Warren – Chief Executive Officer</b>
<b>Attachments</b>	<b>Strategic Community Plan 2024-2034 – Quarterly Report April to June 2025</b>

#### Purpose of Report

Council to note the Strategic Community Plan 2024-2034 – Quarterly Report April to June 2025.

#### Background

The Strategy Community Plan, which underwent a major review in 2024, is the highest level planning document in the Integrated Planning and reporting process. This Plan is designed to be a “living” document that guides the development of the Shire of Yilgarn community for the next ten (10) years.

One of the key features of the Strategic Community Planning process is community engagement and the part it plays in influencing the Shire’s strategic direction as it seeks to achieve the community’s long term vision and aspirations.

Strategic planning is a recurring process, requiring constant refinement and review. Every second year a desktop review of this Plan is scheduled to occur which will alternate with a comprehensive review every four (4) years to ensure the Plan remains in line with the community’s vision, aspirations and objectives.

#### Comment

This Quarterly report aims to inform Councillors and the community as to the Shire’s progress against the outcomes listed in the Plan.

#### 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 Strategic Community Plan 2024-2034 – Quarterly Report April to June 2025.*

## 9.1 Officers Report - Chief Executive Officer

### Officer Recommendation

*That Council endorse raising from the table item 9.1.2 2025 WALGA Annual Convention and AGM, that was laid on the table at the June 2025 Ordinary Council meeting.*

### 9.1.3 2025 WALGA Annual Convention and AGM

<b>File Reference</b>	<b>1.6.21.12</b>
<b>Disclosure of Interest</b>	<b>None</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>2025 Notice of WALGA Annual General Meeting Guideline for the submission of Member Motions</b>

### Purpose of Report

To inform Councillors of the dates and venue for the 2025 Western Australian Local Government Association Convention; advise of the Notice of the 2025 Annual General Meeting and to endorse voting delegates.

### Background

WALGA have notified Local Governments of the dates and venue for the 2025 WALGA Local Government Convention.

The convention will run from Monday 22 September 2025 to Wednesday 24 September 2025 and will be held at the Perth Convention Centre.

The Annual General Meeting (AGM) of the Western Australian Local Government Association (WALGA) will be held at the Perth Convention and Exhibition Centre on Tuesday, 23 September 2025 at 2:15pm.

Attendance at the AGM is free for all Elected Members and officers from Member Local Governments. Voting Delegates and Proxies must be registered.

Member motions for the AGM must be endorsed by Council and submitted to WALGA.

### Comment

Each WALGA Member Local Government is entitled to be represented by two Voting Delegates at the AGM. A Voting Delegate is entitled to one vote. A Proxy is entitled to vote in the absence of a Voting Delegate. Voting Delegates and Proxies may be Elected Members or officers.

Councils are asked to nominate and register their voting delegates and proxies by 5:00pm on Monday, 8 September 2025.

To allow staff to adequately plan for the 2025/2026 budget, it would be appreciated if Councillors could advise the CEO as early as possible of their intention to attend the 2025 Conference.

Early notification and registration may also provide better access to accommodation close to the venue.

Motions for the AGM are required to be endorsed by Council and submitted to WALGA by 5:00pm on Friday, 8 August 2025.

Attached is the notice of the 2025 Notice of WALGA Annual General Meeting and Guidelines for the submission of Member Motions.

### Statutory Environment

Nil.

### Strategic Implications

Shire of Yilgarn Strategic Community Plan

GOAL 14. Strong leadership and a high standard of governance

14.1 Elected members and staff complete regular training and development opportunities.

### Policy Implications

Nil.

### Financial Implications

Council allocates funds within its Annual Budget to accommodate those Councillors wishing to attend the Convention.

### 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 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:*

- Notes the 2025 WALGA Convention will be held from Monday 22 September 2025 to Wednesday 24 September 2025 at the Perth Convention Centre.*
- Notes the Annual General Meeting (AGM) of the Western Australian Local Government Association (WALGA) will be held at the Perth Convention and Exhibition Centre on Tuesday, 23 September 2025 at 2:15pm*
- Authorises the CEO and any willing Councillors to attend the 2025 WALGA Local Government Convention.*
- Nominates Crs \_\_\_\_\_ and \_\_\_\_\_ as the Shire of Yilgarn Voting Delegates at the 2025 WALGA Annual General Meeting.*  
  
*Nominates Crs \_\_\_\_\_ and \_\_\_\_\_ as the Shire of Yilgarn Proxy Voting Delegates at the 2025 WALGA Annual General Meeting, in the event voting delegates are absent.*
- Notes the deadline for member motion submissions for the WALGA AGM is 5:00pm on Friday, 8 August 2025.*

#### *Advisory Notes*

- Councillors are to advise the CEO of their intention to attend the WALGA conference as soon as practicable.*



## 9.1 Officers Report - Chief Executive Officer

### 9.1.4 Prohibited and Restricted Burning Times

<b>File Reference</b>	<b>5.1.5.9</b>
<b>Disclosure of Interest</b>	<b>None</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Author</b>	<b>Nic Warren – Chief Executive Officer</b>
<b>Attachments</b>	<b>Nil</b>

#### Purpose of Report

For Council to endorse the Shire's prohibited and restricted burning times.

#### Background

The Department of Fire and Emergency Services (DFES) have contacted the Shire of Yilgarn raising a discrepancy between the Shire's current restricted and prohibited burning times and the times currently gazetted by DFES.

As per the Government Gazette published on 24 July 2020, the Shire's restricted burning times are stated as being 19 September – 15 March.

As per the Government Gazette published on 3 February 2012, the Shire's prohibited burning times are stated as being 1 November -14 February.

The Shire's current prohibited and restricted burning times are

Restricted Burning Period	19 September to 31 March
Prohibited Burning Period	1 November to 15 February

#### Comment

To correct the discrepancy, Council are to endorse the current restricted and prohibited burning times, then staff will provide a formal request to the Fire and Emergency Services Commissioner for approval and publication in the Government Gazette, as per sections 17 and 18 of the *Bush Fires Act 1954*.

