



Ordinary Council  
Meeting  
September 2025  
Attachments

## Attachments

### **Minutes/Notes**

Ordinary Meeting of Council – August 2025

WEROC Inc. Board Meeting Minutes - 13 August 2025

Great Eastern Country Zone Minutes - 18 August 2025

CEACA Executive Committee Meeting Minutes 1 September 2025

Yilgarn History Museum Advisory Committee Meeting Minutes 10 September 2025

LEMC Minutes 28 August 2025

### **Agenda Attachments**

- 9.1.1 Council Decision Status Report 2025
- 9.1.2 Council Policy Manual Annual Review - Final Draft
- 9.1.2 Council Policy Manual Annual Review – Tracked Changes
- 9.1.3 Community Engagement Framework
- 9.1.4 Licence between Shire of Yilgarn and Water Corporation
- 9.2.1 August Statements 2025
- 9.2.2 Accounts for Payment – August
- 9.3.1 Building Asset Management Plan
- 9.3.2 Sewage Asset Management Plan
- 9.3.3 Other Infrastructure Asset Management Plan



# *Ordinary Meeting of Council Agenda*

*21 August 2025*

# Shire of Yilgarn NOTICE OF MEETING



Councillors:

Please be advised that the

## **August 2025 Ordinary Meeting of Council**

Will be held in the Council Chambers on  
Thursday, 21 August 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**

**18/08/2025**

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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?

| <b>YES</b> – forward to your local government administration                                                                                                    |                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Communications</b> , such as:                                                                                                                                | <ul style="list-style-type: none"> <li>• complaints and compliments</li> <li>• correspondence concerning corporate matters</li> <li>• submissions, petitions and lobbying</li> <li>• information for Council's interest relating to local government business activity and functions</li> </ul>     |
| <b>Lobbying</b> – correspondence or petitions, relating to lobbying matters                                                                                     |                                                                                                                                                                                                                                                                                                     |
| <b>Telephone, meetings and other verbal conversations</b> – regarding local government projects or business activities                                          |                                                                                                                                                                                                                                                                                                     |
| <b>Social Media</b> – where the posts:                                                                                                                          | <ul style="list-style-type: none"> <li>• create interest from the public or media</li> <li>• communicate decisions or commit the local government to an action</li> <li>• seek feedback</li> <li>• address issues of safety, and/or</li> <li>• relate to sensitive or contentious issues</li> </ul> |
| <b>Work diaries / Appointment books</b> – containing information that may be significant to the conduct of the elected member on behalf of the local government |                                                                                                                                                                                                                                                                                                     |
| <b>Allowances, benefits and gifts records</b>                                                                                                                   |                                                                                                                                                                                                                                                                                                     |
| <b>Addresses / Speeches / Presentations</b> – delivered as part of an elected member's official duties                                                          |                                                                                                                                                                                                                                                                                                     |

|                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>NO</b> – do not need to be forwarded to your local government                                                                                                                                                                   |
| <b>Duplicate copies</b> – of Council meeting agenda, minutes and papers                                                                                                                                                            |
| <b>Draft documents or working papers</b> – which are already captured at the local government                                                                                                                                      |
| <b>Publications</b> – such as newsletters, circulars and journals                                                                                                                                                                  |
| <b>Invitations</b> – to community events where an elected member is <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

The Presiding Member declared the meeting open at 5:00pm.

## 2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil.

## 3. ATTENDANCE

|                   |                                                                                              |                                                                                                                              |
|-------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Members           | Cr W Della Bosca<br>Cr B Close<br>Cr B Bradford<br>Cr G Guerini<br>Cr L Rose<br>Cr D Newbury |                                                                                                                              |
| Council Officers  | N Warren<br>G Brigg<br>F Mudau<br>K Chrisp<br>N Beaton                                       | Chief Executive Officer<br>Executive Manager Infrastructure<br>Finance Manager<br>Asset and Projects Manager<br>Minute Taker |
| Apologies:        | Cr L Granich<br>C Watson                                                                     |                                                                                                                              |
| Observers:        | K Crafter                                                                                    |                                                                                                                              |
| Leave of Absence: |                                                                                              |                                                                                                                              |

## 4. DECLARATION OF INTEREST

Nil.

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

Nil.

## 5.1 PUBLIC QUESTION TIME

Kaye Crafter attended the Public Question Time and posed the following:

1. Wine is served during the Footy Season at home games in a lovely little glass that holds 187ml, which is almost 2 serves of wine. A trap for the unwary. If you like a wine prior to dinner and if you drink a glass, you are over the limit and could be booked for drink driving. It is a safety risk and we have been very lucky to not have any bad accidents recently from over imbibing of alcohol after a footy game, the Show, a community event. I ask the Shire Council that they consider installing a Breathalyzer at the Sporting Complex, whether it is a wall mounted or portable machine, as it is needed.

*CEO responded stating a breathalyzer is an additional cost to Council, not only for purchase but they also need to be calibrated. We currently don't have any budget provision for it. This would need to be something for Council to consider in either future budgets or through the budget review process. What I will say though, is the safe consumption of alcohol is ultimately the individual's responsibility and also the responsibility of those serving alcohol. So, we will leave it in Councils consideration as we move forward. But, I would question if that falls under the responsibility of Council.*

2. On my way past the roses on Antares Street today at the roundabout, I was astounded to see 10 or more roses gone and in their place 10 saplings. We haven't had a Townscape Meeting or a Tourism Meeting to discuss their removal that I am aware of, no community consultation or discussion, so I ask the Shire, why is something that is beautiful and flowers almost all year round being replaced for no apparent reason? One problem I can see is, if the trees grow too high, they will have to be lopped as they are under power lines. This will cost the Shire, as do so many other trees in our town. I am not against trees, but their placement needs to be well thought out.

*CEO responded stating that he agreed roses do look very nice but they are also very labor intensive. They cost us an absolute fortune to maintain. Yes, they do look good but we are replacing them with trees, which I think will give a nice bit of colour. I won't try and pronounce the name of the trees we are putting in, but they are not high growing trees. They will be a maximum of 6 meters, so we should not have any issues with the powerlines. There has been some thought go into what are doing.*

3. We did not have mozzie fogging last year and they are now almost praying mantis size. My question to the Shire Council is, is fogging this year being considered so that we can sit outside during summer nights without being eaten alive by gnats.

CEO responded stating, the Shire has a budget provision every year for fogging. We didn't last year, mainly due to a lack of complaints. Yes, if we are getting mozzies now and we do get complaints we are happy to fog.

With no further questions the Shire President thanked Kaye Crafter for her time.

## 6. CONFIRMATION OF MINUTES

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

**96/2025**

***Moved Cr Bradford/Seconded Cr Close***

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

**CARRIED (6/0)**

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

*Cr's Against: Nil*

## 7. PRESENTATIONS, PETITIONS, DEPUTATIONS

Nil.

## 8. DELEGATES' REPORTS

Cr Guerini

- Special Council Budget Meeting - 3<sup>rd</sup> July 2025

Cr Rose

- Bullfinch Shooting Club AGM
- FEAR Group Constitution Meeting

Cr Newbury

- Yilgarn Community Support Group Meeting - 13<sup>th</sup> August 2025
- Agcare - 19<sup>th</sup> August 2025

Cr Della Bosca

- WEROC - 13<sup>th</sup> August 2025
- GECZ - 18<sup>th</sup> August 2025

## 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    |   | 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

97/2025

*Moved Cr Newbury/Seconded Cr Close*

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

**CARRIED (6/0)**

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

*Cr's Against: Nil*

## 9.1.2 Shire of Yilgarn Integrity Framework

### File Reference

### Disclosure of Interest

None

### Voting Requirements

Simple Majority

### Author

Nic Warren - Chief Executive Officer

### Attachments

Draft - Shire of Yilgarn Integrity Framework

### Purpose of Report

For Council to endorse the Shire of Yilgarn Integrity Framework.

### Background

In October 2023, the Public Sector Commissioners issued Instruction 40 which required public sector bodies to undertake a number of requirements, including the need to have an integrity framework in place that describes:

- clear expectations of employees/board members in relation to integrity
- roles and responsibilities under the framework
- management of integrity based on identified risks
- development of integrity knowledge, skills and competencies of employees and board members
- reinforcement of a culture built on integrity
- review and updating of the framework
- assurance to the head of the public sector body that the framework is working as intended.

Whilst the Shire is not deemed a public sector bodies as per the *Public Sector Management Act 1994*, it provides good governance to have a framework in place.

### Comment

The Shire of Yilgarn Integrity Framework has been developed to enhance and promote a culture of integrity, sound conduct and ethical behaviour among all Shire Officers and Elected members and to foster confidence in the probity of each and every one of the Shire's actions and decisions at all levels of organisation.

The Integrity Framework aligns with the WA Public Sector Commission's mandate to promote and maintain integrity, conduct and ethics in the WA government sector.

The Integrity Framework provides the foundation by which all Shire council members, employees, contractors and volunteers are expected to operate. It will enhance accountability and work towards fostering the trust of the communities the Shire serves.

It describes the instruments, structures and cultural factors that guide how the Shire practices, manages, and accounts for integrity.

### Statutory Environment

Public Sector Management Act 1994

### Strategic Implications

Strategic Community Plan - GOAL 14. Strong leadership and a high standard of governance

### Policy Implications

Nil.

### Financial Implications

Nil.

### Risk Implications

| Risk Category           | Description                                        | Rating<br>(Consequence x<br>Likelihood) | Mitigation Action                                                                                                                           |
|-------------------------|----------------------------------------------------|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Health/People           | Nil                                                | Nil                                     | Nil                                                                                                                                         |
| Financial Impact        | Nil                                                | Nil                                     | Nil                                                                                                                                         |
| Service<br>Interruption | Nil                                                | Nil                                     | Nil                                                                                                                                         |
| Compliance              | Nil                                                | Nil                                     | Nil                                                                                                                                         |
| Reputational            | Reputational<br>damage due to<br>unethical conduct | High (12)                               | Integrity Framework<br>reduces the risk of<br>unethical behaviour<br>by setting out the<br>requirements of staff<br>and elected<br>members. |
| Property                | Nil                                                | Nil                                     | Nil                                                                                                                                         |
| Environment             | Nil                                                | Nil                                     | Nil                                                                                                                                         |

| Risk Matrix               |   |               |           |           |                 |              |
|---------------------------|---|---------------|-----------|-----------|-----------------|--------------|
| Consequence<br>Likelihood |   | Insignificant | Minor     | Moderate  | Major           | Catastrophic |
|                           |   | 1             | 2         | 3         | 4               | 5            |
| Almost<br>Certain         | 5 | Moderate (5)  | High (10) | High (15) | Extreme<br>(20) | Extreme (25) |

| Risk Matrix               |   |               |              |              |              |              |
|---------------------------|---|---------------|--------------|--------------|--------------|--------------|
| Consequence<br>Likelihood |   | Insignificant | Minor        | Moderate     | Major        | Catastrophic |
|                           |   | 1             | 2            | 3            | 4            | 5            |
| 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

98/2025

*Moved Cr Bradford/Seconded Cr Newbury*

*That Council endorse the Shire of Yilgarn Integrity Framework, as presented.*

**CARRIED (6/0)**

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

*Cr's Against: Nil*

## 9.2 Reporting Officer - Acting Executive Manager Corporate Services

### 9.2.1 Financial Reports - July 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>Fadzai Mudau - Acting 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 31 July 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<br>(Consequence x<br>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<br>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

**99/2025**

***Moved Cr Bradford/Seconded Cr Rose***

***That Council endorse the various Financial Reports as presented for the period ending 31 July 2025.***

**CARRIED (6/0)**

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

*Cr's Against: Nil*

Unconfirmed



## 9.2.2 Accounts for Payment - July 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 41338 to 41342 totalling \$3,294.20
- Municipal Fund - EFT 16803 to 16906 totalling \$1,820,972.70
- Municipal Fund – Cheques 2656 to 2675 totalling \$316,397.50
- Municipal Fund - Direct Debit Numbers:
  - 19874.1 to 19874.14 totalling \$2,703.38
  - 19889.1 to 19889.16 totalling \$28,872.74
  - 19932.1 to 19932.16 totalling \$29,127.15

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<br>(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

**100/2025**

**Moved Cr Bradford/Seconded Cr Newbury**

- **Municipal Fund – Cheques 41338 to 41342 totalling \$3,294.20**
- **Municipal Fund - EFT 16803 to 16906 totalling \$1,820,972.70**
- **Municipal Fund – Cheques 2656 to 2675 totalling \$316,397.50**
- **Municipal Fund - Direct Debit Numbers:**
  - **19874.1 to 19874.14 totalling \$2,703.38**
  - **19889.1 to 19889.16 totalling \$28,872.74**
  - **19932.1 to 19932.16 totalling \$29,127.15**

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

**CARRIED (6/0)**

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

### 9.3 Reporting Officer - Executive Manager Infrastructure

#### 9.3.1 Koolyanobbing Road Route Determination

##### File Reference

##### Disclosure of Interest

Nil

##### Voting Requirements

Simple Majority

##### Attachments

Nil

#### Purpose of Report

For Council to consider a proposal for Restricted Access Vehicle (RAV) 4.3 access for Koolyanobbing - Southern Cross Road, as requested by MGM Bulk Pty Ltd.

#### Background

Main Roads Western Australia's Heavy Vehicle Services branch has received a request from MGM Bulk to increase the approved concessional axle loading on Koolyanobbing - Southern Cross Road from Level 1 to Level 3 of the Accredited Mass Management Scheme. As the road manager, the Shire must assess whether the road is safe, structurally sound and fit for this level of heavy vehicle access. The review is required under the *Local Government Act 1995* and must follow the relevant freight and road access policies before any changes are supported.

The Executive Manager of Infrastructure carried out a technical review which included:

- Complete inspection and analysis using Austroads guidelines to evaluate road condition and loading capacity;
- Estimated wear from heavier vehicles using Equivalent Standard Axle (ESA) calculations;
- Review of construction history, materials and seal condition to assess long term durability; and
- Comparison of the road's actual condition with its assigned role (Regional Distributor), and checked compliance with AMMS and RAV policies.

The results determine whether the proposed mass upgrade is viable in its current state, whether capital upgrades are needed or if alternative access arrangements should be considered. These results support a recommendation to Council before providing a formal response to Heavy Vehicle Services and the applicant.

#### Comment

Recent Australian Road Research Board (ARRB) surface condition mapping (January 2023), along with staff inspections and Shire asset data, confirms poor pavement quality across key sections of Koolyanobbing Road. These sections show clear signs of distress, cracking, seal failure and surface aging, indicating that parts of the road have reached the end of their serviceable life under current freight volumes.

A review comparing traffic load estimates in Equivalent Standard Axles (ESA) and subgrade strength suggests the pavement does not meet the structural requirements to support Level 3 Concessional Loading long term without intervention. Austroads design standards further confirm that existing pavement thickness is insufficient for heavy freight operations, particularly in areas with low strength subgrade. Without upgrades, these sections are at high risk of failure.

Western Australian Local Government Association (WALGA) and National Transport Research Organisation (NTRO) guidance indicates that cost modelling is unreliable where pavement condition is poor or where extraordinary loading applies, both conditions are evident in this case. In these situations, significant capital upgrades and reasonable cost recovery measures may be necessary to ensure safety and asset sustainability.

As road manager under the *Local Government Act 1995*, the Shire holds the authority to restrict or close access to roads deemed structurally unsound, as supported by the Shire's RAV and Accredited Mass Management Scheme (AMMS) policies addressing premature failure and extraordinary freight impacts.

## Statutory Environment

### Local Government Act 1995

- Establishes the Shire's legal authority to manage roads within its district.
- Empowers local governments to restrict or close roads if deemed unsafe or unsuitable.
- Supports the creation of local laws and policies for infrastructure, safety, and asset management.
- Provides the framework for Council decision making on matters like RAV access, road upgrades, and freight impacts
- Main Roads WA is responsible for approving RAV routes, but must consult with local governments before adding or amending access.
- Local governments can approve, conditionally approve, or reject RAV access based on road suitability.