#### Statutory Environment

##### *Bush Fires Act 1954*

##### **17. Prohibited burning times may be declared by Minister**

*(1) The Minister may, by declaration published in the Gazette, declare the times of the year during which it is unlawful to set fire to the bush within a zone of the State mentioned in the declaration and may, by subsequent declaration so published, vary that declaration or*

*revoke that declaration either absolutely or for the purpose of substituting another declaration for the declaration so revoked.*

### **18. Restricted burning times may be declared by FES Commissioner**

- (1) Nothing contained in this section authorises the burning of bush during the prohibited burning times.*
- (2) The FES Commissioner may, by notice published in the Gazette, declare the times of the year during which it is unlawful to set fire to the bush within a zone of the State mentioned in the notice except in accordance with a permit obtained under this section and with the conditions prescribed for the purposes of this section, and may, by subsequent notice so published, vary that declaration or revoke that declaration either wholly or for the purpose of substituting another declaration for the declaration so revoked.*

#### **Strategic Implications**

Nil.

#### **Policy Implications**

Nil.

#### **Financial Implications**

Nil.

#### **Risk Implications**

<b>Risk Category</b>	<b>Description</b>	<b>Rating (Consequence x Likelihood)</b>	<b>Mitigation Action</b>
<b>Health/People</b>	Nil	Nil	Nil
<b>Financial Impact</b>	Nil	Nil	Nil
<b>Service Interruption</b>	Nil	Nil	Nil
<b>Compliance</b>	Compliance with Bush Fires Act	Moderate (5)	Council endorsement and DFES gazettal will ensure prohibited and restricted times align.
<b>Reputational</b>	Nil	Nil	Nil
<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)

### Recommendation

*That Council endorse the following prohibited and restricted burning times for the Shire of Yilgarn district:*

***Restricted Burning Period:***  
***Prohibited Burning Period***

***19 September to 31 March***  
***1 November to 15 February***

## 9.1 Officers Report - Chief Executive Officer

### 9.1.5 Submission for Draft Guideline on Community Benefits for Renewable Energy Projects - Powering WA

<b>File Reference</b>	<b>2.3.3</b>
<b>Disclosure of Interest</b>	<b>None</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Author</b>	<b>Nic Warren – Chief Executive Officer</b>
<b>Attachments</b>	<b>- Draft Guideline on Community Benefits for Renewable Energy Projects - Powering WA</b> <b>- Draft Shire of Yilgarn Submission</b> <b>- Draft WALGA Submission</b>

#### Purpose of Report

For Council to consider a submission to Powering WA regarding their Draft Guideline on Community Benefits for Renewable Energy Projects paper.

#### Background

With the significant increase in renewable energy projects across the state as a result of the State and Australian Governments' 2050 net zero emissions target and due to advocacy work undertaken by impacted Local Governments and the Western Australian Local Government Association (WALGA), the State Government through Powering WA has developed and released the *Draft Guideline on Community Benefits for Renewable Energy Projects*.

As per the Executive Summary of the *Draft Guideline on Community Benefits for Renewable Energy Projects*:

*Community benefit sharing involves sharing the rewards of renewable energy development with local communities. It aims to integrate a development in the local community by contributing to the future vitality and success of the region. It is based on a desire to establish and maintain positive long-term connections to the area and to be a good neighbour.*

*Ultimately community benefits flow through to electricity costs, and so policy frameworks for community benefits must balance the need to recognise and support the contribution played by host communities with ensuring that electricity prices remain affordable.*

*The purpose of this paper is to respond to requests from communities and renewable energy developers to provide a resource for determining appropriate community benefits arrangements for renewable energy infrastructure. This guideline can be applied to renewable energy generation infrastructure such as wind turbines, solar farms and batteries. The principles in this guideline are broad and can be applied across WA.*

*Feedback is sought on the proposed guideline as outlined in this paper; as well as case studies for inclusion in the final paper.*

The draft paper is attached for Councillors reference.

### Comment

As Councillors will be aware, the Shire adopted the Community Enhancement Fund Policy at the June 2025 Ordinary Council meeting, detailing the Shire's expectations and processes for community benefits relating to not just renewables but carbon sequestration projects within the region.

Whilst the development of guidelines by the State Government is welcomed, without a legislated mandate the Shire has very little legislative power to apply the community enhancement fund to proponents in the region and rely on the appetite for social licence of each proponent.

Attached is the WALGA submission pertaining to the *Draft Guideline on Community Benefits for Renewable Energy Projects*. It is the Reporting Officers recommendation that Council endorse the draft WALGA submission, as it encompasses the Shires concerns and expectations relating to the framework, specifically that the framework must be mandated by the Government and that the contribution values must as a minimum match those set by the NSW Benefit Sharing Guide.

The proposed response drafted by the CEO (attached) provides support for the WALGA submission, reiterates the requirements for mandating and minimum rates but also calls on the State Government to include carbon sequestration and mining entities within the Community Benefit Framework being developed.

Due to the expanded nature of the Shire's submission (inclusion of carbon sequestration and mining), it is proposed the submission is to be copied to the relevant Ministers, as detailed in the attached submission.

### Statutory Environment

Nil

### Strategic Implications

Community Strategic Plan

Goal 12. Prepare for renewable energy development in our Shire

12.3 Plan for renewable energy projects in our Shire and ensure they deliver value to the community.

### 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 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:*

- *Endorse the positions and comments in the draft WALGA submission relating to the Community Benefits for Renewable Energy Projects by Powering WA.*

*And*

- *Endorse the proposed Shire of Yilgarn submission in relation to the request for comments on the Draft Guideline on Community Benefits for Renewable Energy Projects by Powering WA, as presented.*

## 9.1 Officers Report - Chief Executive Officer

### 9.1.6 WALGA Discussion Paper – Communications Agreement

<b>File Reference</b>	<b>2.3.1.1</b>
<b>Disclosure of Interest</b>	<b>None</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Author</b>	<b>Nic Warren – Chief Executive Officer</b>
<b>Attachments</b>	<ul style="list-style-type: none"> <li>- <b>WALGA Discussion Paper - Communications Agreements</b></li> <li>- <b>DLGSCI Consultation Paper - Communications Agreements</b></li> <li>- <b>Local Government (Default Communications Agreement) Order 2025 (Consultation Draft)</b></li> <li>- <b>Local Government Regulations Amendment Regulations 2025 (Consultation Draft)</b></li> </ul>

#### Purpose of Report

For Council to consider a submission to the Western Australian Local Government Association (WALGA) relating to their draft submission to the Department of Local Government, Sport and Cultural Industries consultation on communications agreements.

#### Background

Communications Agreements were outlined in the Minister for Local Government's Reform Proposals released in 2022.

Amendments to achieve this reform were included in the *Local Government Amendment Act 2023* but are yet to take effect:

- Amendments to Section 5.92 of the Local Government Act 1995 (the Act) to provide that the right of a Council Member or Committee Member to access information under that section must be exercised in accordance with the Local Government's communications agreement.
- New section 5.92A requiring every Local Government to have a communications agreement between the Council and the CEO regulating the matters specified in the Act and regulations.
- New section 5.92B requiring the Minister to make Ministerial Order setting out a default communications agreement which applies at any time a Local Government does not have its own communications agreement.
- New section 5.92C enabling Local Governments to adopt and amend its own communications agreement with the agreement of the CEO, which will expire at the end of every caretaker period, and upon the end of the CEO's employment with that Local Government.

On 5 June 2025, the Department of Local Government, Sport and Cultural Industries (the Department) published the draft *Local Government Regulations Amendment Regulations 2025* and draft *Local Government (Default Communications Agreement) Order 2025*. The Department has also published a Communications Agreement Consultation Paper which



explains the Draft Regulations and Draft Order. All referenced documents are attached for Council's reference.

The Draft Regulations prescribe the minimum requirements for all communications agreements and provide the mechanism to require compliance by Local Government employees, Council Members and Committee Members.

The Draft Order sets out what is proposed to be the default communications agreement in Schedule 1. As the Shire of Yilgarn will be subject to this default agreement on a regular basis (at least every two years after each caretaker period and after a CEO's employment ends) as well as at any time an agreement cannot be reached between Council and the CEO, it is critical that the default agreement is fit for purpose.

### Comment

WALGA have produced a submission paper (attached) that seeks Local Government feedback on the proposed Regulations and Order and are seeking feedback by 28 July 2025.

The reporting officer has completed the relevant sections of feedback sought by WALGA.

Council are asked to endorse the draft submission document.

### Statutory Environment

*Local Government Regulations Amendment Regulations 2025* (attached)

*Local Government (Default Communications Agreement) Order 2025* (attached)

### 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

<b>Compliance</b>	Nil	Nil	Nil
<b>Reputational</b>	Nil	Nil	Nil
<b>Property</b>	Nil	Nil	Nil
<b>Environment</b>	Nil	Nil	Nil

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

### Recommendation

*That Council endorse the submission to the Western Australian Local Government Association, as presented, pertaining to the Department of Local Government, Sport and Cultural Industries consultation on communications agreements for Local Governments.*

## 9.1 Officers Report - Chief Executive Officer

### 9.1.7 Lease of Crown Reserve 38802 – Southern Cross Motorcycle Club

<b>File Reference</b>	<b>10.2.1.5</b>
<b>Disclosure of Interest</b>	<b>None</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Author</b>	<b>Nic Warren – Chief Executive Officer</b>
<b>Attachments</b>	<b>Lease of Crown Reserve 38802 Southern Cross Motorcycle Club</b>

#### Purpose of Report

For Council to endorse a lease agreement between the Shire of Yilgarn and the Southern Cross Motorcycle Club for Crown Reserve 38802.

#### Background

The Southern Cross Motorcycle Club (SXMCC) have utilised Reserve 38802 for the purpose of club activities under a long-term lease agreement with the Shire of Yilgarn.

The Lease agreement is overdue for renewal and as such the Shire sought the services of Civic Legal to draft a modern lease agreement and to seek Ministerial consent for the leasing of a Crown reserve.

Civic Legal provided the Shire with a draft agreement, which was referred to SXMCC representatives and in principal agreement was achieved by both parties.

Civic Legal then sought Ministerial consent for the lease, which has now been granted.

#### Comment

A copy of the lease is attached for Councillors reference and includes the Ministerial consent of the lease.

The lease proposes:

#### **LAND:**

Crown Reserve 38802, comprised of and being more particularly described as Lot 1521 on Deposited Plan 104280 and being the land comprised in Crown Land Title Volume LR3148 Folio 645.

#### **LEASED AREA:**

The whole of the Land.

## **TERM AND COMMENCEMENT DATE:**

Commencement Date: The 1st day of July 2025.  
Term: Twenty-One (21) years

## **RENT**

From the Commencement Date until varied in accordance with Item 5(b), the Rent is TEN DOLLARS (\$10.00) per annum plus GST payable in advance with the first payment due on the Commencement Date and subsequent payments due on or before the first day of each Lease Year.

The Rent payable for each Lease Year after the first Lease Year will be the greater of:

- (A) the CPI Review Amount; and
- (B) the Rent payable for the preceding Lease Year.

## **PERMITTED USE**

Motor sports club, including:

- a) the provision of food, goods, or products to members and guests of the Lessee association with the Lessee's operation, but excluding retail supply; and
- b) hosting events that promote community engagement and social interaction.

Commercial and retail trading activities are excluded from the Permitted Use.