### Shire of Yilgarn RAV and AMMS Policy

The Shire of Yilgarn's RAV and AMMS Policy provides a framework for managing road wear from heavy freight and protecting local infrastructure.

- Defines Extraordinary Loads as those causing significant Annual Design Equivalent Standard Axles increases and early pavement failure.
- Allows the Shire to apply engineering judgement when actual road condition differs from functional classification.
- Helps the Shire recover costs when freight activity exceeds what the road was originally designed to handle.
- Reinforces the Shire's right to adjust hierarchy and restrict access under local policy and engineering advice.

## Heavy Vehicle Road User Fee Policy

- Enables the Shire to apply fees or contributions for heavy vehicle use where roads are not built to standard freight specifications.
- Recognizes that classification alone does not determine cost, actual condition and structural capacity matter.
- Aligns with WALGA and NTRO guidance on incremental cost impact, especially for concessional loading and long, term freight tasks

### Strategic Implications

Considerations carry broader strategic implications for Council's approach to infrastructure management and freight access:

- Supports long term road safety, protects pavement assets from premature failure under concessional loading.
- Aligns with the Shire's broader infrastructure renewal strategy by targeting high risk segments for intervention.
- Supports open, evidence, based decisions about heavy vehicle access. Aim to balance freight needs with community welfare and long-term financial responsibility.

### Policy Implications

#### Main Roads WA RAV Access Policy

Main Roads WA's RAV Access Policy requires the Shire to be consulted before any heavy vehicle route is approved. The Shire has full authority to approve, set conditions, or reject access based on road condition, safety, and future planning. The policy also encourages using conditions and maintenance agreements to help protect local roads from damage.

#### WALGA Incremental Cost Impact Guidance (2025)

The WALGA Incremental Cost Impact Guidance (2025) makes it clear that basic cost modelling isn't reliable when roads don't match typical designs, are in poor shape, or carry unusually heavy freight. In these situations, like on Koolyanobbing Road, it backs the Shire's position that upgrades or shared funding may be needed before allowing heavy vehicle access.

#### Shire of Yilgarn RAV and AMMS Policy

Extraordinary loads are heavy vehicle movements that cause early damage to roads. If the actual road condition doesn't match its expected status, the Shire can reassess whether it's suitable. This may include changing its classification or applying user fees to help cover costs and protect local infrastructure.



## Heavy Vehicle Road User Fee Policy

The Heavy Vehicle Road User Fee Policy allows the Shire to request contributions from freight operators when roads are used more intensively than they were designed for. It reinforces that decisions should be based on the actual state and strength of the road, not just its classification. The policy also supports WALGA's approach to fair cost recovery where concessional loading causes extra wear and tear.

### Financial Implications

**Future Upgrade Costs:** If RAV 4.3 access is approved without upgrades, Koolyanobbing - Southern Cross Road could deteriorate quickly due to sustained heavy loads. Based on current road condition and traffic modelling, some sections may need major upgrades, like full reconstruction, road construction material treatment, wider shoulders, to meet safety standards. These works could be costly and likely exceed normal Shire renewal budgets, meaning external funding or staged delivery would be needed.

**Impact on Maintenance:** Allowing access may increase wear and tear, leading to more patching, seal failures, and shorter asset life. This would stretch the Shire's maintenance budget and potentially reduce service levels elsewhere in the network.

**Cost Sharing:** If Council supports conditional approval, the Shire can negotiate with WA Salt to help cover road costs under its freight fee policy. This may include shared funding for maintenance or upgrades. It ensures that freight access is fair and doesn't place extra cost on the community, in line with WALGA's guidance on managing heavy loads.

### Risk Implications

| Risk Category        | Description                                                                                                 | Rating        | Mitigation Action                                                                               |
|----------------------|-------------------------------------------------------------------------------------------------------------|---------------|-------------------------------------------------------------------------------------------------|
| Health/People        | Increased risk of accidents or vehicle damage due to substandard pavement condition under heavy load stress | Moderate-High | Conduct ESA-based structural assessment prior to access; restrict access if required            |
| Financial Impact     | Unbudgeted maintenance and reconstruction costs resulting from accelerated pavement deterioration           | High          | Require road user contributions; defer access until capital upgrades are considered             |
| Service Interruption | Nil                                                                                                         | Low           | No expected impact on general road availability                                                 |
| Compliance           | Nil                                                                                                         | Low           | Maintain statutory compliance via engineering documentation and condition based decision making |



|              |     |     |                                                                       |
|--------------|-----|-----|-----------------------------------------------------------------------|
| Reputational | Nil | Low | Transparent communication with stakeholders reduces reputational risk |
| Property     | Nil | Low | N/A                                                                   |

| 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

101/2025

Moved Cr Rose/Seconded Cr Newbury

1. *That, by Simple Majority pursuant to the Local Government Act 1995 and following review under the Shire's RAV and AMMS Policies, Council does not support RAV Network 4.3 (Level 3 of the Accredited Mass Management Scheme) on the Koolyanobbing - Southern Cross Road.*
2. *Subject to freight need and road suitability, Council may support RAV Network 4.3 (Level 3 of the Accredited Mass Management Scheme) if the applicant agrees to fund and carry out any required road upgrades, structural improvements, or vegetation clearing necessary to bring the route to standard and further agrees to contribute under the Shire's Heavy Vehicle Road User Fee Policy*

**CARRIED (6/0)**

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

Cr's Against: Nil

### 9.3.2 5-Year Development Plan for Regional Roads Group

#### File Reference

#### Disclosure of Interest

Nil

#### Voting Requirements

Simple Majority

#### Attachments

RRG 5-year Strategy spreadsheet.

Council's 10-year funding plan spreadsheet

#### Purpose of Report

For Council to endorse the proposed update to the Regional Road Group 5-Year Strategy for 2026–2031, ensuring alignment with evolving traffic patterns, freight priorities, and funding eligibility criteria.

#### Background

The Regional Road Group (RRG) strategy assists the Shire to secure funding by showing that Shire roads are important, well-used, and ready for improvement. The strategy is built around three main actions:

- Staff, record how many vehicles use each road daily. Roads with high traffic, especially trucks and freight, get priority because they wear out faster and serve key transport needs.
- Staff measure vehicle volumes (Annual Daily Traffic (ADT)) to prove which roads need attention. Roads with higher daily traffic get priority, especially heavy freight routes.
- Prioritise upgrades to roads that play a vital role in farming, freight, and rural connectivity, particularly those linking our communities to key supply chains, ports, and industrial hubs. These routes help local producers move goods efficiently and safely, supporting jobs and regional growth.

All proposed road upgrades are scoped in advance, meeting RRG requirements. This means once funding is confirmed, works can begin without delays.

#### Comment

The Regional Roads Group (RRG) uses updated guidelines to allocate funding based on safety, transport need and merit. A key factor is Average Daily Traffic (ADT), which shows how frequently a road is used. Routes with high ADT, especially freight corridors, are prioritised due to heavier wear and greater safety risks.

The adopted 5-Year RRG funding plan from 2026 to 2031 reflects this strategic shift, with projected contributions of over \$11.3 million from RRG and \$3.77 million from Councils, supporting targeted upgrades across key roads.

Originally, the Shire sought funding for Dulyalbin Road, however the Technical Working Group (TWG) reviewed the Dulyalbin Road proposal and found it didn't meet the minimum

ADT threshold. Council therefore indicated a preference to redirect funding toward completing Cramphorne Road, which better aligns with RRG priorities and community needs.

Southern Cross South Road has been identified as the next priority based on strong traffic volumes and strategic importance. This ensures investment continues to target the most used routes in our network.

The attached plan provides the updated proposal, removing Dulyalbin Road and prioritising Cramphorne Road.

### **Statutory Environment**

The State Road Funds to Local Government Agreement is how road and bridge funding is shared across WA. The amount funded each year depends on a set percentage of motor vehicle licence fees collected by the State Government. This ensures that funding is spread fairly, focusing on projects that offer the greatest safety, transport and regional benefits.

### **Strategic Implications**

To ensure road funding is used effectively, councils may consider downgrading roads that no longer carry enough traffic to meet regional significance criteria. Reclassifying these roads as local distributor routes helps shift focus and resources toward higher use roads that meet current demand and contribute more strongly to community and freight movement.

The Wheatbelt North Regional Road Group supports road network upgrades that connect regional areas with key infrastructure like ports, airstrips, and regional centres. These improvements play a vital role in strengthening local economies by making it easier to move goods, services, and people across the region.

This approach aligns with Council's Strategic Community Plan objectives:

*Goal 6 - Strategic Community Plan: A safe and efficient transport network.*

### **Policy Implications**

Engineering Policy 5.2. The policy supports focusing investment on roads that meet traffic demand, safety needs, and strategic value.

### **Financial Implications**

All roadworks delivered through the Regional Road Group (RRG) are funded under a rolling 5-Year State Road Funds Agreement. Each year, funding is allocated to approved projects based on this agreement. The standard funding model is two-thirds from Main Roads WA and one-third from Local Government.

Council remains committed to delivering its share of funding through the Annual Budget process each financial year, ensuring planned upgrades and maintenance continue in line with strategic priorities.

### Risk Implications

| Risk Category        | Description                                                                   | Rating (Consequence x Likelihood) | Mitigation Action                                                   |
|----------------------|-------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|
| <b>Health/People</b> | Nil                                                                           |                                   | Nil                                                                 |
| Financial Impact     | Annual contributions from Council based on the 2/3 RRG, 1/3 LG funding model. | Moderate                          | Any reduction in external funding will result in scaled-back scope. |
| Service Interruption | Unsealed roads may become impassable during wet conditions.                   | Moderate                          | Continue sealing priority roads to ensure all-weather access.       |
| <b>Compliance</b>    | Nil                                                                           |                                   | Nil                                                                 |
| <b>Reputational</b>  | Nil                                                                           |                                   | Nil                                                                 |
| <b>Property</b>      | Nil                                                                           |                                   | Nil                                                                 |
| <b>Environment</b>   | Nil                                                                           |                                   | Nil                                                                 |

| Risk Matrix               |   |               |              |              |              |              |
|---------------------------|---|---------------|--------------|--------------|--------------|--------------|
| Consequence<br>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

**102/2025**

***Moved Cr Close/Seconded Cr Rose***

***That Council, by Simple Majority, endorses the revised Five-Year Plan for Local Roads of Regional Significance for inclusion in the Regional Roads Group funding program 2026–2031.***

**CARRIED (6/0)**

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

*Cr's Against: Nil*

### 9.3.3 Auction 2017 Freightliner Prime Mover

#### File Reference

#### Disclosure of Interest

Nil

#### Voting Requirements

Absolute Majority

#### Attachments

Nil

#### Purpose of Report

To seek Council's approval to dispose of the 2017 Freightliner Prime Mover via public auction, under Section 3.58 of the *Local Government Act 1995*.

#### Background

At the May Ordinary Council meeting, Councillors endorsed the 10 Year Plant Replacement Program 2025/2026 to 2034/2025.

As per the approved program, the 2017 Freightliner Prime Mover no longer suits current operational requirements and as such, is due for replacement in 2025/2026.

#### Comment

Disposal through public auction ensures transparency and supports responsible asset management under Section 3.58 of the *Local Government Act 1995*.

The 2025/26 budget makes provision to replace the unit with a suitable 6x4 prime mover, identified through service demand reviews and lifecycle costing. This aligns with the Shire's broader asset renewal strategy prioritising service reliability, and value for money across the fleet.

The approach reflects good asset management practice, disposing of assets at the right time, reinvesting in capable replacements, and maintaining service continuity while controlling costs.

Council are asked to endorse disposal via auction of the 2017 Freightliner Prime Mover in accordance with the 10 Year Plant Replacement Program and the Local Government Act 1995.

#### Statutory Environment

Local Government Act 1995, Section 3.58 Disposal of Property

This section outlines the requirements for local governments to dispose of property (excluding land) with a market value of \$20,000 or more. Disposal options include,

- Public Auction: Council may dispose of property via open auction without requiring prior public notice.
- Tender Process: A public tender may be initiated, also exempt from notice provisions.

- Private Sale (with notice): If not disposed via auction or tender, Council must give public notice for at least 14 days, describing the property, buyer, and value.

In this case, public auction is proposed, satisfying the exemption under Section 3.58(2)(b) and ensuring compliance with statutory disposal requirements.

### Strategic Implications

The decision to dispose of the 2017 Freightliner Prime Mover and purchase a replacement 6x4 unit aligns with the Shire's ongoing fleet renewal program and asset management planning.

This action will:

- Ensure vehicles and equipment are suitable for current service demands and work conditions.
- Reduce future maintenance costs and improve long term value for money.
- Reflect the 2025/26 budget allocation for planned fleet turnover.
- Support responsible asset decisions based on condition, usage, and operating costs.
- Improve reliability across road construction, haulage, and transport services.

Overall, this keeps the Shire's fleet fit for purpose and aligned with the needs of local infrastructure delivery.

### Policy Implications

The proposed disposal action aligns with the Shire's adopted policies relating to:

- Supports 10-year plant replacement program, cost-effective asset usage, and suitability of vehicles for operational needs.
- Ensures transparent, compliant disposal via public auction in accordance with legislative and procedural requirements.
- Complies with procurement principles through fair market mechanisms and alignment with budgeted replacement strategy.

The disposal and replacement of the prime mover are consistent with endorsed asset lifecycle management practices and strategic infrastructure delivery.

### Financial Implications

Council's adopted 2025/26 budget includes provision for the disposal of the 2017 Freightliner Prime Mover and its replacement with a fit for purpose 6x4 prime mover. Proceeds from public auction will contribute to the normal budgeted changeover process and offset purchase costs.

The replacement is expected to improve operational efficiency and reduce the long, term maintenance burden, consistent with the Shire's fleet renewal strategy and sound asset management practices.

## Risk Implications

| Risk Category        | Description                                                         | Rating (Consequence × Likelihood) | Mitigation Action                                   |
|----------------------|---------------------------------------------------------------------|-----------------------------------|-----------------------------------------------------|
| Health / People      | Nil                                                                 | Nil                               | Nil                                                 |
| Financial Impact     | Budgeted changeover; disposal proceeds offset replacement costs.    | Low                               | Aligns with adopted 2025/26 budget provisions.      |
| Service Interruption | Vehicle not required for future operations; no disruption expected. | Nil                               | Replacement scheduled to maintain fleet continuity. |
| Compliance           | Disposal complies with Local Government Act 1995 (S3.58).           | Nil                               | Public auction ensures transparency and compliance. |
| Reputational         | Nil                                                                 |                                   | Nil                                                 |
| Property             | 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

*Moved Cr Guerini/Seconded Cr Rose*

*In accordance with Section 3.58 of the Local Government Act 1995 (Disposal of Property), Council endorses the disposal of the 2017 Freightliner Prime Mover via public auction.*

*Council notes that staff will appoint a reputable auction house to manage the disposal process in line with transparency and market value requirements.*

### Alternative Motion and Council Decision

*103/2025*

*Moved Cr Close/Seconded Cr Guerini*

*In accordance with Section 3.58 of the Local Government Act 1995 (Disposal of Property), Council endorses the disposal of the 2017 Freightliner Prime Mover via public auction.*

*A \$30,000 reserve to be placed on the auction.*

*Council notes that staff will appoint a reputable auction house to manage the disposal process in line with transparency and market value requirements.*

**CARRIED (6/0)**

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

### 9.3.4 Plant Replacement 2017 Freightliner Prime Mover

#### File Reference

#### Disclosure of Interest

Nil

#### Voting Requirements

Absolute Majority

#### Attachments

Nil

### Purpose of Report

For Council to consider the purchase of a new 6x4 prime mover as part of the Shire's 2025/2026 plant replacement program, ensuring continued delivery of efficient road maintenance services.