## **Statutory Environment**

*Land Administration Act 1997*

### ***18. Crown land transactions that need Minister's approval***

- (1) *A person must not without authorisation under subsection (7) assign, sell, transfer or otherwise deal with interests in Crown land or create or grant an interest in Crown land.*

## **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	Lease of Reserve Land without Ministerial consent.	Low (4)	Ministerial consent gained.
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 endorse the lease agreement between the Shire of Yilgarn and the Southern Cross Motorcycle Club for Reserve 38802, as presented.*

*And*

*Endorse the Shire President and Chief Executive Officer executing the lease on behalf of the Shire and assigning the common seal of the Shire of Yilgarn.*

## 9.2 Reporting Officer - Executive Manager Corporate Services

### 9.2.1 Financial Reports - June 2025

<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>Cameron Watson - Executive Manager Corporate Services</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 30 June 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
<b>Health/People</b>	Nil	Nil	Nil
<b>Financial Impact</b>	Monthly snapshot of Councils financial position	Moderate (6)	Ongoing review of Councils operations
<b>Service Interruption</b>	Nil	Nil	Nil
<b>Compliance</b>	LG (Financial Management) Regulations 1996	Moderate (6)	Adherence to statutory requirements
<b>Reputational</b>	Nil	Nil	Nil
<b>Property</b>	Nil	Nil	Nil
<b>Environment</b>	Nil	Nil	Nil

Risk Matrix						
Consequence 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 June 2025.*

## 9.2 Reporting Officer - Executive Manager Corporate Services

### 9.2.2 Accounts for Payment – June 2025

<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>Steven Chilcott – 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 41331 to 41337 totalling \$23,743.63
- Municipal Fund - EFT 16684 to 16802 totalling \$896,053.83
- Municipal Fund – Cheques 2636 to 2655 totalling \$427,511.97
- Municipal Fund - Direct Debit Numbers:
  - 19802.1 to 19802.15 totalling \$28,857.71
  - 19820.1 to 19820.15 totalling \$28,767.30

The above are presented for endorsement as per the submitted list

#### Comment

Nil

#### Statutory Environment

##### Local Government Act 1995

#### 5.42. Delegation of some powers and duties to CEO

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

\* Absolute majority required.

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

##### Local Government (Financial Management) Regulations 1996

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

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

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

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

**Strategic Implications**

Nil

**Policy Implications**

Council Policy 3.11 – Timely Payment of Suppliers

**Financial Implications**

Drawdown of Bank funds

## Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
<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**

- *Municipal Fund – Cheques 41331 to 41337 totalling \$23,743.63*
- *Municipal Fund - EFT 16684 to 16802 totalling \$896,053.83*
- *Municipal Fund – Cheques 2636 to 2655 totalling \$427,511.97*
- *Municipal Fund - Direct Debit Numbers:*
  - *19802.1 to 19802.15 totalling \$28,857.71*
  - *19820.1 to 19820.15 totalling \$28,767.30*

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

## 9.2 Reporting Officer– Executive Manager Corporate Services

### Council Resolution

*That Council endorse raising from the table item 9.2.3 Rate Repayment Proposal – Assessment A1670 that was laid on the table at the June 2025 Ordinary Council Meeting.*

### 9.2.3 Rate Repayment Proposal – Assessment A1670

<b>File Reference</b>	<b>8.1.1.6 &amp; A1670</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Absolute Majority</b>
<b>Author</b>	<b>Cameron Watson – Exec Manager Corporate Services</b>
<b>Attachments</b>	<b>Financial Modelling of Repayment Proposal</b>

### Purpose of Report

Council is requested to consider a Rate Repayment Proposal relating to the outstanding Rates and Charges that have accrued against Assessment A1670.

### Background

At the March 2025 meeting of Council, Council declined to accept a repayment arrangement proposed for the residential property located at 80 Antares Street, which currently has been seized by Council and is awaiting sale by public auction. The original resolution was the following:

**31/2025**

**Moved Cr Close/Seconded Cr Newbury**

***That Council declines to accept the following proposal for the repayment of rates and charge due on Assessment A1670:***

- 1. Waive the outstanding interest amount, being - \$2,443.57**
- 2. Write off the incurred legal expenses. being - \$3,678.23**
- 3. Make periodic payments to clear \$7,826.77 of non-deferred rates prior to 30 June 2025.**
- 4. Leave the amount of \$9,166.57 as deferred with an indeterminate payment date.**

**CARRIED (7/0)**

The reasoning for declining to accept the proposed repayment arrangement was because the proposal would require incurred debt to be written off and its failing to acknowledge that rates and charges would continue to accrue on an annual basis. This proposal did not factor these in and as proposed, would take over a decade to resolve the outstanding rates and charges issues.

### Comment

Since the March meeting, Management and staff have been involved in mediation with the owner and his representatives facilitated by the State Administrative Tribunal. The latest round

resulted in a revised proposal being received from his legal advisor, Ms Belinda Moharich of Moharich and More, as follows:

*Dear Cameron*

*Thank you for returning my call. As discussed, the bones of the offer proposed by Mr \*\*\*\* is as follows –*

*A request to the local government -*

- To waive both the accrued interest and future interest of the amount in arrears;*
- To waive the legal fees which have been incurred to date;*
- To allocate of the amounts paid by Mr \*\*\*\* to date to the current rates;*

*A commitment from Mr \*\*\*\* to make the following payments -*

- A lump sum of \$2000, payable on the day that the Council approves the payment plan;*
- A lump sum of \$3000, payable on 1 August 2025;*
- A fortnightly payment of \$150 until the debt is cleared. I am instructed that this amounts to a period of 3 years for the debt to be cleared.*
- Further, as discussed, Mr \*\*\*\* intended ramping up his 'Containers for Change' work, which will allow him to make regular ad hoc payments to further reduce the outstanding debt as quickly as possible.*

*Please let me know if you require any further information*

**Belinda Moharich**  
*Director*

Attached to this item is financial modelling relating to the above proposal. Items that have not been included in the above proposal but are included in the model are:

1. Recognition of the ongoing raising of rates during the timeframe of the proposal; and
2. Waiver of Councils \$10 Rate Instalment Fee per instalment, being \$1,580.

As can be seen, the repayment proposal will take ~6 years to clear the outstanding amounts and not the three suggested in the email from the ratepayers legal advisor.

While there are several major cons to the proposal, the only pro would be that if Council was to accept the proposal there would not be a requirement to offer the property for sale resulting in a relatively small saving of ~\$2,200 in sale, legal and transfer fees.

The cons against this proposal are:

1. It would set an extremely bad precedent for other ratepayers not to pay what they owe and subsequently, when their property is seized; provide a sound reason to request large write off's / waivers of legitimate income / recovery of costs;
2. Public perception will be that you can ignore legitimate requests to pay what is owed and at the end of the day gain a benefit;
3. It will show that it is acceptable to unreasonably financially burden the community that they have elected to live amongst and would show Council will do nothing; and
4. The proposed repayment schedule will entail 5 and a half years to satisfy the full debt.

As it stands the presented recommendation will be based on two options; option one, to accept OR option two, decline as this decision should be as transparent as possible and be made by Councillors and not via any other form of influence.

**EDIT: 4<sup>TH</sup> July 2025**

The reason this item was laid on the table was to allow Councillors adequate time to consider a revised repayment arrangement that was received close to the meeting.

The original agenda item presented for Council consideration in June 2025 had the following recommendation:

**OPTION 1:**

***That Council accepts the following proposal for the repayment of rates and charge due on Assessment A1670, being:***

1. ***Waive the outstanding interest amount, being - \$3,336.06;***
2. ***Waive the application of future overdue interest calculations until the debt is fully satisfied;***
3. ***Waive the application of Rate Instalment Fees for all instalments associated with this repayment agreement;***
4. ***Write off the incurred legal expenses, being - \$3,678.23;***
5. ***Accepts a lump sum payment of \$2,000 on or within 48 hours of notification of the acceptance of this repayment agreement;***
6. ***Accepts a lump sum payment of \$3,000 on or before the 1<sup>st</sup> August 2025;***
7. ***Accept instalments of \$150 per fortnight payable until the current rates and charges debt and any rates and charges debt applied during the repayment agreement are fully satisfied;***
8. ***On any default without prior notice, Council approves staff to recommence the seizure for sale proceedings as of their current standing, without further reference to Council; and***
9. ***Any approved default will be made good over the next two (2) instalments.***

**OR**

**OPTION 2:**

***That Council declines to accept the proposed repayment agreement for the repayment***



*of rates and charge due on Assessment A1670.*

The revised repayment arrangement offer includes an additional quarterly payment of \$450. This additional repayment will cut the repayment duration from just over 5.5 years to just under 3 years.

It will however, still entail the write-off or waiver of over \$7,000 of incurred debt and interest.

**Statutory Environment**

Local Government Act 1995

**6.64. Actions to be taken**

- (1) If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and —
  - (a) from time to time lease the land; or
  - (b) sell the land; or
  - (c) cause the land to be transferred to the Crown; or
  - (d) cause the land to be transferred to itself.
- (2) On taking possession of any land under this section, the local government is to give to the owner of the land such notification as is prescribed and then to affix on a conspicuous part of the land a notice, in the form or substantially in the form prescribed.
- (3) Where payment of rates or service charges imposed in respect of any land is in arrears the local government has an interest in the land in respect of which it may lodge a caveat to preclude dealings in respect of the land, and may withdraw caveats so lodged by it.

Local Government (Financial Management) Regulations 1996

**72. Notification prescribed (Act s. 6.64(2))**

For the purposes of section 6.64(2) the notification to be given by a local government on taking possession of land under that section is to be in the form of Form 2.

Rates and Charges (Rebates and Deferments) Act 1992

**44. Deferred payment of rates by eligible pensioner**

- (1) Where an eligible pensioner who is a registered person does not pay, or does not wholly pay, the rebated amount of any charge by the day determined in accordance with subsection (2A) that person —
  - (a) remains liable for the payment of the full amount of the charge, without rebate; and

- (b) ceases to be authorised to satisfy the liability for the payment of the charge by the payment only of a rebated amount,

but the administrative authority shall not seek to recover the amount, or the balance of the amount owing, from that person, and the liability of that person to pay that amount or that balance may be deferred until such time as it becomes payable in accordance with subsection (2).

- (2A) For the purposes of subsection (1) the day is —

- (a) if paragraphs (b) or (c) do not apply —

- (i) if the charge is a Water Corporation charge — the final payment day;  
or
- (ii) if the charge is not a Water Corporation charge — the last day of the charged period;

or

- (b) if the person has been allowed an extended period under section 40(3A) — the last day of that period; or

- (c) if a period has been specified under section 42(2) — the last day of that period.

- (2) Prescribed charges, liability for the payment of which is deferred under this Act, become payable and may be recovered by the administrative authority if the person liable for the payment —

- (a) dies, unless section 45(1) applies; or

- (b) ceases to be a person entitled to the land; or**

- (c) ceases to occupy the land as their ordinary place of residence, unless —

- (i) a person to whom section 31(1) applies continues to reside there; or
- (ii) residence there by that person ceased by reason of ill-health, frailty or other cause not within the control of that person; or
- (iii) residence there by that person ceased upon that person ceasing to live together with a spouse or de facto partner there, but that spouse or de facto partner remains there, and section 45(2) applies;

or

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

whichever happens first.

- (3) Where the liability for the payment of prescribed charges is deferred as regards any land to which several persons are entitled, being owners as tenants in common of undivided shares in the land, then notwithstanding the provisions of any other Act the liability for the payment of the charges to which the deferral relates attaches only to —

- (a) the specific part of that land to which an assessment of the kind referred to in section 43(3) related; and

- (b) the charge on that part of the land in so far as it remains unpaid.

*[Section 44 amended: No. 28 of 2003 s. 172; No. 13 of 2007 s. 12; No. 4 of 2013 s. 13.]*

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

If the proposed repayment agreement is accepted then there would be a loss of \$3,336.06 of accrued Interest income & all future Interest income; \$3,678.23 of recoverable expenditure as well as an estimated \$760 of applicable instalment fees, giving a direct known loss of \$7,774.29

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Nil	Nil	Nil
Financial Impact	Loss of interest income and recoverable expenditure	High (15)	Decline repayment proposal
Service Interruption	Nil	Nil	Nil
Compliance	Nil	Nil	Nil
Reputational	Significant precedent set for Ratepayers to decline to pay	High (12)	Decline repayment proposal
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

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

#### Officer Recommendation

##### OPTION 1:

*That Council accepts the following proposal for the repayment of rates and charge due on Assessment A1670, being:*