### Background

As part of the Shire's 2025/2026 plant replacement program, quotations were invited via the WALGA Preferred Supplier panel for the supply and delivery of one new 6x4 prime mover, rated at 110 tonnes for road train operations. This procurement is intended to replace the Shire's ageing 2017 Freightliner, which has reached the end of its useful primary production life and is no longer delivering reliable or cost-effective performance.

The prime mover is a critical asset in the Shire's heavy haulage fleet, supporting road construction, gravel re-sheeting and transport of materials and equipment across the Shire. Its replacement is necessary to maintain operational efficiency, reduce downtime and ensure the Shire can continue to deliver road infrastructure services without interruption.

The unit needs to meet operational needs, procurement criteria, including value for money, warranty provisions and delivery timelines. Its acquisition aligns with the Shire's Strategic Community Plan and Asset Management Plan, supporting the renewal of fleet assets in a financially responsible and service focused manner.

This purchase aligns with operational goals around fleet renewal and improved utilisation of plant. The new unit will improve productivity, reduce maintenance overheads, and provide greater reliability for road train operations across the Shire's road network.

Quotations were invited via WALGA's Preferred Supplier Panel under VP Reference VP469298. Six suppliers were notified of the request:

- CJD Equipment Pty Ltd
- Volvo Group Australia Pty Ltd
- WA HINO Sales & Service
- Major Motors Isuzu
- A.V. Truck Services Pty Ltd
- Daimler Trucks Perth

## Comment

Three suppliers submitted responses (CJD Equipment, Volvo Group Australia, and Daimler Trucks Perth), while the remaining suppliers declined to respond. All submissions were received within the specified timeframe and assessed in accordance with the Shire's procurement policy.

Volvo Group Australia submitted two quotations:

- The Mack Superliner, which fully complies with all tender specifications including engine output (600hp vs 550hp minimum) and 110 Tonne Gross Combination Mass rating.
- The Mack Anthem, which offers a lower engine output (535hp) and 90 Tonne Gross Combined Mass rating and is therefore non-compliant. The Anthem was considered due to its faster delivery timeframe (3 months vs. 8 months for the Superliner) which may offer operational advantages. Council may choose to accept the non-conforming tender if satisfied that the unit remains fit for purpose and delivers best overall value.

Under Regulation 20 of the *Local Government (Functions and General) Regulations 1996* local governments may negotiate minor variations with the preferred tenderer after selection, but this does not apply to major non-compliance or to justify assessing a non-compliant tender.

However, the Shire did not preclude non-compliant tenders from the submission process, allowing Council to accept the non-complying tender if they choose, being the Mack Anthem.

Four tenders were assessed against compliance, price, warranty, and delivery timeframes. A summary is provided below:

| Tenderer / Model                            | Price (ex GST) | Price (incl GST) | Lead Time  | Extended Warranty      | Compliance Notes                                                                                   |
|---------------------------------------------|----------------|------------------|------------|------------------------|----------------------------------------------------------------------------------------------------|
| CJD Equipment (Kenworth T620SAR)            | \$527,090      | \$579,799        | Not stated | Not specified          | Fully Compliant                                                                                    |
| Daimler Trucks Perth (Cascadia 126 Day Cab) | \$369,981      | \$406,980        | Not stated | Not specified          | Fully compliant                                                                                    |
| Volvo Group Australia (Mack Superliner)     | \$389,450      | \$428,395        | 8 months   | 5-year engine warranty | Fully Compliant                                                                                    |
| Volvo Group Australia (Mack Anthem)         | \$359,500      | \$395,450        | 3 months   | 5-year engine warranty | <b>Non-Compliant</b><br>Slightly under tender spec (535 hp vs. 550 hp required) rated 90 tonne GCM |

## Comparison between the Mack Superliner and Mack Anthem

| Feature                 | Mack Anthem 535   | Mack Super-Liner 600       |
|-------------------------|-------------------|----------------------------|
| Engine                  | MP8 535hp, 2600Nm | MP11 600hp, 3800Nm         |
| Transmission            | M DRIVE 13-speed  | M DRIVE Overdrive 13-speed |
| GCM Rating (General)    | 70 tonnes         | 70 tonnes                  |
| Plated GCM (Road train) | 90,000kg          | 110,000kg                  |

### Statutory Environment

This procurement process complies with the legislation:

- *Local Government Act 1995*: Section 3.57 Requires local governments to invite tenders before entering into contracts for the supply of goods or services where the value exceeds the prescribed amount.
- *Local Government (Functions and General) Regulations 1996*: Regulation 11 Sets out the requirements for publicly inviting tenders, including thresholds, advertising, and evaluation procedures. The Shire utilised the WALGA Preferred Supplier Program, which is an approved exemption under Regulation 11(2)(b) as a pre-qualified panel.

### Strategic Implications

This procurement supports the Shire's commitment to responsible asset management and aligns with key objectives in the Strategic Community Plan.

- Replacing ageing plant is part of good lifecycle planning. It ensures fleet assets remain reliable, cost-effective, and fit for purpose. Investing in modern equipment helps reduce maintenance costs, improves operational efficiency, and supports the long-term sustainability of the Shire's transport infrastructure.
- Goal 6 - Strategic Community Plan: A safe and efficient transport networks.

### Policy Implications

This procurement is consistent with the following policies and regulations:

**Finance Policy 3.5 Purchasing and Tendering:** The Shire's internal purchasing policy outlines procedures for obtaining quotations and tenders, ensuring transparency, value for money, and compliance with statutory requirements. The use of the WALGA Preferred Supplier Program aligns with approved procurement pathways under this policy.

*Local Government (Functions and General) Regulations 1996:* Regulation 11 provides the framework for tendering requirements, including exemptions for purchases made through pre-qualified panels such as WALGA. This process complies with the regulatory provisions for purchasing goods and services above the prescribed threshold.

## Financial Implications

The 2025/2026 budget makes provision of \$360,000 (ex GST) for the purchase of one new 6x4 prime mover. A trade-in allowance of \$30,000 (ex GST) has been estimated for the disposal of the existing 2017 Freightliner, resulting in a target changeover budget of \$330,000 (ex GST). At this stage, the trade value is indicative only, as the outgoing unit has not yet been sent to auction. Final changeover cost will be confirmed once the auction outcome is known.

Both the Mack (Superliner), Cascadia and Kenworth options exceed the current changeover budget, but may be considered based on operational need, warranty value and long-term fleet reliability. Should Council wish to proceed with either option, the shortfall would be funded through a budget amendment or by utilising the Plant Reserve, subject to Council approval.

## Risk Implications

| Risk Category        | Description                                                         | Rating (Consequence x Likelihood) | Mitigation Action                                        |
|----------------------|---------------------------------------------------------------------|-----------------------------------|----------------------------------------------------------|
| Health / People      | Nil                                                                 |                                   | Nil                                                      |
| Financial Impact     | Risk of unplanned breakdown costs from ageing fleet asset           | Moderate                          | Mitigated by replacement and extended warranty coverage  |
| Service Interruption | Downtime risk due to unreliable performance of existing prime mover | Moderate                          | New unit improves reliability and operational continuity |
| Compliance           | Nil                                                                 |                                   | Nil                                                      |
| Reputational         | Nil                                                                 |                                   | Nil                                                      |
| Property             | 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

104/2025

*Moved Cr Rose/Seconded Cr Close*

*That Council, by Absolute Majority, in accordance with Section 3.57 of the Local Government Act 1995 and Regulation 11 of the Local Government (Functions and General) Regulations 1996:*

- 1) Accept the quotation from Volvo Group Australia (Mack Superliner 600) for \$428,395 (incl GST) as the preferred value for money option, noting its higher engine output (600 hp vs. 550 hp specification), increased GCM rating (110,000kg), and enhanced suitability for multi trailer operations;*
- 2) Note that the current changeover budget of \$330,000 (ex GST) may require adjustment and that any shortfall may be addressed through the annual budget review process;*
- 3) Approve that, if the increased budget requirement cannot be met through the normal budget review process, the shortfall be funded from the Plant Replacement Reserve, ensuring continued alignment with Council's long-term asset renewal strategy.*

**CARRIED (6/0)**

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

*Cr's Against: Nil*

## 10 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

## 11 MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

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

Nil.

## 13 MEETING CLOSED TO THE PUBLIC - CONFIDENTIAL ITEMS

Nil.

## 14 CLOSURE

As there was no further business to discuss, the Shire President declared the meeting closed at 5:25pm.

I, Wayne Della Bosca, confirm the above Minutes of the Meeting held on Thursday, 21 August 2025, are confirmed on Thursday, 18 September 2025 as true and correct record of the July 2025 Ordinary Meeting of Council.

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

Unconfirmed

# WEROC Inc. Board Meeting MINUTES

Wednesday 13 August 2025

Kellerberrin Recreation & Leisure Centre





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# WEROC Inc.

## Wheatbelt East Regional Organisation of Councils Inc.

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

# MINUTES

Minutes of the Board Meeting held in Kellerberrin on Wednesday 13 August 2025.

## 1. OPENING AND ANNOUNCEMENTS

Ms. Lisa O'Neill as Chair of WEROC Inc. welcomed Members of the Board and opened the meeting at 9.35am.

## 2. RECORD OF ATTENDANCE AND APOLOGIES

### 2.1 Attendance

Mr. Mark Crees

Mr. Wayne Della Bosca

Mr. Mark Furr

Mr. Raymond Griffiths

Ms. Alison Harris

Mr. Stuart Hobley

Mr. Andrew Malone

Ms. Lisa O'Neill (Chair)

Mr. Bill Price

Ms. Emily Ryan

Mr. Nic Warren

Mr. Craig Watts

Ms. Rebekah Burges, Executive Officer

### 2.2 Apologies

Ms. Charmaine Thomson (Deputy Chair)

Mr. Ramesh Rajagopalan

### 2.3 Guests

Ms. Janine Eriksson, Principal Planner, JE Planning (joined via videoconference at 9.35am and left at 10.15am)

Mr. Grant Arthur, Director Regional Development, Wheatbelt Development Commission (joined via videoconference at 9.35am and left at 10.15am)

Mr. Max Simmons, UWA Graduate Student assisting the Wheatbelt Development Commission (joined via videoconference at 9.35am and left at 10.15am)

Mr. Jordan Reid, Regional Services Manager, LGISWA (joined the meeting at 10.20am and left at 11.07am)

Mr. James Sheridan, Chief Executive Officer, LGISWA (joined the meeting at 10.20am and left at 11.07am)

### 3. DECLARATIONS OF INTEREST

Nil

### 4. PRESENTATIONS

#### 4.1 Janine Eriksson, Principal Planner, JE Planning, 9.45am

Ms. Janine Eriksson will join the meeting via videoconference to provide an overview of the WEROC Workforce Housing Investigation Report.

##### Comments from the meeting:

- Ms. Eriksson was joined by Mr. Grant Arthur and Mr. Max Simmons from the Wheatbelt Development Commission.
- Ms. Eriksson provided a summary of the key findings of the WEROC Workforce Housing Investigation. It was noted that:
  - Approximately 54% of businesses in the area reported a gap in their workforce.
  - It is estimated that the WEROC subregion needs an additional 333 workers to meet current needs.
  - The estimated demand for housing the workforce ranges between 234 and 370 dwellings by 2031. That equates to between 33 and 53 additional worker accommodation units per annum.
  - Sufficient zoned residential land exists to meet housing needs; however, a lack of servicing on some lots means developable land could be a limiting factor.
- Mr. Arthur indicated that the Wheatbelt Development Commission are close to identifying the sites for feasibility testing. They will come back to the Local Governments with their recommendations before proceeding.
- Mr. Stuart Hobley commented that delays from Western Power are a significant barrier to development and questioned whether this had been factored into site suitability assessments. Mr. Arthur responded to say that the issues with Western Power are well known but are a separate matter. It was suggested that any grant funding applications resulting from this work, should include allowances for Western Power delays in project delivery timelines.

Ms. Eriksson, Mr. Arthur and Mr. Simmons left the meeting at 10.15am and did not return.

#### 4.2 LGIS WA, 10.30am

Mr. Jordan Reid, Regional Services Manager at LGISWA, and Mr. James Sheridan, Chief Executive Officer of LGISWA, will attend the meeting to provide Councils with an opportunity to raise any thoughts or concerns regarding the Scheme.

##### Comments from the meeting:

- Mr. Sheridan opened by noting that regional feedback indicates LGISWA is not meeting service expectations and expressed a willingness to engage in open dialogue with Local Governments on areas for improvement.
- Mr. Nic Warren provided an example of a recent workers compensation claim that was deferred because a decision could not be made in 14 days and questioned whether LGISWA are resourced well enough to ensure that the right people are available to make decisions in the 14 day period.
- Mr. Sheridan responded by clarifying that under the Workers Compensation and Injury Management Bill 2023, insurers must respond to a workers' compensation claim within 14 days by issuing either a liability decision notice or a deferred decision notice. Decisions are made based on two primary documents – a claim form and medical certificate. Sometimes they need to defer a decision because they require more information. He therefore emphasized the importance of sending through as much information as

possible in the early stages to help expedite the claim. It was also noted that sometimes there are delays getting information through to them and the 14-day period starts when the Local Government receives the claim not when LGIS does, so it is important that there are not any delays in sending the information through. Having clarified these points, Mr. Sheridan did acknowledge that LGISWA had significant staff turnover last year and there was a decline in service provision while they were onboarding new staff and restructuring the organisation.

- Mr. Warren noted that some claims are questionable and asked whether employers have any avenues to require employees to substantiate the legitimacy of their claims. Mr. Sheridan responded to say that in Western Australia, the workers compensation scheme is based on a 'no-fault' principle which means that the employee does not have to prove that their employer was at fault to make a claim. Under this scheme, if there is any possible link back to the workforce the claim has to be accepted. Mr. Sheridan noted that it is a very generous compensation scheme, and employers nationally are struggling with it.
- Several WEROC members voiced frustration over the lack of communication throughout the claims process and the long times to process claims. It was suggested that LGISWA should focus on setting clear expectations about the process upfront, ensuring regular communication throughout and increasing response times. Mr. Sheridan responded to say that their work care team will be coming out to the region to explain the claims process to Local Government staff. A date for these information sessions has not yet been set. Mr. Reid added that if it was of interest to the group, LGISWA could have someone come out to a WEROC meeting to run through a technical explanation of the process,
- An additional concern was raised over delays in processing invoices. One example cited involved a legitimate workers' compensation claimant being told they needed to cover their own medical expenses because previous bills had not been paid. Mr. Sheridan acknowledged that there were delays in processing invoices between October and February and then a significant backlog to work through. Mr. Sheridan also noted that some invoices were being sent to the Local Government directly and were then not being forwarded on to LGISWA which meant that they were not being paid. Members were encouraged to inform LGISWA immediately if they become aware of issues like this arising.

Mr. Sheridan and Mr. Reid left the meeting at 11.07am and did not return.

## **5. MINUTES OF MEETINGS**

### **5.1 Minutes of the WEROC Inc. Board Meeting held on Wednesday 7 May 2025**

Minutes of the WEROC Inc. Board Meeting held in Westonia on Wednesday 7 May 2025 have previously been circulated.

#### **Recommendation:**

That the Minutes of the WEROC Inc. Meeting held in Westonia on Wednesday 7 May 2025 be confirmed as a true and correct record.

#### **RESOLUTION:**

**Moved:** Mr. Mark Furr

**Seconded:** Mr. Wayne Della Bosca

That the Minutes of the WEROC Inc. Meeting held in Westonia on Wednesday 7 May 2025 be confirmed as a true and correct record.

**CARRIED**

### **5.2 Decisions made by WEROC Board via Flying Email**

Board members received an email from the Executive Officer on Thursday 5 June 2025 requesting approval for out of budget expenses associated with adding the Shire of Cunderdin to the WEROC website and the Eastern Wheatbelt self-drive trail.