- 1. Waive the outstanding interest amount, being - \$3,336.06;*
- 2. Waive the application of future overdue interest calculations until the debt is fully satisfied;*
- 3. Waive the application of Rate Instalment Fees for all instalments associated with this repayment agreement;*
- 4. Write off the incurred legal expenses, being - \$3,678.23;*
- 5. Accepts a lump sum payment of \$2,000 on or within 48 hours of notification of the acceptance of this repayment agreement;*
- 6. Accepts a lump sum payment of \$3,000 on or before the 1<sup>st</sup> August 2025;*
- 7. Accept instalments of \$150 per fortnight payable until the current rates and charges debt and any rates and charges debt applied during the repayment agreement are fully satisfied;*
- 8. Accept a quarterly payment of \$450 being made on or before the 1<sup>st</sup> January, 1<sup>st</sup> April, 1<sup>st</sup> July and 1<sup>st</sup> October;*
- 9. On any default without prior notice, Council approves staff to recommence the seizure for sale proceedings as of their current standing, without further reference to Council; and*
- 10. Any approved default will be made good over the next two (2) instalments.*

**OR**

***OPTION 2:***

***That Council declines to accept the proposed repayment agreement for the repayment of rates and charge due on Assessment A1670.***

## 9.2 Reporting Officer– Executive Manager Corporate Services

### 9.2.4 2025/2026 Budget Adoption

<b>File Reference</b>	<b>8.2.5.3</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Voting Requirements</b>	<b>Absolute Majority</b>
<b>Author</b>	<b>Cameron Watson-Executive Manager Corporate Services</b>
<b>Attachments</b>	<b>Attachment – 2025/2026 Statutory Budget</b> <b>Attachment – 2025/2026 Schedule of Fees &amp; Charges</b>

### Purpose of Report

To consider and adopt the Municipal Fund Budget for the 2025 / 2026 financial year together with supporting schedules, including imposition of rates and minimum payments, adoption of fees and charges, setting of elected members fees for the year and other consequential matters arising from the budget papers.

### Background

The 2025 / 2026 operating budget has been compiled based on the principles contained in the Strategic Community Plan and Plan for the Future. The 2025 / 2026 budget has been prepared in accordance with the presentations made to councillors at the budget workshop held on the 3<sup>rd</sup> of July 2025.

The rating structure proposed for the 2025 / 2026 financial year is based on a 2.5% increase in the Rate raised from those imposed in the previous year. The 2025 rate year is not a GRV revaluation year.

UV valuations are provided annually with the 2025 rate year having material valuation increases of:

UV Rural – 12.53%  
UV Mining – 6.70%

The advertising period for the receipt of submissions closed on the 23<sup>rd</sup> of May and resulted in two submissions being received.

It should be noted that the rate modelling used at the time of Ministerial application was not correct (UV valuations showed lower than actual). At the time, the Valuer Generals data was processed through the Synergysoft “Play” system however did not get fully applied. This only came to light when the data was rerun through “Play” for entry into the Draft Management Budget.

As a result, a higher than anticipated Rate in the Dollar for UV – Rural was notified for Ministerial approval requiring Council to budget for this, UV – Mining was not dissimilar to what was anticipated. It is intended to adjust the additional income derived from this error in

UV – Rural valuations by making a negative adjustment to the UV – Rural rates raised in 2026/2027 as per the scenario below:

% Rates Increase Required – 25/26:	2.5%
% Rates Increase Required – 26/27:	<u>5.0%</u> (Illustrative purposes only)
Total % Rate Increase Required:	7.5%
Anticipated % Rate Raised – 25/26:	12.79%
% Rate Reduction – 26/27:	-5.29%

### Comment

The budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and *Australian Accounting Standards*. The main features of the budget include:

- **The Schedule of Fees & Charges.**

The following changes to the Fees & Charges that Council considered in May have been included:

- Inclusion of Local Authority Vehicle Licence Plates at Cost plus \$50
- Improved information regarding the waiving of facility hire and service fees;
- Addition of Additional Cleaning Fee for indoor sports facilities; and
- Setting a Community Bus Hire Fee for State or Federal Gov Organisations.

- **General Rates and Minimums**

The general value of rates raised are included in the table below, the general minimums will remain the same:

Land Category	Rate in the Dollar		Rates Raised 2025/26	Rates Raised 2024/25	\$ Increase/ (Decrease)	% Increase/ (Decrease)
	2025/26	2024/25	\$	\$		
<u>General Rate</u>						
GRV - Residential / Industrial	8.9291	9.0430	393,982	399,983	( 6,001 )	(1.50%)
GRV - Commercial	7.9996	7.6405	81,308	79,319	1,989	2.51%
GRV - Minesites	15.9882	15.2268	81,492	77,611	3,881	5.00%
GRV - Single Persons Quarters	15.9882	15.2268	128,490	122,371	6,119	5.00%
UV - Rural	1.1567	1.1556	2,238,448	1,984,650	253,798	12.79%
UV - Mining Tenements	15.2183	15.2168	1,952,777	1,782,768	170,009	9.54%
<u>Minimum General Rate</u>						
GRV - Residential / Industrial	\$600	\$600	81,600	79,800	1,800	
GRV - Commercial	\$450	\$450	7,650	6,300	1,350	
GRV - Minesites	\$450	\$450	450	450	-	
GRV - Single Persons Quarters	\$450	\$450	900	900	-	
UV - Rural	\$450	\$450	20,250	20,250	-	
UV - Mining Tenements	\$450	\$450	103,500	117,450	( 13,950 )	

There was a general revaluation carried out to UV rated assessments effective 1<sup>st</sup> July 2025. This revaluation resulted in the following:

COMPARATIVE VALUATIONS		Valuations as at 1st July of the given year.						
	2024/2025			2025/2026			Change \$	Change %
	Rateable Valuation	Minimum Valuation	Total Valuation	Rateable Valuation	Minimum Valuation	Total Valuation		
Non-Rateable	-	-	2,432,364	-	-	1,432,211	(1,000,153)	(41.12%)
GRV - Mine Sites	509,700	500	510,200	509,700	500	510,200	0	0.00%
GRV - Single persons Quarters	803,655	1,075	804,730	803,655	1,075	804,730	0	0.00%
GRV - Residential / Industrial	4,356,632	280,760	4,637,392	4,412,332	308,517	4,720,849	83,457	1.80%
GRV - Commercial	1,075,158	72,252	1,147,410	1,016,398	72,317	1,088,715	(58,695)	(5.12%)
UV - Rural	171,971,117	440,000	172,411,117	193,520,186	490,127	194,010,313	21,599,196	12.53%
UV - Mining	11,950,502	363,785	12,314,287	12,831,768	307,995	13,139,763	825,476	6.70%

Sewerage Rate in the Dollar and household rubbish collection charges will remain unchanged from those imposed in 2024/2025.