It was advised that the website update had been quoted at \$195 + GST, and the map update at \$1,950 + GST. As these costs were not accounted for in the 2024-25 budget and the limits of budget allocations for consultancy services and website expenses have been reached, approval from the Board was required.

The recommendation contained in the email was as follows:

**Recommendation:** That the unbudgeted expenses outlined above be approved.

Members were asked to reply to the email indicating their support of or objection to the recommendation.

Responses endorsing the recommendation were received from the following members:

- Emily Ryan
- Andrew Malone indicated support from the Shire of Tammin
- Bill Price indicated support from the Shire of Westonia
- Mark Furr indicated support from the Shire of Bruce Rock
- Lisa O'Neill
- Craig Watts
- Ram Rajagopalan as a member indicated he would be happy to move that the unbudgeted expenses as outlined be approved.

As this constituted a majority of members eligible to vote, the recommendation was taken as accepted.

On Wednesday 23 July 2025, Board Members received an email from the Executive Officer requesting support for the existing Term Deposit amount of \$100,000 to be reinvested upon maturity on 8 August 2025. The Executive Officer advised that rates as of that date were as follows:

12 months: 3.55%

11 months (special fixed rate): 3.90%

6 months: 2.90%

**Recommendation:** That the \$100,000 be reinvested at the special fixed rate of 3.90% for 11 months.

Responses endorsing the recommendation were received from the following members:

- Ms. Lisa O'Neill
- Ms. Emily Ryan
- Mr. Andrew Malone
- Mr. Raymond Griffiths
- Mr. Ram Rajagopalan
- Mr. Bill Price
- Mr. Stuart Hobley
- Mr. Nic Warren
- Mr. Craig Watts

As this constituted a majority of members the recommendation was taken as accepted.

For recording purposes, the decisions made via email are presented for endorsement.

|                        |
|------------------------|
| <b>Recommendation:</b> |
|------------------------|

That the decisions made by the WEROC Inc. Board via “flying email” be endorsed.

**RESOLUTION:**

**Moved:** Mr. Mark Furr

**Seconded:** Mr. Craig Watts

That the decisions made by the WEROC Inc. Board via “flying email” be endorsed.

**CARRIED**

### 5.3 Business Arising – Status Reports

#### 5.3.1 Actions Arising from the WEROC Inc. Board Meeting held on 7 May 2025

| Agenda Item                                           | Action(s)                                                                                                                                                                                                     | Status                                                                                                                                                                                                                                                 |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.2 Water Audit                                       | Proceed with an application to the Community Water Supply Partnership Program                                                                                                                                 | An application was submitted on 16 May 2025. The outcome is still pending. Please refer to Agenda item 8.3 for further information.                                                                                                                    |
| 7.3 Proposal for Eastern Wheatbelt Projects Update    | WEROC Executive Officer to work with RoeROC and NEWROC Executive Officers to prepare a proposal.                                                                                                              | A draft agenda has been prepared and is presented for consideration. Please refer to Agenda item 7.4 for further information.                                                                                                                          |
| 7.4 Governance Service Proposal                       | 1) Request a revised proposal for a one off audit rather than a 12 month program<br>2) Query if the discount price applies to a smaller number of local governments.                                          | A revised proposal was requested, and the discounted price was queried. The response from Civic Legal was forwarded to WEROC CEOs for consideration. It was decided that individual Councils may proceed in engaging Civic Legal independent of WEROC. |
| 8.1 Marketing & Promotion                             | Source a quote to add the Shire of Cunderdin to the Eastern Wheatbelt self-drive trail map.                                                                                                                   | A quote was sourced and an email sent to Board members to endorse the expense. The map has now been updated. Please refer to Agenda item 8.1 for further detail.                                                                                       |
| 8.2 Housing                                           | Contact the Wheatbelt Development commission to confirm the cost of having additional housing feasibility models developed and if within the expected price point of \$6,000, request that they be completed. | The Wheatbelt Development Commission advised that the cost per site for feasibility testing is \$3,000. The total cost to have all six sites tested, would therefore be \$18,000. Please refer to Agenda item 8.2 for further detail.                  |
| 9.2 Meeting with the Member for the Central Wheatbelt | Contact the office of the Member for the Central Wheatbelt and request an alternative venue, date and time for a meeting with WEROC Councils.                                                                 | A meeting with Mr. Lachlan Hunter took place in Kellerberrin at the conclusion of the Zone meeting on Friday 13 June 2025. Please refer to Agenda item 7.2 for further information.                                                                    |
| 10.1 Shared services                                  | Conduct an outsourced services audit.                                                                                                                                                                         | Please refer to Agenda item 7.3 for further information.                                                                                                                                                                                               |

**Recommendation:**

That the status reports be received.

**RESOLUTION:**

**Moved:** Mr. Andrew Malone

**Seconded:** Mr. Nic Warren

That the status reports be received.

**CARRIED**

**6. WEROC INC. FINANCE**

**6.1 WEROC Inc. Financial Report as of 30 June 2025**

**Author:** Rebekah Burges, Executive Officer

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

**Date:** 30 June 2025

**Attachments:** Nil

**Voting Requirement:** Simple Majority

At the WEROC Inc. Board Meeting held on 9 May 2024 the budget for the financial year commencing 1 July 2024 and ending 30 June 2025 was adopted. The approved Budget 2024-25 is used as the basis for the financial report.

An explanation for each of the notations on the financial report is provided below.

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Note 1</b>  | Annual Financial contributions paid by Member Local Governments.                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Note 2</b>  | Interest paid on term deposit                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Note 3</b>  | GST received                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Note 4</b>  | GST refund for Q4 BAS 2023-24                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Note 5</b>  | Executive Officer services                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Note 6</b>  | Executive Officer travel to Board and CEO meetings. This is higher than budgeted due to additional CEO meetings.                                                                                                                                                                                                                                                                                                                                                          |
| <b>Note 7</b>  | Monthly subscription fee for Xero accounting software                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Note 8</b>  | Payment to Audit Partners Australia for the 2023-24 financial year audit                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Note 9</b>  | Payments to Vanessa King for Town Team Builder services, HR Cornerstone for IR/HR consultancy services, Carol Taylor for social media marketing campaign, Lauren Clarke for the branding guide and logo refresh, JE Planning and Econosis for the WEROC housing investigation, Australia's Golden Outback for cooperative marketing activities, Shire of Merredin for an advertisement in the Eastern Wheatbelt Visitors Guide and the two WEROC interns' meal allowance. |
| <b>Note 10</b> | Payments to PWD for website domain name renewal, website security upgrade and audit, and 12-months website hosting. This is higher than budgeted because only the website hosting was accounted for. The domain name renewal and website upgrade were unknown expenses.                                                                                                                                                                                                   |
| <b>Note 11</b> | Catering expenses for WEROC CEO farewell in Kellerberrin on 9 May and ERP demonstrations in Kellerberrin on 6 August                                                                                                                                                                                                                                                                                                                                                      |

|                |                                                                                                                           |
|----------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>Note 12</b> | Personal accident, workers compensation, associations liability, public & products liability and cyber insurance renewals |
| <b>Note 13</b> | GST paid                                                                                                                  |

**WEROC Inc.**  
**ABN 28 416 957 824**  
**1 July 2024 to 30 June 2025**

|                |                                                    | <b>Budget<br/>2024/2025</b> | <b>Actual to<br/>30/06/2025</b> | <b>Notes</b> |
|----------------|----------------------------------------------------|-----------------------------|---------------------------------|--------------|
|                | <b>INCOME</b>                                      |                             |                                 |              |
| <b>0501</b>    | <b>General Subscriptions</b>                       | \$72,000.00                 | \$102,000.00                    | <b>1</b>     |
| <b>504.01</b>  | <b>Consultancy &amp; Project Reserve</b>           | \$0.00                      | \$40,872.70                     |              |
| <b>0575</b>    | <b>Interest received</b>                           | \$4,863.29                  | \$4,863.29                      | <b>2</b>     |
| <b>584</b>     | <b>Other Income</b>                                | \$0.00                      |                                 |              |
|                | <b>GST Output Tax</b>                              | \$7,200.00                  | \$14,287.30                     | <b>3</b>     |
|                | <b>GST Refunds</b>                                 | \$6,184.00                  | \$7,793.00                      | <b>4</b>     |
|                | <b>Total Receipts</b>                              | \$90,247.29                 | \$169,816.29                    |              |
|                | <b>EXPENSES</b>                                    |                             |                                 |              |
| <b>1545</b>    | <b>Bank Fees &amp; Charges</b>                     | \$0.00                      | \$0.00                          |              |
| <b>1661.01</b> | <b>WEROC Inc. Executive Services</b>               | \$35,383.84                 | \$34,999.99                     | <b>5</b>     |
| <b>1661.02</b> | <b>Executive Officer Travel and Accommodation</b>  | \$1,400.00                  | \$2,706.40                      | <b>6</b>     |
| <b>1661.03</b> | <b>WEROC Executive Officer Recruitment</b>         | \$0.00                      | \$0.00                          |              |
| <b>1687</b>    | <b>WEROC Financial Services Accounting</b>         | \$1,000.00                  | \$818.16                        | <b>7</b>     |
| <b>1687.03</b> | <b>WEROC Financial Services Audit</b>              | \$1,050.00                  | \$984.00                        | <b>8</b>     |
| <b>1585</b>    | <b>WEROC Consultant Expenses</b>                   | \$60,000.00                 | \$75,774.88                     | <b>9</b>     |
| <b>1850</b>    | <b>WEROC Management of WEROC App &amp; Website</b> | \$420.00                    | \$1,149.00                      | <b>10</b>    |
| <b>1801</b>    | <b>WEROC Meeting Expenses</b>                      | \$500.00                    | \$829.09                        | <b>11</b>    |
| <b>1851</b>    | <b>WEROC Insurance</b>                             | \$6,300.00                  | \$6,020.79                      | <b>12</b>    |
| <b>1852</b>    | <b>WEROC Legal Expenses</b>                        | \$2,000.00                  |                                 |              |
| <b>1853</b>    | <b>WEROC Incorporation Expenses</b>                | \$0.00                      | \$36.36                         |              |
| <b>1854</b>    | <b>Transfer to Term Deposit</b>                    | \$4,863.29                  | \$0.00                          |              |
| <b>1930</b>    | <b>WEROC Sundry</b>                                | \$300.00                    |                                 |              |
| <b>3384</b>    | <b>GST Input Tax</b>                               | \$10,835.39                 | \$11,351.23                     | <b>13</b>    |
|                | <b>ATO Payments</b>                                | \$3,464.57                  | \$4,960.00                      |              |
|                | <b>Total Payments</b>                              | \$127,517.09                | \$139,629.90                    |              |
|                | <b>Net Position</b>                                | -\$37,269.79                | \$30,186.39                     |              |
|                | <b>OPENING CASH 1 July</b>                         | \$64,270.72                 | \$69,784.64                     |              |
|                | <b>CASH BALANCE</b>                                | \$27,000.93                 | \$99,971.03                     |              |



**Recommendation:**

That the WEROC Inc. financial report for the period 1 July 2024 to 30 June 2025, be received.

**RESOLUTION:**

**Moved:** Mr. Wayne Della Bosca

**Seconded:** Ms. Emily Ryan

That the WEROC Inc. financial report for the period 1 July 2024 to 30 June 2025, be received.

**CARRIED**

**6.2 WEROC Inc. Financial Report as of 31 July 2025**

**Author:** Rebekah Burges, Executive Officer

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

**Date:** 31 July 2025

**Attachments:** Nil

**Voting Requirement:** Simple Majority

At the WEROC Inc. Board Meeting held on 7 May 2025 the budget for the financial year commencing 1 July 2025 and ending 30 June 2026 was adopted. The approved Budget for 2025-26 is used as the basis for the financial report.

An explanation for each of the notations on the financial report is provided below.

|               |                                                                       |
|---------------|-----------------------------------------------------------------------|
| <b>Note 1</b> | Annual contributions paid by the Shire of Tammin and Shire of Yilgarn |
| <b>Note 2</b> | GST received                                                          |
| <b>Note 3</b> | Executive Officer services                                            |
| <b>Note 4</b> | Executive Officer travel to meetings.                                 |
| <b>Note 5</b> | Monthly subscription fee for Xero accounting software                 |
| <b>Note 6</b> | GST paid                                                              |

**WEROC Inc.**

**ABN 28 416 957 824**

**1 July 2025 to 30 June 2026**

|                |                                          | <b>Budget<br/>2025/2026</b> | <b>Actual to<br/>31/07/2025</b> | <b>Notes</b> |
|----------------|------------------------------------------|-----------------------------|---------------------------------|--------------|
|                | <b>INCOME</b>                            |                             |                                 |              |
| <b>0501</b>    | <b>General Subscriptions</b>             | \$84,000.00                 | \$24,000                        | <b>1</b>     |
| <b>504.01</b>  | <b>Consultancy &amp; Project Reserve</b> | \$0.00                      | \$0                             |              |
| <b>0575</b>    | <b>Interest received</b>                 | \$4,392.33                  | \$0                             |              |
| <b>584</b>     | <b>Other Income</b>                      | \$0.00                      | \$0                             |              |
|                | <b>GST Output Tax</b>                    | \$8,400.00                  | \$2,400                         | <b>2</b>     |
|                | <b>GST Refunds</b>                       | \$6,399.00                  | \$0                             |              |
|                | <b>Total Receipts</b>                    | \$103,191.33                | \$26,400                        |              |
|                | <b>EXPENSES</b>                          |                             |                                 |              |
| <b>1545</b>    | <b>Bank Fees &amp; Charges</b>           | \$0.00                      | \$0.00                          |              |
| <b>1661.01</b> | <b>WEROC Inc. Executive Services</b>     | \$38,920.00                 | \$2,577.27                      | <b>3</b>     |

|                     |                                            |              |              |   |
|---------------------|--------------------------------------------|--------------|--------------|---|
| 1661.02             | Executive Officer Travel and Accommodation | \$3,080.00   | \$136.00     | 4 |
| 1661.03             | WEROC Executive Officer Recruitment        | \$1,000.00   | \$0.00       |   |
| 1687                | WEROC Financial Services Accounting        | \$1,080.00   | \$68.18      | 5 |
| 1687.03             | WEROC Financial Services Audit             | \$1,100.00   | \$0.00       |   |
| 1585                | WEROC Consultant Expenses                  | \$70,000.00  | \$0.00       |   |
| 1850                | WEROC Management of WEROC App & Website    | \$900.00     | \$0.00       |   |
| 1801                | WEROC Meeting Expenses                     | \$500.00     | \$0.00       |   |
| 1851                | WEROC Insurance                            | \$6,300.00   | \$0.00       |   |
| 1852                | WEROC Legal Expenses                       | \$2,000.00   | \$0.00       |   |
| 1853                | WEROC Incorporation Expenses               | \$0.00       | \$0.00       |   |
| 1854                | Transfer to Term Deposit                   | \$0.00       | \$0.00       |   |
| 1930                | WEROC Sundry                               | \$300.00     | \$0.00       |   |
| 3384                | GST Input Tax                              | \$12,518.00  | \$264.55     | 6 |
|                     | ATO Payments                               | \$9,088.71   | \$0.00       |   |
| Total Payments      |                                            | \$146,786.71 | \$3,046.00   |   |
| Net Position        |                                            | -\$43,595.38 | \$23,354.00  |   |
| OPENING CASH 1 July |                                            | \$94,312.12  | \$99,971.03  |   |
| CASH BALANCE        |                                            | \$50,716.74  | \$123,325.03 |   |

**Recommendation:**

That the WEROC Inc. financial report for the period 1 to 31 July 2025, be received.

**RESOLUTION:**

**Moved:** Mr. Stuart Hobley

**Seconded:** Mr. Andrew Malone

That the WEROC Inc. financial report for the period 1 to 31 July 2025, be received.