- Major Income and Expenditure**

Capital expenditure totalling \$9.430M is budgeted, being made up of:

Land & Buildings	\$1,443,466
Furniture & Equipment	\$139,500
Plant & Equipment	\$1,761,000
Infrastructure	
- Roads & Footpaths	\$5,271,218
- Parks & Ovals	\$278,720
- Sewerage	\$28,000
- Aerodromes	\$245,000



Non-Operating grant income includes:

Roads to Recovery	\$1,450,697
Regional Road Group	\$1,613,967
Secondary Freight Network	\$76,395
Main Roads WA Direct Grant	\$561,067
Local Roads & Community Infrastructure	\$1,996,492

Operating grant income includes:

Federal Equalisation Grant	\$1,160,905 (Est)
Federal Untied Roads Grant	\$895,078 (Est)

### Statutory Environment

Section 6.2 of the *Local Government Act 1995* requires that not later than the 31<sup>st</sup> August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the following 30 June.

Divisions 5 and 6 of Part 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. *The Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The 2025 / 2026 budget as presented is considered to meet statutory requirements.

### Strategic Implications

The draft 2025 / 2026 budget has been developed based on the existing Plan for the Future and strategic planning documents adopted by council.

### Policy Implications

The budget is based on the principles contained in the Plan for the Future and the Corporate Business Plan.

### Financial Implications

Forms the basis for Income and Expenditure for the period 1 July 2025 to 30 June 2026.

### Risk Implications

Risk Category	Description	Rating (Consequence x Likelihood)	Mitigation Action
Health/People	Service delivery benefits the residents of the district.	Moderate (6)	Community Strategic Planning process.

<b>Financial Impact</b>	Funding deficit leads to cuts in service level provision.	Moderate (9)	Maintain adequate reserve funds for high-risk services such as sewers and waste disposal sites.
<b>Service Interruption</b>	Variable from minor inconvenience to significant health issue.	High (12)	For high-risk services such as sewerage and transport infrastructure, continue to maintain to a suitable standard.
<b>Compliance</b>	Local Government Act 1995 and applicable Regulations	Low (1)	Nil
<b>Reputational</b>	Service delivery not meeting community expectations.	Moderate (9)	Ensure services are adequately resourced.
<b>Property</b>	Various significant community buildings identified.	Moderate (6)	Ensure buildings are adequately maintained and resourced.
<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 1

#### **GENERAL & MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS**

1. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Resolution 7 below, council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of

*the Local Government Act 1995, impose the following differential general rates in the dollar and minimum payments on Gross Rental and Unimproved Values*

**General Rate**

<i>GRV - Residential / Industrial</i>	<i>8.9291</i>
<i>GRV - Commercial</i>	<i>7.9996</i>
<i>GRV - Minesites</i>	<i>15.9882</i>
<i>GRV - Single Persons Quarters</i>	<i>15.9882</i>
<i>UV - Rural</i>	<i>1.1567</i>
<i>UV - Mining Tenements</i>	<i>15.2183</i>

**Minimum Payments**

<i>GRV - Residential / Industrial</i>	<i>\$600</i>
<i>GRV - Commercial</i>	<i>\$450</i>
<i>GRV - Minesites</i>	<i>\$450</i>
<i>GRV - Single Persons Quarters</i>	<i>\$450</i>
<i>UV - Rural</i>	<i>\$450</i>
<i>UV - Mining Tenements</i>	<i>\$450</i>

2. *Pursuant to section 6.45 of the Local Government Act 1995 and regulation 64(2) of the Local Government (Financial Management) Regulations 1996, council nominates the following due dates for the payment in full or by instalments:*

*Single Full Payment:-*

- Full payment due date 15<sup>th</sup> September 2025*

*Payment by Two Instalments:-*

- First instalment due date 15<sup>th</sup> September 2025*
- Second instalment due date 2<sup>nd</sup> February 2026*

*Payment by Four Instalments:-*

- First instalment due date 15<sup>th</sup> September 2025*
- Second instalment due date 24<sup>th</sup> November 2025*
- Third instalment due date 2<sup>nd</sup> February 2026*
- Fourth instalment due date 13<sup>th</sup> April 2026*

3. *Pursuant to Section 6.46 of the Local Government Act 1995, council offers a discount of 5% to ratepayers who have paid their rates in full, including arrears, waste and service charges, within 35 days of the issue date of the rate notice.*
4. *Pursuant to section 6.45 of the Local Government Act 1995, regulation 67 of the Local Government (Financial Management) Regulations 1996, council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$10 for each instalment after the initial instalment is paid.*

5. Pursuant to section 6.45 of the Local Government Act 1995 and regulation 68 of the Local Government (Financial Management) Regulations 1996, council adopts an interest rate of 4.25% where the owner has elected to pay rates and service charges through an instalment option.
6. Pursuant to section 6.51(1) & section 6.51(4) of the Local Government Act 1995 and regulation 70 of the Local Government (Financial Management) Regulations 1996, council adopts an interest rate of 11% for all overdue rates (and service charges) and costs of proceedings to recover such charges.