**CARRIED**

### 6.3 Income, Expenditure & Balance Sheet

**Author:** Rebekah Burges, Executive Officer

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

**Date:** 31 July 2025

**Attachments:** Nil

**Voting Requirement:** Simple Majority

A summary of income and expenditure for the period 1 May to 31 July 2025 is provided below.

| Date            | Description        | Credit    | Debit    | Running Balance |
|-----------------|--------------------|-----------|----------|-----------------|
| Opening Balance |                    | 46,229.88 |          |                 |
| 02 May 2025     | Shire of Yilgarn   | 5,660.00  | 0.00     | 51,889.88       |
| 08 May 2025     | 150 Square Pty Ltd | 0.00      | 3,145.90 | 48,743.98       |
| 08 May 2025     | Shire of Merredin  | 5,660.00  | 0.00     | 54,403.98       |
| 13 May 2025     | Code Research      | 0.00      | 120.45   | 54,283.53       |

## WEROC Inc. Board Meeting Wednesday 13 August 2025 - Minutes

|                        |                                  |                   |                  |            |
|------------------------|----------------------------------|-------------------|------------------|------------|
| 20 May 2025            | ATO                              | 2,650.00          | 0.00             | 56,933.53  |
| 23 May 2025            | Shire of Cunderdin               | 5,660.00          | 0.00             | 62,593.53  |
| 29 May 2025            | Shire of Kellerberrin            | 5,660.00          | 0.00             | 68,253.53  |
| 30 May 2025            | Shire of Bruce Rock              | 5,660.00          | 0.00             | 73,913.53  |
| 30 May 2025            | Shire of Tammin                  | 5,660.00          | 0.00             | 79,573.53  |
| 05 Jun 2025            | JE Planning                      | 0.00              | 1,000.00         | 78,573.53  |
| 05 Jun 2025            | JE Planning                      | 0.00              | 10,000.00        | 68,573.53  |
| 10 Jun 2025            | PWD Australia                    | 214.50            | 0.00             | 68,788.03  |
| 10 Jun 2025            | 150 Square Pty Ltd               | 0.00              | 3,588.00         | 65,200.03  |
| 10 Jun 2025            | PWD Australia                    | 0.00              | 214.50           | 64,985.53  |
| 16 Jun 2025            | PWD Australia                    | 0.00              | 214.50           | 64,771.03  |
| 19 Jun 2025            | Wheatbelt Development Commission | 11,000.00         | 0.00             | 75,771.03  |
| 20 Jun 2025            | Shire of Cunderdin               | 33,000.00         | 0.00             | 108,771.03 |
| 24 Jun 2025            | JE Planning                      | 0.00              | 8,800.00         | 99,971.03  |
| 14 Jul 2025            | 150 Square Pty Ltd               | 0.00              | 3,046.00         | 96,925.03  |
| 25 Jul 2025            | Shire of Tammin                  | 13,200.00         | 0.00             | 110,125.03 |
| 25 Jul 2025            | Shire of Yilgarn                 | 13,200.00         | 0.00             | 123,325.03 |
| <b>TOTAL</b>           |                                  | <b>107,224.50</b> | <b>30,129.35</b> |            |
| <b>Closing balance</b> |                                  | <b>123,325.03</b> |                  |            |

### Balance Sheet

Wheatbelt East Regional Organisation of Councils Inc  
As at 31 July 2025

31 July 2025

|                                      |                   |
|--------------------------------------|-------------------|
| <b>Assets</b>                        |                   |
| <b>Bank</b>                          |                   |
| Term Deposit                         | 100,000.00        |
| Westpac Community Solution One       | 123,325.03        |
| <b>Total Bank</b>                    | <b>223,325.03</b> |
| <b>Current Assets</b>                |                   |
| Accounts Receivable                  | 66,000.00         |
| <b>Total Current Assets</b>          | <b>66,000.00</b>  |
| <b>Total Assets</b>                  | <b>289,325.03</b> |
| <b>Liabilities</b>                   |                   |
| <b>Current Liabilities</b>           |                   |
| GST                                  | 8,846.44          |
| <b>Total Current Liabilities</b>     | <b>8,846.44</b>   |
| <b>Non-current Liabilities</b>       |                   |
| GST Clearing                         | 2,894.00          |
| <b>Total Non-current Liabilities</b> | <b>2,894.00</b>   |
| <b>Total Liabilities</b>             | <b>11,740.44</b>  |
| <b>Net Assets</b>                    | <b>277,584.59</b> |
| <b>Equity</b>                        |                   |
| Current Year Earnings                | 81,218.55         |
| Retained Earnings                    | 196,366.04        |
| <b>Total Equity</b>                  | <b>277,584.59</b> |

### Recommendation:

That the WEROC Inc. summary of income and expenditure for the period 1 May to 31 July 2025 be received.

That the Accounts Paid by WEROC Inc. for the period 1 May to 31 July 2025 totalling \$30,129.35 be approved.

That the Balance Sheet as of 31 July 2025 be noted.

**RESOLUTION:**

**Moved:** Ms. Emily Ryan

**Seconded:** Mr. Craig Watts

That the WEROC Inc. summary of income and expenditure for the period 1 May to 31 July 2025 be received.

That the Accounts Paid by WEROC Inc. for the period 1 May to 31 July 2025 totalling \$30,129.35 be approved.

That the Balance Sheet as of 31 July 2025 be noted.

**CARRIED**

## **7. MATTERS FOR DECISION**

### **7.1 Public Health Planning**

**Author:** Rebekah Burges, Executive Officer

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

**Attachments:** ***Attachment 1:*** State Public Health Plan

**Consultation:** Nil

**Financial Implications:** Nil

**Voting Requirement:** Simple Majority

**Background:**

At the WEROC Inc. Board meeting held on 27 August 2020 it was resolved that WEROC Inc. would progress with the development of an overarching Health Plan that can be used as a proforma for the Member Councils to develop individual Public Health Plans, once Stage 5 of the Public Health Act commenced.

Stage 5 of the Act has progressed, the State Public Health Plan has now been completed, and Local Governments need to develop or amend current local public health plans consistent with the state plan by 4 June 2026.

**Executive Officer Comment:**

This matter has been discussed several times since the initial proposal was put forward back in 2020. Now that the State plan has been completed and there is a firm timeframe for Local Governments to develop or amend their plans, the Executive Officer would like direction from the Board on whether to proceed in seeking quotes from consultants to assist with this work as a collective or, given that some Councils have already completed or commenced development of their Plans, should the original motion be rescinded to allow each Council to proceed independently.

**Recommendation:**

That the Board either:

1. Endorses the Executive Officer to seek quotes from suitably qualified consultants to undertake the development or review of Local Government Plans as a collective project, for those member Councils that wish to participate;  
**OR**
2. Rescinds the original motion, allowing individual Councils to proceed independently with the development or review of their Plans.

**Comments from the meeting:**

- Mr. Craig Watts advised that the Shire of Merredin have already engaged a consultant to assist them with their Public Health Plan.
- Mr. Mark Furr advised that Bruce Rock have completed a Public Health Plan and are undertaking a review to comply with the State Health Plan.
- Mr. Stuart Hobley noted that numerous examples of Public Health Plans are available online for use as proformas and advised that some Local Governments are combining Public Health Plan engagement with community engagement for their Strategic Community Plan reviews.

**RESOLUTION:**

**Moved:** Mr. Craig Watts

**Seconded:** Mr. Stuart Hobley

---

That the WEROC Inc. Board rescind the motion to engage a consultant to develop a proforma Public Health Plan, enabling individual Councils to independently develop or review their own Plans.

**CARRIED**

**7.2 Meeting with Lachlan Hunter MLA**

**Author:** Rebekah Burges, Executive Officer

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

**Attachments:** **Attachment 2:** Letter from Minister Punch

**Attachment 3:** Copy of correspondence from Lachlan Hunter to Hon Reece Whitby MLA

**Attachment 4:** Policy – Recognise and Protect Prime Agricultural Land

**Consultation:** Nil

**Financial Implications:** Nil

**Voting Requirement:** Simple Majority

**Background:**

A meeting with the Member for the Central Wheatbelt, Lachlan Hunter MLA, took place in Kellerberrin on Friday 13 June 2025. This meeting provided WEROC members with the opportunity to hear from Mr. Hunter on a range of pre-advised topics and the opportunity to raise additional concerns for his consideration.

Actions/recommendations arising from this meeting included:

- Lachlan Hunter to provide a copy of the letter received from the Minister of Aboriginal Affairs seeking clarity on the correct traditional owner group for eastern Wheatbelt local governments to engage with on cultural matters.
- Recommendation that WEROC meet with the CEO of the Ballardong Aboriginal Corporation.
- Recommendation that WEROC meet with the live sheep export transition advocate, Dr Chris Rodwell.
- Lachlan Hunter to provide a copy of the Nationals policy position on the protection of prime agricultural land.
- WEROC Executive Officer to forward the letter sent to the former Minister for Police regarding funding for CCTV and other security technologies.

**Executive Officer Comment:**

The Office of the Member for the Central Wheatbelt has provided a communique from Minister Punch regarding cultural matters. The communique confirms that the Ballardong Aboriginal Corporation holds

responsibility for facilitating the involvement of Traditional Owners with cultural connections to areas within the Ballardong region.

As outlined previously, at the meeting held on 13 June, it was recommended that member Councils engage directly with the CEO of the Ballardong Aboriginal Corporation. The Executive Officer understands that some Councils have already individually met with the Ballardong Aboriginal Corporation. The Board may wish to consider whether there is value in also arranging a collective meeting involving all member Councils.

Additionally, Mr. Hunter has recommended that WEROC meet with the Live Sheep Export Transition Advocate, Dr Chris Rodwell. Dr Rodwell's role is to support stakeholders during the transition period, facilitate communication between the sheep supply chain and government, and provide information regarding the transition plan and the support available to industry. A meeting with Dr Rodwell may assist member Councils in better understanding the assistance and funding that could be available to communities and industry within the eastern Wheatbelt.

**Recommendation:**

That the Board:

1. Confirm its interest in arranging a meeting with the CEO of the Ballardong Aboriginal Corporation, and provide direction on the desired format and key topics for discussion; and
2. Confirm its interest in the Executive Officer facilitating a meeting with Dr Chris Rodwell, the Live Sheep Export Transition Advocate, to explore opportunities for assistance and support relevant to the region.

**Comments from the meeting:**

- In relation to the request for funding for Local Governments to install CCTV and other security technologies, the Executive Officer advised that the Member for the Central Wheatbelt had received a response to his letter to the Minister for Police, the Hon Reece Whitby MLA, advising that this is a Local Government issue, not a police issue. The correspondence was then forwarded to the Minister for Local Government, the Hon Hannah Beazley MLA for comment. No response has been received from Minister Beazley.
- It was commented by multiple Shires that they are receiving letters from their local police asking them to install security technology, which comes at a significant cost. This matter will continue to be followed up.
- The value in a meeting with the CEO of the Ballardong Aboriginal Corporation was discussed. It was agreed that an individual approach would be better than a group meeting.
- The Board discussed meeting with the Live Sheep Export Transition Officer and agreed it would be valuable to hear from Dr. Rodwell. An invitation will be extended for him to attend the next WEROC meeting.

### **7.3 Outsourced Services Audit**

**Author:** Rebekah Burges, Executive Officer

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

**Attachments:** Nil

**Consultation:** WEROC CEOs

**Financial Implications:** Nil

**Voting Requirement:** Simple Majority

**Background:**

At the WEROC Inc. Board held on 7 May 2025, it was noted that the option of formalising shared resources across the WEROC Shires has been discussed several times over recent years. At present the only shared

resource arrangement is the visitor servicing provided by the Shire of Merredin through the Central Wheatbelt Visitors Centre. There is also in place, an agreement with HR Cornerstone to provide ad-hoc HR and IR support at a rate of \$225 + GST per hour.

Following the discussion, it was suggested that a cost analysis be undertaken to better understand what Shires are currently paying for outsourced services, with a view to exploring potential cost savings through shared resource arrangements.

#### Executive Officer Comment:

A high level summary of the outsourced services audit is provided below:

|  |                                                                                                                                                                         |                                                                                                                                                                                                      |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>Environmental Health</b><br>Kellerberrin, Tammin, Westonia<br><b>Service Providers:</b> HBP Services, Tim Jurmann (Crowe Certification), Mort Wignall                | <b>Cost (per annum):</b> \$10,000 - \$20,000<br><b>Mode of service delivery:</b> Varied - as required, monthly service, quarterly service<br><b>Issues:</b> Availability/ turnaround times           |
|  | <b>Building Services</b><br>Kellerberrin, Tammin, Westonia, Yilgarn, Merredin<br><b>Service Providers:</b> Hayley Fegan, Tom Rielly, CF Building Approvals, Tim Jurmann | <b>Cost (per annum):</b> \$1, 000 - \$15,000<br><b>Mode of service delivery:</b> Primarily on an as required basis. Tammin have a once per month service.<br><b>Issues:</b> No major issues reported |
|  | <b>Town Planning</b><br>Kellerberrin, Tammin, Merredin, Yilgarn<br><b>Service Providers:</b> ExUrban, HBP Services, Town Planning Innovations, Paul Bashall             | <b>Cost (per annum):</b> \$6,500 - \$35,000<br><b>Mode of service delivery:</b> As required<br><b>Issues:</b> Availability/ turnaround times                                                         |
|  | <b>Ranger Services</b><br>Kellerberrin, Tammin, Westonia, Yilgarn, Merredin<br><b>Service Providers:</b> WA Contract Ranger Services                                    | <b>Cost (per annum):</b> \$5,000 - \$130,000<br><b>Mode of service delivery:</b> Fortnightly or weekly visits and as required<br><b>Issues:</b> Responsiveness can be problematic. Cost is high      |
|  | <b>Infrastructure Maintenance &amp; Development</b><br>Tammin, Yilgarn<br><b>Service Providers:</b> Various                                                             | <b>Cost (per annum):</b> Up to \$1.4m<br><b>Mode of service delivery:</b> As required<br><b>Issues:</b> Attendance by contractors can be problematic at times.                                       |
|  | <b>IT Services</b><br>Kellerberrin, Tammin, Westonia, Yilgarn, Merredin<br><b>Service Providers:</b> Perfect Computer Solutions, 2VNet, JH Computing                    | <b>Cost (per annum):</b> \$6,500 - \$95,000<br><b>Mode of service delivery:</b> Monthly service or as required<br><b>Issues:</b> Declining response times                                            |

If there is interest in exploring shared resourcing across any of the service areas identified above, a number of options are available:

1. **Lead Shire Employment Model:** A staff member is employed by a lead Shire to facilitate service delivery across participating Shires, with each contributing to the cost proportionally based on their level of service usage. This is similar to the model currently used for the Central Wheatbelt Visitor Centre.
- 1) **Collaborative Procurement:** A contractual arrangement where pricing is negotiated to reflect the collective purchasing power of multiple local governments. Similar to the arrangement in place for HR/IR services.
2. **WEROC-Engaged Contract Resource:** WEROC engages a resource on a contract basis to deliver services to member Councils. This model is used by the Hunter Joint Organisation, where a Board made up of Mayors and General Managers oversees specialist business units established to provide expert services to local governments. Current offerings include Local Government Legal and Regional Procurement services (see: [Local Government Services - Hunter Joint Organisation](#)).

**Recommendation:**

That:

- 1) WEROC member Councils consider the findings of the outsourced services audit and indicate their interest in exploring shared resourcing opportunities in one or more service areas.
- 2) Consideration be given to forming a working group comprising representatives from interested Councils to investigate and scope potential shared service models, including delivery mechanisms, cost-sharing arrangements, and governance options.

**Comments from the meeting:**

- Ms. Alison Harris suggested that it would be useful to start with a register of which service providers, each Local Government is using.
- The Executive Officer observed that IT services are a high cost service and might be an area to look at for a collaborative procurement process.
- Mr. Nic Warren suggested that Environmental Health Services could be looked at for a shared service arrangement.
- Mr. Craig Watts advised that the Shire of Merredin are currently recruiting an Environmental Health Officer. It was questioned whether there is scope for the Shire of Merredin to outsource this service to other Shires. The Shires of Kellerberrin, Yilgarn, Bruce Rock and Merredin will discuss this option further out of session.
- At the next WEROC CEO Committee meeting, further discussion will be held around IT services.

#### **7.4 Made in the Eastern Wheatbelt – Joint ROC Event**

**Author:** Rebekah Burges, Executive Officer

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

**Attachments:** ***Attachment 5:*** Made in the Eastern Wheatbelt Draft Agenda

**Consultation:** NEWROC and RoeROC Executive Officers

**Financial Implications:** \$2,000

**Voting Requirement:** Simple Majority

**Background:**

At the WEROC Inc. Board meeting held on 7 May, the concept of hosting a joint ROC event was discussed. While no formal resolution was passed, there was broad support for the initiative. Suggested discussion topics included land development and housing, the protection of agricultural land, and funding arrangements for



Local Governments. It was also proposed that part of the event focus on improving collaboration between the ROCs. To minimise costs, it was recommended that the WALGA conference room be used as the venue.

**Executive Officer Comment:**

The Executive Officers of NEWROC, RoeROC, and WEROC have collaborated on a proposed agenda that reflects the priorities identified by each ROC. It is proposed that the Chair of each ROC deliver a presentation outlining the collective views of the ROCs on three spotlight topics – education, industry and housing.

The WALGA conference room was explored as a venue but was deemed unsuitable due to its limited capacity. Alternative centrally located venues are now being explored. The proposed budget for the event is \$6,000 + GST. Each ROC will be required to contribute \$2,000 + GST. This will cover venue hire, catering and AV equipment hire.

A date for the event has not yet been set as confirmation of availability is pending from the Hon. Sabine Winton MLA, Minister for the Wheatbelt.

**Recommendation:**

That WEROC Inc. support the proposed joint ROC event and agree to contribute up to \$2,000 + GST towards event costs.

**Comments from the meeting:**

- It was questioned whether the meeting time could be moved to an afternoon and followed by a sundowner to promote networking and collaboration.
- City farm was suggested as a possible venue.

**RESOLUTION:**

**Moved:** Mr. Nic Warren

**Seconded:** Ms. Emily Ryan

That WEROC Inc. support the proposed joint ROC event and agree to contribute up to \$2,000 + GST towards event costs.

## **7.5 Eastern Wheatbelt Self-Drive Trail Social Media Management**

**Author:** Rebekah Burges, Executive Officer

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

**Attachments:** **Attachment 6:** CWVC Proposal for Eastern Wheatbelt Self-Drive Trail Social Media Management

**Consultation:** Ms. Carina Macdonald, Coordinator Central Wheatbelt Visitors Centre

**Financial Implications:** \$5,205

**Voting Requirement:** Simple Majority

**Background:**

At its meeting on 28 November 2024, the WEROC Inc. Board considered a proposal from social media influencer Carol Taylor (Taylormadefortravel) to establish and manage social media accounts for the Eastern Wheatbelt self-drive trail. The Board resolved not to proceed with the proposal, noting that the Central Wheatbelt Visitor Centre (CWVC) already undertakes some promotional activity in this space. It was suggested that the CWVC be approached to see if they had capacity to expand their social media coverage of the drive trail.

**Executive Officer Comment:**

In July 2025, the Executive Officer discussed the possibility of the Central Wheatbelt Visitor Centre managing dedicated social media accounts for the drive trail with CWVC Coordinator, Ms. Carina Macdonald. Ms.

Macdonald confirmed that the Centre does have capacity to take on this role on behalf of WEROC and has prepared a proposal for consideration.

**Recommendation:**

That the WEROC Inc. Board supports the engagement of the Central Wheatbelt Visitor Centre to manage social media accounts for the Eastern Wheatbelt self-drive trail subject to agreement on scope of work, deliverables, and cost.

**RESOLUTION:**

**Moved:** Ms. Lisa O'Neill

**Seconded:** Mr. Nic Warren

That the WEROC Inc. Board supports the engagement of the Central Wheatbelt Visitor Centre to manage social media accounts for the Eastern Wheatbelt self-drive trail at a cost of \$5,205 + GST per annum.

**CARRIED**

## **7.6 Financial Statements for Approval**

**Author:** Rebekah Burges, Executive Officer

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

**Attachments:** **Attachment 7:** Draft Financials for signing

**Attachment 8:** Representation letter

**Consultation:** Audit Partners Australia

**Financial Implications:** Nil

**Voting Requirement:** Simple Majority

**Background:**

At the WEROC Inc. Annual General Meeting held on 28 November 2024, Audit Partners Australia were appointed to undertake the financial audit for WEROC Inc. for the period 1 July 2024 to 30 June 2025.

**Executive Officer Comment:**

Audit Partners Australia have prepared a draft financial report and representation letter for the period 1 July 2024 to 30 June 2025. These documents are presented for endorsement.

**Recommendation:**

That the WEROC Inc. Board approve the Draft Financial Report and Representation Letter and authorise the WEROC Inc. Chair and Executive Officer to sign the documents.

**RESOLUTION:**

**Moved:** Mr. Wayne Della Bosca

**Seconded:** Mr. Craig Watts

That the WEROC Inc. Board approve the Draft Financial Report and Representation Letter and authorise the WEROC Inc. Chair and Executive Officer to sign the documents.

**CARRIED**

## **8. PROJECT UPDATES**

### **8.1 Marketing/Promotion**

**Attachment 9:** *Wheatbelt Weekends Campaign Report*

**Attachment 10:** *Revised Eastern Wheatbelt Self-Drive Trail Map and Brochure*

WEROC as a partner organisation to the Wheatbelt Co-operative Marketing Group, contribute \$3,000 + GST each year to cooperative marketing initiatives in conjunction with Roe Tourism, NEW Travel, Pioneers Pathway and Australia's Golden Outback. Part of this funding from the last financial year was used toward a Wheatbelt

Weekends autumn campaign which ran from 22 March to 28 April 2025. The campaign report is provided as an attachment. The next scheduled activity is a wildflower campaign which will run over August and September.

The Eastern Wheatbelt Self-Drive trail map and brochure have now been updated to include the Shire of Cunderdin. Visitor feedback indicated that the original version of the map was not detailed enough in terms of the number of roads that were named. The revised version includes additional detail to address this.

An additional marketing opportunity is available to promote the Eastern Wheatbelt self-drive trail through the *Australia's Golden Outback 2026 Holiday Planner*. In previous years, WEROC has shared the cost of a half-page advertisement in the planner with the Central Wheatbelt Visitor Centre and Pioneers' Pathway. For the 2026 edition, the Visitor Centre will utilise the Shire of Merredin's page for promotion, while Pioneers' Pathway plans to purchase its own 1- or 2-unit advert. The Eastern Wheatbelt self-drive trail will also feature in the planner's "27 Epic Road Trips" section. To increase visibility, WEROC may wish to consider purchasing its own advertisement—either a 1-unit advert (\$460) or a 2-unit advert (\$805).

**Comments from the meeting:**

- The marketing opportunity through the AGO Holiday Planner was discussed, and it was agreed that there is little value in an additional advertisement if the drive trail is already going to be featured.

## **8.2 Housing**

***Attachment 11: Grant Agreement WEROC\_NEWROC Housing Investigation***

At the last WEROC Board meeting, it was resolved that WEROC would allocate up to an additional \$6,000 to undertake site feasibility assessments across each of the Shires participating in the Workforce Housing Analysis Project. The original scope of work provided for two site assessments at a cost of approximately \$3,000. Based on this, it was assumed that the remaining four sites could be assessed for an additional \$6,000. However, following discussions with the Wheatbelt Development Commission (WDC), it was confirmed that the actual cost is \$3,000 per site. As such, the total cost to assess all six sites would be \$18,000 + GST.

To support the inclusion of additional sites, the WDC proposed a co-funding arrangement, whereby they would contribute \$5,000 and WEROC would match this amount, enabling feasibility assessments to be undertaken for three sites.

On 30 May 2025, Board Members were informed via email of a grant funding agreement with the WDC that would provide both WEROC and NEWROC with \$5,000 each for site feasibility assessments, as part of the second phase of the broader housing investigation project. This funding will support feasibility assessments for three sites in each region. Under the terms of the agreement, WEROC will receive a total of \$10,000 in grant funding and will be responsible for engaging and paying the consultant to complete assessments on behalf of both WEROC and NEWROC. NEWROC will either reimburse WEROC for their \$5,000 co-contribution or pay the consultant directly.

The funding agreement (refer to Attachment 12) was signed and returned to the WDC, with funds received on 19 June 2025.

**Comments from the meeting:**

- All participating Shires are encouraged to check the suggested sites for feasibility testing and provide feedback.

## **8.3 Application to Community Water Supplies Partnership Program**

WEROC Inc. submitted an application to the Community Water Supplies Partnership Program in mid-May 2025, with the aim of securing funding to develop water strategies for each of the seven WEROC local governments. The Executive Officer contacted the Department of Water and Environmental Regulation on 29 July to query the progress of the application. They advised that due to a high volume of submissions, applications were assessed in multiple rounds. Successful applicants from rounds 2 and 3 were announced on

25 June and 25 July, respectively. WEROC's application has been included in round 4. Based on the timing of previous announcements, it is anticipated that we should receive an outcome by mid-to-late August.

## 9. EMERGING ISSUES

NIL

## 10. OTHER MATTERS (FOR NOTING OR DISCUSSION)

### 10.1 Guidelines on Community Benefits for Renewable Energy Projects

**Attachment 12:** *Draft Guideline on Community Benefits for Renewable Energy Projects*

**Attachment 13:** *WALGA Renewable Energy Community Benefits and Engagement Guidelines*

**Attachment 14:** *Rating of Large Scale Renewable Energy Facilities*

**Attachment 15:** *Implications for the Renewable Energy Industry*

The WA Government have released a Draft Guideline on Community Benefits for Renewable Energy Projects and are inviting feedback. Submissions are due by 18 August 2025.

The draft Guideline outlines a suggested range for community benefits values, informed by best practice arrangements from across Australia:

- \$500–\$1,500 per MW per annum for wind projects
- \$150–\$800 per MW per annum for solar projects

The guidelines also suggest that the final dollar per MW community benefit value of a project should be informed by considerations including:

- Community size and population
- Scale of the project
- Neighbouring benefit arrangements
- Strain on community infrastructure from the project
- Cumulative impact of multiple projects on a community or region

These guidelines are intended to reflect a policy position rather than impose a legal obligation on proponents. However, during the webinar held on Tuesday, 15 July 2025, it was noted that a legal requirement remains a possibility. Powering WA will monitor adherence to the guideline over time to assess whether a formal regulatory approach is necessary.

WALGA have also released their Renewable Energy Community Benefits and Engagement Guide. This document provides guidance for Local Governments on planning for community engagement and communication with proponents.

Mr. Craig Watts has shared details of a motion recently put forward at the Peel Zone, seeking WALGA's support to undertake a review and obtain legal advice and recommendations on potential legislative changes that would allow for gross rental value (GRV) rating of renewable energy facilities in Western Australia. This is an issue WEROC Councils may wish to consider in conjunction with discussions around a Community Benefit approach.

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

- Some WEROC Shires have submitted individual responses on the Powering WA guidelines. A key concern highlighted in these submissions, is that the guidelines may not lead to tangible action from proponents, and without legislative backing, community benefit schemes may fail to achieve meaningful impact.

## 10.2 Eastern Wheatbelt Works & Services Development Day

A development day bringing together the works and services staff from across RoeROC, NEWROC and WEROC is being proposed. The date is yet to be determined but the location will be Bruce Rock. The intent of this event is to strengthen the skills and leadership capacity of works and services teams and to foster collaboration between Shires.

There will be no cost to the ROCs. Expenses will be covered through participant registration fees.

## 11. FUTURE MEETINGS

The approved schedule of meeting dates and locations for 2025 is as follows:

### WEROC Inc. Board Meetings

| Date                      | Host Council   |
|---------------------------|----------------|
| Wednesday 17 March 2025   | Merredin       |
| Wednesday 7 May 2025      | Westonia       |
| Wednesday 13 August 2025  | Kellerberrin   |
| September - TBA           | Southern Cross |
| Thursday 27 November 2025 | Cunderdin      |

The next meeting date is pending.

### Comments from the meeting:

- The next meeting will be held in Southern Cross on Tuesday 14 October, commencing at 9.30am.

## 12. CLOSURE

There being no further business the Chair closed the meeting at 12.15pm.

# **Great Eastern Country Zone Minutes**

**Monday, 18 August 2025**

**Hosted by the Shire of Kellerberrin  
(Kellerberrin Recreation & Leisure Centre)  
Commencing at 10:00am**

## ZONE STRATEGIC PRIORITIES

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

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

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## ATTACHMENTS

The following are provided as attachments to the Minutes:

1. Item 5 – Shire of Tammin presentation
2. Item 6.1 – WALGA update - Public health policy
3. Item 6.2 – Living Well in the Wheatbelt presentation
4. Item 11.3 – WALGA RoadWise report

## 1. OPENING, ATTENDANCE AND APOLOGIES

### 1.1. OPENING

The Chair opened the meeting at 10.01am.

### 1.2. ATTENDANCE

| MEMBERS                 | 2 Voting Delegates from each Member Council               |
|-------------------------|-----------------------------------------------------------|
| Shire of Bruce Rock     | President Cr Ram Rajagopalan                              |
|                         | Mr Mark Furr, Chief Executive Officer, non-voting         |
|                         |                                                           |
| Shire of Cunderdin      | President Cr Alison Harris JP                             |
|                         | Deputy President Cr Tony Smith                            |
|                         | Mr Stuart Hobley, Chief Executive Officer, non-voting     |
|                         |                                                           |
| Shire of Dowerin        | President Cr Robert Trepp                                 |
|                         |                                                           |
| Shire of Kellerberrin   | Deputy President Cr Emily Ryan                            |
|                         |                                                           |
| Shire of Koorda         | Mr Zac Donovan, Chief Executive Officer, non-voting       |
|                         |                                                           |
| Shire of Merredin       | Mr Craig Watts, Chief Executive Officer, non-voting       |
|                         |                                                           |
| Shire of Mount Marshall | President Cr Tony Sachse <b>(Zone Chair)</b>              |
|                         | Mr Ben McKay, Chief Executive Officer, non-voting         |
|                         |                                                           |
| Shire of Mukinbudin     | President Cr Gary Shadbolt                                |
|                         | Ms Tanika McLennan, A/Chief Executive Officer, non-voting |
|                         |                                                           |
| Shire of Narembeen      | President Cr Scott Stirrat                                |
|                         | Mr Ben Forbes, Acting Chief Executive Officer             |
|                         |                                                           |
| Shire of Nungarin       | President Cr Pippa de Lacy                                |
|                         | Mr David Nayda, Chief Executive Officer, non-voting       |
|                         |                                                           |
| Shire of Tammin         | President Cr Charmaine Thomson, non-voting                |
|                         | Mr Andrew Malone, Chief Executive Officer, non-voting     |
|                         |                                                           |

|                             |                                                              |
|-----------------------------|--------------------------------------------------------------|
| <b>Shire of Westonia</b>    | President Cr Mark Crees                                      |
|                             | Ms Jasmine Geier, Deputy Chief Executive Officer, non voting |
|                             |                                                              |
| <b>Shire of Wyalkatchem</b> | President Cr Owen Garner                                     |
|                             | Cr Rod Lawson-Kerr (Deputy Delegate)                         |
|                             | Mr Ian McCabe, Temporary Chief Executive Officer, non-voting |
|                             |                                                              |
| <b>Shire of Yilgarn</b>     | President Cr Wayne Della Bosca                               |
|                             | Mr Nic Warren, Chief Executive Officer, non-voting           |

|                                              |                                                                                      |
|----------------------------------------------|--------------------------------------------------------------------------------------|
| <b>GUESTS</b>                                |                                                                                      |
| <b>Main Roads WA</b>                         | Mr Mohammad Siddiqui, Regional Manager Wheatbelt                                     |
| <b>Water Corporation</b>                     | Ms Rebecca Bowler, Manager Customer & Stakeholder – Goldfields & Agricultural Region |
| <b>Wheatbelt Development Commission</b>      | Mr Rob Cossart, Chief Executive Officer                                              |
| <b>WA Country Health Service - Wheatbelt</b> | Ms Nancy Bineham, Director Strategy, Change & Service Development                    |
| <b>Procon Developments</b>                   | Mr Leon Key, Director of AvonWest<br>Ms Mia Davies                                   |

|                                                                         |  |
|-------------------------------------------------------------------------|--|
| <b>WALGA</b>                                                            |  |
| Mr Sam McLeod, Manager Commercial Services ( <b>Executive Officer</b> ) |  |
| Ms Hannah Godsave, Policy Manager Community (electronic)                |  |
| Ms Meghan Dwyer, Governance Specialist                                  |  |