**Voting Requirements**  
*Absolute Majority Required*

## **Officer Recommendation 2**

### **SEWERAGE RATES & CHARGES**

*That Council impose the following Sewerage Rates and Charges under s41 of the Health Act 1911, on a per annum basis to cover the cost of the service in Southern Cross and Marvel Loch:*

1. **Southern Cross Sewerage Scheme Charge (Residential/Industrial):**  
*7.3 cents in the dollar on GRV (Residential and Industrial) properties within the Southern Cross Town-site.*
  - *Minimum Charge per vacant land - \$210.00*
  - *Minimum Charge per residential property - \$276.00*
  - *Non-Rated Class 1st Fixture - \$176.00*
  - *Non-Rated Class Additional Fixtures - \$89.00*
  - *Non-Rated Class 2 and 3 Fixture - \$937.00*
2. **Southern Cross Sewerage Scheme Charge (Commercial):**  
*5.0 cents in the dollar on GRV (Commercial) properties within the Southern Cross Town-site.*
  - *Minimum Charge per commercial property - \$583.00*
3. **Marvel Loch Sewerage Scheme Charge (Commercial/SPQ):**  
*12.0 cents in the dollar on GRV (Commercial/SPQ) properties within the Marvel Loch Town-site.*
  - *Minimum Charge per property - \$300.00*
  - *Non-Rated Class 1st Fixture - \$138.00*
  - *Non-Rated Class Additional Fixtures - \$62.00*
4. **Marvel Loch Sewerage Scheme Charge (Residential):**  
*6.4 cents in the dollar on GRV (Residential) properties within the Marvel Loch Town-site.*
  - *Minimum Charge per property - \$300.00*

***Voting Requirements***  
*Absolute Majority Required*

**Recommendation 3**

***SANITATION HOUSEHOLD REFUSE - RATES AND CHARGES***

*That Council impose the following Sanitation Rates and Charges on a per annum basis:*

- *Domestic Collection per bin, per service \$340.00*
- *Commercial Collection per bin, per service \$364.00*
- *Non-Rateable Collection per bin, per service \$561.00*

***Voting Requirements***  
*Absolute Majority Required*

**Officer Recommendation 4**

***ELECTED MEMBERS' FEES AND ALLOWANCES FOR 2025 / 2026***

*1. Pursuant to section 5.98 of the Local Government Act 1995 and regulations 34 of the Local Government (Administration) Regulations 1996, council adopts the following sitting fees for individual meeting attendance:*

- *Shire President - \$660 per Council meeting attended*
- *Councillors - \$440 per Council meeting attended*
- *Elected Member appointed by Council to the audit committee and CEO selection committee - \$220 per Committee Meeting attended*
- *Independent Committee Member appointed by Council to the audit committee and CEO selection committee - \$450 per Committee Meeting attended*

*2. Pursuant to section 5.99A of the Local Government Act 1995 and regulations 34A and 34AA of the Local Government (Administration) Regulations 1996, council adopts the following annual allowances for elected members:*

- *Travel Allowance*

<i>Engine Displacement (in cubic centimetres)</i>			
<i>Area &amp; Details</i>	<i>Over 2600cc</i>	<i>Over 1600cc to 2600cc</i>	<i>1600cc and under</i>
	<i>Cents per Kilometre</i>		
<i>Rest of State</i>	<i>99.01</i>	<i>70.87</i>	<i>58.37</i>

- *ICT Allowance*  
*Annual allowance for hardware upgrades and data usage - \$1,180 per Councillor per annum*

*3. Pursuant to section 5.98(5) of the Local Government Act 1995 and regulations 33 of the Local Government (Administration) Regulations 1996, council adopts the following*

*annual local government allowance to be paid in addition to the annual meeting allowance:*

- *Shire President \$13,000*

*4. Pursuant to section 5.98A of the Local Government Act 1995 and regulation 33A of the Local Government (Administration) Regulations 1996, council adopts the following annual local government allowance to be paid in addition of the annual meeting allowance:*

- *Deputy Shire President \$3,250*

*Voting Requirements*  
*Absolute Majority Required*

#### **Officer Recommendation 5**

#### **INTEREST ON MONEY OWING OTHER THAN RATES AND SERVICE CHARGES**

- 1. Pursuant to section 6.13 (1) of the Local Government Act 1995 and regulation 19A of the Local Government (Financial Management) Regulations 1996, council adopts an interest rate of 11% for any amounts (other than rates and service charges) owing.*
- 2. Pursuant to section 6.13 (6) of the Local Government Act 1995 and regulation 19B of the Local Government (Financial Management) Regulations 1996, council adopts an interest free period of 60 days on any amounts (other than rates and service charges) owing.*

*Voting Requirements*  
*Absolute Majority Required*

#### **Officer Recommendation 6**

#### **IMPOSITION OF FEES AND CHARGES**

*Pursuant to section 6.16 (3) of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, council adopts the Schedule of Fees & Charges as presented.*

*Voting Requirements*  
*Absolute Majority Required*

#### **Officer Recommendation 7**

#### **MATERIAL VARIANCE REPORTING FOR 2025 / 2026**

*In accordance with regulation 34 (5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, the level to be used in statements of financial activity in 2025 / 2026 for reporting material variances shall be +/- 10% or \$30,000, whichever is the greater.*

***Voting Requirements***  
*Absolute Majority Required*

**Officer Recommendation 8**

**OTHER STATUTORY COMPLIANCE**

That Council confirms it is satisfied the services and facilities it provides: -

1. Integrate and co-ordinate, so far as practicable, with any provided by the Commonwealth, the State or any other public body;
2. Do not duplicate, to an extent that the Local Government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private and; and
3. Are managed efficiently and effectively.

In accordance with Section 3.18 (3) of the Local Government Act 1995.

***Voting Requirements***  
*Absolute Majority Required*

**Officer Recommendation 9**

***MUNICIPAL FUND BUDGET FOR 2025 / 2026***

*Pursuant to the provisions of section 6.2 of the Local Government Act 1995, Part 3 of the Local Government (Financial Management) Regulations 1996, the council adopt the Municipal Fund Budget for the Shire of Yilgarn for the 2025 / 2026 financial year which includes the following:*

- *Statement of Comprehensive Income by Nature and Type*
- *Statement of Cash Flows*
- *Rate Setting Statement*
- *Notes to and forming part of the Budget*
- *Budget Program Schedules*
- *Creation of new Reserve Accounts*
- *Transfers to / from Reserve Accounts*

***Voting Requirements***  
*Absolute Majority Required*

**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**