### 1.3. APOLOGIES

#### MEMBERS

|                              |                                                                 |
|------------------------------|-----------------------------------------------------------------|
| <b>Shire of Bruce Rock</b>   | Cr Stephen Strange ( <b>State Council Representative</b> )      |
|                              |                                                                 |
| <b>Shire of Dowerin</b>      | Mrs Manisha Barthakur, Chief Executive Officer, non-voting      |
|                              |                                                                 |
| <b>Shire of Kellerberrin</b> | Mr Raymond Griffiths, Chief Executive Officer (voting delegate) |
|                              |                                                                 |
| <b>Shire of Kondinin</b>     | President Cr Kent Mouritz                                       |
|                              | Deputy President Cr Bev Gangell                                 |
|                              | Mr Bruce Wright, Chief Executive Officer                        |
|                              |                                                                 |
| <b>Shire of Koorda</b>       | President Cr Jannah Stratford                                   |
|                              |                                                                 |
| <b>Shire of Merredin</b>     | Deputy President Cr Renee Manning                               |
|                              | Cr Mark McKenzie                                                |
|                              |                                                                 |
| <b>Shire of Narembeen</b>    | Ms Rebecca McCall, Chief Executive Officer, non-voting          |
|                              |                                                                 |

|                             |                                                      |
|-----------------------------|------------------------------------------------------|
| <b>Shire of Tammin</b>      | Deputy President Cr Tanya Nicholls                   |
|                             | Cr Nick Caffell                                      |
|                             |                                                      |
| <b>Shire of Trayning</b>    | President Cr Melanie Brown                           |
|                             | Mr Peter Naylor, Chief Executive Officer, non voting |
|                             |                                                      |
| <b>Shire of Westonia</b>    | Mr Bill Price, Chief Executive Officer, non-voting   |
|                             |                                                      |
| <b>Shire of Wyalkatchem</b> | Deputy President Cr Christy Petchell                 |

|                                                          |                                                             |
|----------------------------------------------------------|-------------------------------------------------------------|
| <b>GUESTS</b>                                            |                                                             |
| <b>Regional Development Australia WA</b>                 | Mr Josh Pomykala, Director Regional Development             |
| <b>Wheatbelt District Emergency Management Committee</b> | Ms Shelby Robinson                                          |
| <b>CBH Group</b>                                         | Ms Kellie Todman, Manager Governance and Industry Relations |

|                                                     |
|-----------------------------------------------------|
| <b>MEMBERS OF PARLIAMENT</b>                        |
| Hon Melissa Price MP, Member for Durack             |
| Mr Lachlan Hunter MLA, Member for Central Wheatbelt |

|                                                 |
|-------------------------------------------------|
| <b>WALGA</b>                                    |
| Ms Tracey Peacock, Regional Road Safety Advisor |

## 2. ACKNOWLEDGEMENT OF COUNTRY

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

## 3. DECLARATIONS OF INTEREST

Elected Members must declare to the Chair any potential conflict of interest they have in a matter before the Zone as soon as they become aware of it. Councillors and deputies may be directly or indirectly associated with some recommendations of the Zone and State Council. If you are affected by these recommendations, please excuse yourself from the meeting and do not participate in deliberations.

Nil

## 4. ANNOUNCEMENTS

Nil

## 5. LOCAL GOVERNMENT 'VIRTUAL HOST'

A Zone member Local Government is invited to make a short (10 minutes) presentation on what is occurring in their Local Government.

The Shire of Tammin made a presentation at the meeting. The presentation is attached (Attachment 1).

The Shire of Nungarin is invited to make a presentation to next Zone meeting, in November.

*Note: Virtual Hosts for 2026 will be determined based on whether the Zone adopts the proposed new meeting cycle included as an item in this agenda.*

## 6. GUEST SPEAKERS

### *Guest Speaker Protocols*

- *The main speaker or keynote address to the Zone will be generally 30 minutes with 15 minutes for questions*
- *Other guest speakers will have a time limit of 20 minutes with 10 minutes for questions.*

---

### 6.1. MS HANNAH GODSAVE, POLICY MANAGER COMMUNITY AT WALGA

---

As a brief introduction to the next presentation on public health matters, Ms Godsave provided an overview WALGA's work on public health policy, including in relation to Local Public Health Plans.

The presentation is attached (Attachment 2).

Further information is available:

- [WALGA Public Health page: Link to Department of Health, recordings and registration for WALGA webinars](#)
- [WAGLA Rural and Remote Healthcare page \(including link to Local Government Primary Healthcare Services Survey Report\)](#)
- [Local Government Rural Health Funding Alliance](#)

**Noted.**

---

## 6.2. LIVING WELL IN THE WHEATBELT - MS NANCY BINEHAM, DIRECTOR STRATEGY, CHANGE & SERVICE DEVELOPMENT AT THE WA COUNTRY HEALTH SERVICE WHEATBELT

---

Ms Nancy Bineham, Director Strategy, Change & Service Development at the WA Country Health Service Wheatbelt provided an address on the Living Well in the Wheatbelt Strategy and the interface with Local Public Health Plans.

The presentation is attached (Attachment 3).

**Noted.**

---

## 6.3. NORTHAM LOGISTICS HUB - MR LEON KEY, DIRECTOR OF AVONWEST AT PROCON DEVELOPMENTS

---

Mr Leon Key, Director of AvonWest at Procon Developments, provided a briefing on the Northam Freight Hub project. This address has been organised following the resolution of the Zone to invite a presentation on the development.

**Noted.**

## 7. MEMBERS OF PARLIAMENT

Nil.

## 8. AGENCY REPORTS

### *Agency Reports Protocols*

*The Zone appreciates and prefers written updates (circulated with the agenda) wherever possible. Agency representatives are invited to make brief (5 minute) remarks if the speaker wishes to provide context or a further update on a specific matter.*

*The Zone appreciates if time can be left for questions, typically for around 10 minutes. Briefings on a significant policy proposal or contentious topic are to be dealt with by the agency representative attending as a Guest or Keynote Speaker (item 6).*

---

## 8.1. DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY

---

The Department of Local Government, Industry Regulation and Safety report was distributed to Zone Delegates on Friday, 15 August.

The Shire of Merredin raised a concern about whether their quarterly FA Grant payments for the remainder of 2025-26 may be less than the Shire had expected/budgeted to receive. The Executive Officer will make an enquiry with the LGIRS.

**Noted.**

---

## 8.2. WHEATBELT DEVELOPMENT COMMISSION

---

*Mr Rob Cossart, Chief Executive Officer provided a verbal update.*

Topics:

- ATU update
- Housing projects and industrial activations
- Renewable energy, including the launch of the Merredin Big Battery and update on the release of the Transmission Plan.
- Freight logistics opportunities
- Living Well in the Wheatbelt (seeking ongoing funding for a project officer for implementation)
- Review and future planning for “Bring Dowerin Downtown” event.
- Business New Wheatbelt special feature.

**Noted.**

---

## 8.3. REGIONAL DEVELOPMENT AUSTRALIA WHEATBELT

---

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

The RDAW report was distributed with the Agenda.

**Noted.**

---

## 8.4. MAIN ROADS WESTERN AUSTRALIA

---

*Mohammad Siddiqui, Regional Manager Wheatbelt provided a verbal update.*

Mohammad provided an update on projects completed in the 2024/2025 financial year and some of the program for 2025/26 (subject release).

Delegates raised the following key concerns:

- Walgoolan bridge (join between seal and concrete)
- Intersection of Yilgarn Avenue and Great Eastern Highway

**Noted.**

---

## 8.5. WATER CORPORATION

---

*Rebecca Bowler, Manager Customer and Stakeholder provided a verbal update.*

Delegates were advised that there has been no change to the after-hours on-call service level, and coverage will continue to be provided. The only adjustment is a reduction in the number of workers rostered on call at the same time.

**Noted.**

---

## 8.6. WHEATBELT DISTRICT EMERGENCY MANAGEMENT COMMITTEE

*Shelby Robinson, Wheatbelt DEMC has been invited to all Zone meetings and will attend where she is available. Shelby was an apology for this meeting but provided the information below.*

- The EM Webinar series continues. This month, the focus is the Disaster Recovery Funding Arrangements. This is an important Commonwealth, State Administered funding schemes for LGAs – and EM agencies – to understand prior to a disaster. This is one of the only government funding schemes to recuperate costs post disaster for LGAs. Attendance is encouraged from all EM partners, as well as LGA executive, including infrastructure, assets or engineering managers. Please join online on Thursday, 14 August from 12.30-1.15pm. Last month's EM webinar featured a presentation from WAPF Goldfields-Esperance on LANDSAR, which is accessible to watch via the google drive link.
- Anyone who is not already receiving EM webinar invites and recordings, please subscribe via link [here](#), or contact DEMA.
- AWARE funding round opened 1 July and closed on 5 August 2025. These grants are available for projects or activities which invest in capacity building or preparedness activities at a local level. A 25% co-contribution from the LGA is required.
- The Wheatbelt DEMC is hosting an annual preseason forum on the 1st and 2nd of September. All CEOs from across the district have been invited to participate. The Forum will be held in Bruce Rock over 1.5 days. Two keynote speakers (Mr Brett Chalmoner – SEMC Chair and Ms Annette Turner-Duggan – Disaster Relief Australia) will present on day one, alongside presentations on Building Resilience Together: Emergency Management Fundamentals for the Wheatbelt and presentations from the State Recovery Team. Day two will feature presentations spanning a range of hazards and risk owners, including; DFES (Fire), WAPF (Policing in Emergencies), Energy Policy WA and Western Power (Power: Planning and Redundancy) and Dept Communities (Emergency Relief and Support). The afternoon of day 2 will feature 3 workshops. The first workshop: Strategic Local Emergency Management – Insights from the Frontline. The second workshop: Designing a District Engagement Model: Coordination of hazard information. The final workshop: Setting Strategic Priorities for the Wheatbelt DEMC 2025/26 & Beyond.
- If your local government haven't nominated anyone to attend, please do asap.
- LEMC annual reports were due to be submitted to the SEMC, via the DEMA, by COB 31 July 2025. Thankyou to everyone who submitted.
- A reminder that the DEMA can deliver a range of emergency management training, free of cost, to LEMCs, agencies and LGAs. Please reach out to discuss your needs.

**Noted.**

---

## 8.7. CBH

*Kellie Todman, Manager Government and Industry Relations was an apology for this meeting.*



## 9. MINUTES

---

### 9.1. CONFIRMATION OF MINUTES FROM THE GREAT EASTERN COUNTRY ZONE MEETING HELD ON 13 JUNE 2025

---

The Minutes of the Great Eastern Country Zone meeting held on 13 June were previously circulated to Members.

#### RESOLUTION

**Mover:** Shire of Westonia  
**Seconded:** Shire of Cunderdin

**That the Minutes of the meeting of the Great Eastern Country Zone held on 13 June 2025 be confirmed as a true and accurate record of the proceedings.**

**CARRIED**

---

### 9.2. BUSINESS ARISING FROM THE MINUTES OF THE GREAT EASTERN COUNTRY ZONE MEETING HELD ON 13 JUNE 2025

---

#### 9.2.1. ZONE COUNCIL MEMBER TRAINING INITIATIVE

The June Zone meeting resolved to progress a Zone initiative to provide face-to-face council member training within the Zone.

Face-to-face training is therefore being planned for early in 2026, to provide an opportunity for newly elected or re-elected Council members to undertake the training before the busier months of the growing season

| Block             | Units                                                                          | Dates                                                 | Places | Suggested Location |
|-------------------|--------------------------------------------------------------------------------|-------------------------------------------------------|--------|--------------------|
| Block 1<br>2 days | Understanding Local Government;<br>Conflict of Interest;<br>Meeting Procedures | Thursday, 5 February and<br>Friday, 6 February 2026   | 20     | Westonia           |
| Block 2<br>2 days | Serving on Council                                                             | Thursday, 19 February and<br>Friday, 20 February 2026 | 20     | Westonia           |
| Block 3<br>1 day  | Understanding Financial Reports and Budgets                                    | Monday, 9 March 2026                                  | 20     | Westonia           |

Potentially clashing dates have been identified and avoided as follows:

- The CBH AGM is being held on Friday 27 February 2026.
- The 2026 [Grains Research update](#) is being held on Monday 16 to Tuesday 17 February 2026.

The Shire of Westonia has kindly offered to host the training, for one or all the blocks. If desired, it would be possible for another Local Government to host one of the blocks. Should another Zone member wish to host, it is requested that they raise their interest before or at this Zone meeting.

An online survey to collect expressions of interest will be sent to all Council members following the October Election, and promoted at the November Zone meeting. Places in the training will then allocated based on expressions of interest. If there are more expressions than there are places, places will be allocated with the aim of reaching the most equitable outcome across Zone Local Governments.

**The Shires of Bruce Rock, Westonia, Wyalkatchem and Yilgarn advised they usually held their Council meeting on the 3<sup>rd</sup> Thursday of the month, therefore Thursday, 19 February may not be ideal. The Shire agreed to look at the scheduling of their Council meetings to accommodate Councillors wishing to attend the training.**

**Noted.**

### **9.2.2. 2026 DELEGATION**

The June Zone meeting approved a proposal to organise a Zone delegation to Perth in 2026. This delegation is essentially a pilot initiative, which could inform future engagement and advocacy initiatives.

#### **Aims and Purpose**

The Zone exists to represent the interests of 16 Local Governments in the Eastern Wheatbelt Region. The delegation provides an opportunity to advocate on the Zone's priorities, particularly to State Government and other Perth-based organisations, through developing and maintaining effective relationships with key decision-makers. The delegation is expected to lay the groundwork for ongoing advocacy and engagement.

In addition to issues that apply across the Zone, there might be opportunities to raise specific smaller things (such as a requested policy change, an operational action, or a minor project funding request) that might only relate to one or two Local Governments in the Zone - especially if those issues would be relatively easy to address.

While the Zone has existing priority areas, input is sought from all Zone members/delegates to:

- Inform which meetings to seek and prioritise
- Identify potential points to raise
- Identify opportunities for further engagement (events, photo opportunities, etc.)

#### **Proposed Survey**

A survey for all Zone representatives has been drafted and is available for input here:

<https://www.surveymonkey.com/r/gecz-delegation>

**All Zone representatives are invited to complete the survey, with responses requested by Friday, 19 September 2025.** While input from nominated Zone delegates is preferred, Councillors and Chief Executive Officers from Zone Local Governments are also welcome to provide input.

The results will be reported back to the Zone and used by the delegation to prioritise and plan for potential engagements.

### Proposed Delegation Representatives

It is proposed that members of the Zone's Executive Committee, as elected at the November Zone meeting will comprise the delegation, potentially supported by selected CEOs of some Zone Local Governments.

While the Executive Officer will coordinate meeting requests, it is proposed that delegates may each be assigned a meeting or engagement for which they are responsible for:

- Collating and planning agenda items (to include in the meeting request and to raise at the meeting), drawing on the survey results and input from other delegates
- Collecting input from delegates and undertaking any collating any information or details for discussion at the meeting;
- Briefing all delegates prior to the meeting; and
- Acting as the lead spokesperson at the meeting.

Meetings will be practically limited by the size and availability of meeting rooms in Parliament. Accordingly, it may not be possible for every delegate to attend every meeting. While we will work towards securing opportunities for the delegation to engage with key decision-makers, we cannot guarantee meetings, and we will need to be adaptive in scheduling the best possible meetings given the inevitable challenges with scheduling and conflicting engagements. In some cases, we may need to accept meetings with representatives and advisors if schedule conflicts cannot be resolved.

### Overlap with Other Advocacy

Across the Zone's 16 Local Governments, there is varying participation in Regional Organisations of Councils and other member-owned initiatives, as shown below:

| Zone Member                            | WEROC  | NEWROC | RoeROC                         | CEACA               | Wheatbelt Way |
|----------------------------------------|--------|--------|--------------------------------|---------------------|---------------|
| Bruce Rock                             | Member |        |                                | Member              |               |
| Cunderdin                              | Member |        |                                |                     |               |
| Dowerin                                |        | Member |                                | Associate           | Member        |
| Kellerberrin                           | Member |        |                                | Member              |               |
| Kondinin                               |        |        | Member                         |                     |               |
| Koorda                                 |        | Member |                                |                     | Member        |
| Merredin                               | Member |        |                                | Member              |               |
| Mount Marshall                         |        | Member |                                | Member              | Member        |
| Mukinbudin                             |        | Member |                                | Member              | Member        |
| Narembene                              |        |        | Member                         | Member              |               |
| Nungarin                               |        | Member |                                |                     | Member        |
| Tammin                                 | Member |        |                                |                     |               |
| Trayning                               |        | Member |                                |                     | Member        |
| Westonia                               | Member |        |                                | Member              | Member        |
| Wyalkatchem                            |        | Member |                                | Member              | Member        |
| Yilgarn                                | Member |        |                                | Member              |               |
| Other Members/<br>Associate<br>Members |        |        | Kulin and<br>Corrigin<br>(CCZ) | Quairading<br>(CCZ) |               |

Accordingly, it is proposed that the delegation may refer to work by the ROCs, but will principal be formed by the Zone's Executive Committee itself, potentially with support from Zone CEOs as invited by the Executive Committee.

### **Workshop**

It is proposed to hold a half-day workshop in Kellerberrin on the morning of Tuesday, 25 November for delegation members to develop and agree an approach for implementation, including a specific priority list of requested engagements. WALGA would then commence sending meeting request letters in January 2026.

### **RESOLUTION**

**Mover:** Shire of Nungarin  
**Seconded:** Shire of Bruce Rock

#### **That the Zone:**

- 1. Endorses the Zone's Executive Committee, as elected in November 2025, forming the delegation.**
- 2. Endorses that Executive Committee to invite up to three member Local Government CEOs to attend (following the planning Workshop).**
- 3. Notes the survey for the input of all Zone members intended to inform the planning of the delegation and encourages input from Zone members.**
- 4. Notes the proposed workshop planned for 25 November 2025.**

**CARRIED**

### **9.2.3. ZONE STRATEGIC PRIORITIES**

At the June meeting, President Cr Crees raised the Zone's Strategic Priorities and proposed that Agricultural Land Use be considered a key focus area for the Zone.

The Chair clarified that the current list of priorities is not ranked in any particular order and is reviewed biennially with each new Zone cohort. Ranking priorities is an important part of forward planning for the Zone, and it would be timely to review them following the election of a new Zone cohort following the next Ordinary election.

As an input to this, the survey for the delegation includes questions to collect delegate input on the ranking of priorities, which could be used to inform this discussion.

Zone delegates are therefore requested to complete the survey at: <https://www.surveymonkey.com/r/gecz-delegation>.

It is proposed that this matter is then considered further in November 2025 or February 2026.

**Noted.**

#### 9.2.4. PROPOSED ZONE MEETING CYCLE

*Note: This item is presented to the Zone to allow for discussion and input, to inform a final proposal to be put to the November Zone meeting for a decision.*

Following the resolution at the June Zone meeting, a draft cycle of Zone meetings is proposed. This proposed cycle of meetings:

- Provides for at least half of all meetings being held at a central Town in the Zone (Bruce Rock, Kellerberrin, Merredin, and Trayning.) These four townsites have been selected based on being central to Zone members, and reasonably easy to access from Perth to maximise potential for guest speakers to attend in-person.
- Provides for a meeting in Perth every two years, alternating with the Zone Conference.
- Provides for the Zone to visit each Local Government no less than every four years.

Host Local Governments have been provisionally indicated in the following tables, with opportunity to align hosts with meetings held in that Zone.

| Cycle    | Year | Meeting              | Current Order | Guest Host   |
|----------|------|----------------------|---------------|--------------|
| Existing | 2025 | February             | Kellerberrin  | Yilgarn      |
|          | 2025 | (Zone Forum) - March | Bruce Rock    | -            |
|          | 2025 | April                | Merredin      | Wyalkatchem  |
|          | 2025 | June                 | Kellerberrin  | Westonia     |
|          | 2025 | August               | Kellerberrin  | Tammin       |
|          | 2025 | November             | Kellerberrin  | TBC/Nungarin |

| Cycle    | Year | Meeting                 | Proposed Order | Host/Guest Host |
|----------|------|-------------------------|----------------|-----------------|
| Proposed | 2026 | February                | Trayning       | Trayning        |
|          | 2026 | (Inc. Delegation) April | Perth          | -               |
|          | 2026 | June                    | Cunderdin      | Cunderdin       |
|          | 2026 | August                  | Bruce Rock     | Bruce Rock      |
|          | 2026 | November                | Dowerin        | Dowerin         |
|          | 2027 | February                | Kellerberrin   | Narembene       |
|          | 2027 | (Zone Forum) - March    | TBC            | -               |
|          | 2027 | April                   | Kondinin       | Kondinin        |
|          | 2027 | June                    | Merredin       | Merredin        |
|          | 2027 | August                  | Koorda         | Koorda          |
|          | 2027 | November                | Trayning       | Mukinbudin      |

Due to the number of Zone members, this cycle would run until about 2030 until repeating. The remainder of the cycle could resemble the following:

| Cycle    | Year | Meeting              | Current Order  | Host           |
|----------|------|----------------------|----------------|----------------|
| Proposed | 2028 | February             | Mount Marshall | Mount Marshall |
|          | 2028 | April                | Perth          | -              |
|          | 2028 | June                 | Bruce Rock     | -              |
|          | 2028 | August               | Mukinbudin     | -              |
|          | 2028 | November             | Kellerberrin   | Kellerberrin   |
|          | 2029 | February             | Narembreen     | Narembreen     |
|          | 2029 | (Zone Forum) - March | TBC            | -              |
|          | 2029 | April                | Nungarin       | Nungarin       |
|          | 2029 | June                 | Merredin       | Merredin       |
|          | 2029 | August               | Tammin         | Tammin         |
|          | 2029 | November             | Trayning       | Trayning       |
|          | 2030 | February             | Westonia       | Westonia       |
|          | 2030 | April                | Perth          | -              |
|          | 2030 | June                 | Wyalkatchem    | Wyalkatchem    |
|          | 2030 | August               | Bruce Rock     | Bruce Rock     |
|          | 2030 | November             | Yilgarn        | Yilgarn        |

### 2026 Zone Meeting Dates

Through 2025, clashes with Parliamentary sitting days have made it challenging to secure a Ministerial address. If possible, the dates for 2026 will be proposed based on avoiding this clash where possible. However, a meeting in Perth in April may assist in enabling a guest address from a Minister.

### RESOLUTION

**Mover:** Shire of Cunderdin  
**Seconder:** Shire of Kellerberrin

#### That the Zone:

1. Notes the proposed new meeting cycle; and
2. Considered adoption of the cycle and the adoption of specific meeting dates for 2026 at the November 2025 Zone meeting.

**CARRIED**

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### 9.3. MINUTES OF THE GREAT EASTERN COUNTRY ZONE EXECUTIVE COMMITTEE MEETING HELD ON 6 AUGUST 2025

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The Minutes of the Great Eastern Country Zone Executive Committee meeting held on 6 August 2025 were provided as an attachment to the Agenda.

#### RESOLUTION

**Mover:** Shire of Westonia

**Seconded:** Shire of Nungarin

**That the Minutes of the Great Eastern Country Zone Executive Committee meeting held on 6 August 2025 be received.**

CARRIED

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### 9.4. BUSINESS ARISING FROM THE GREAT EASTERN COUNTRY EXECUTIVE COMMITTEE MEETING HELD ON 6 AUGUST 2025

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#### 9.4.1. LOCAL GOVERNMENT ELECTIONS – FOUR YEAR TERMS, TWO YEARLY ELECTION CYCLE

*This report has been drafted at the request of the Executive Committee.*

#### BACKGROUND

In late 2024 (September – October) WALGA conducted sector-wide consultation on WALGA's Elections Advocacy Positions to see if they accurately reflect the sector's contemporary view. Local Governments were requested to provide a Council endorsed response.

The responses were collated and analysed, with the results informing a report to the State Council meeting in December 2024. 92 Local Governments provided a response which comprised:

- 16 x Class 1
- 16 x Class 2
- 25 x Class 3
- 35 x Class 4

One of the areas which was canvassed was terms on Council and election cycles. The question put to Local Governments was:

- (a) The sector continues to support four-year terms with a two year spill;*  
*OR*  
*(b) The sector supports four-year terms on an all in/all out basis.*

98% of respondent Local Governments support four-year terms with a spill of half the Council every 2 years.

[In June](#), Hon Hannah Beazley MLA, Minister for Local Government, stated her support for a four-year election cycle, citing concerns about voter fatigue and the rising costs of conducting biennial elections.

Members of the Zone's Executive Committee have raised concerns with this suggestion and wish to seek the Zone's view on a proposed Zone position.

### **Comment**

Due to the practicalities of holding Local Government elections, changes to one aspect of holding elections may be linked with other changes. For example, moving to a four-year election cycle has previously linked to the introduction of compulsory voting.

In Australian States with four-year terms and compulsory voting in Local Government elections, there is typically political party endorsement or affiliation with candidates, leading to partisan politics at the local level.

Western Australia's current system of biennial half-council elections has been largely favoured by the sector, particularly because it supports the election of independent, community-minded representatives who do not need a party affiliation, endorsement, or resources to be successful in election to Council.

Other reasons the current model is supported, particularly in regional parts of WA, are:

- Biennial voting typically provides for most electors to vote every two years, if they wish to. This provides for electors to vote every two years (rather than every four), which can support voter awareness, engagement, and participation. It can also provide for contentious issues to be settled through an upcoming election.
- Moving to four-year election cycles may reduce the likelihood of attracting sufficient candidates to form a council, particularly in smaller communities. More frequent elections, such as the current biennial model, help mitigate this risk by requiring fewer candidates at each cycle, making participation more manageable and increasing the chances of filling all council positions. Moving to a four-year cycle would likely result in more elections being unopposed or unfilled.
- Half-council elections provide for more experienced members of Council to mentor and support newly-elected Council members. Should they need to, the Council members who are not up for election can also fulfill their duties over the election period without being preoccupied with the election.
- It is generally appropriate for Shire Presidents whom are elected by their Councils to be elected for a two-year term (aligned with the biennial cycle), rather than for a four-year term.
- The current system of having an election every two years provides for Local Governments to be closely familiar with the process of elections. Holding elections every four years could create challenges in recruiting staff with recent knowledge or experience with elections.
- All-in, all-out elections every four years introduces a risk that an entirely new Council could be elected, with no Councillors with previous Local Government experience – especially for smaller Councils. This would create difficulty for Local Government officers and communities to engage with the Council, given that all Council members would be facing the same challenges developing their understanding of the role of Council members, and on their practical knowledge of governance and financial concepts and policies. While this situation may be considered unlikely, the smaller size of Councils across regional and rural Western Australia (including as a



result of recent reforms to limit Council size) materially increases the risk of this situation arising.

The State Government's recent changes to elections introduced backfilling provisions that were specifically aligned with the biennial cycle. The State Government did not include changing election timeframes in its 2021 reform package. The State Government should also prioritise ensuring that significant issues with the performance of the 2023 Local Government and 2025 State Government elections do not occur again.

There is a widely held view within Western Australia's Local Government sector that Councils should remain non-partisan, with elected members serving as independent representatives of their communities. Proposals or practices that may introduce or encourage party-political influence should be strongly resisted, as they are perceived to compromise the integrity, impartiality, and community-focused nature of Local Government decision-making.

On this basis, it is proposed that the Great Eastern Country Zone continues to maintain its support for the two-yearly (biennial) election cycle.

## **RESOLUTION**

**Mover: Shire of Bruce Rock**

**Seconder: Shire of Nungarin**

**That the Great Eastern Country Zone request that WALGA continues to advocate to the State Government to retain the current system of four-year teams with a two-year spill for Local Government elections.**

**CARRIED**

## **10. ZONE BUSINESS**

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### **10.1. AUDITED FINANCIAL STATEMENTS – 1 JULY 2023 TO 30 JUNE 2024**

---

The audit of the Zone's 2023–24 financial statements has been completed, and the final audit documents were provided as an attachment to the Agenda.

The delay in issuing the final report was due to administrative matters, specifically the registration of WALGA's Chief Financial Officer with the Australian Taxation Office (ATO), which was necessary to lodge the required documentation and finalise the audit.

The following matters were reported to the Committee:

1. During the audit, it was noted that Clause 20 of the Constitution implies that a separate bank account needs to be established for the Zone. However, all transactions are currently processed through the WALGA bank account and tracked via a separate cost centre. It was acknowledged that the current process has been formally approved and recorded in the Zone's meeting minutes. However, it was recommended that the Committee consider formally updating the Constitution.

**The Committee noted the recommendation and will undertake the change to the Constitution at the next review of the Constitution.**

2. There was an item identified in the Audit which required an adjustment to be made.

**The Committee noted the adjustment.**

## **RESOLUTION**

**Mover: Shire of Narembeen**

**Seconded: Shire of Cunderdin**

**That the Zone endorse the audited annual financial statements for the year ended 30 June 2024.**

**CARRIED**

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## **10.2. REIMBURSEMENT OF 2024-25 ONLINE TRAINING EXPENSES**

---

While the Zone has a long-standing rebate for online training expenses incurred by member Local Governments, provision in the Zone's budget has generally only been in every second financial year, to align with the biennial ordinary election cycle.

In June, the Shire of Kellerberrin requested reimbursement of online training expenses of \$2,000 incurred in 2024-25 (for which there was no budget provision). WALGA then identified that the Shires of Wyalkatchem and Yilgarn also incurred the same online training costs in that financial year.

The Executive Officer then sent information about this matter to the Zone's Executive Committee. The Executive Officer made a recommendation to provide the reimbursement to the three Shires on the basis that is generally consistent with the Zone's policy for reimbursement and is fair and reasonable in the circumstances.

The Executive Committee held an informal meeting to discuss the delegation on 10 July 2025. At this meeting, there was consensus that:

- The Shires of Kellerberrin, Wyalkatchem, and Yilgarn be granted a rebate by the Zone for the Council Member Essentials eLearning subscriptions (of \$2,000) they incurred in 2024-25.
- Those Shires, and the Zone more broadly, be reminded and requested to complete online training and seek reimbursement in the year after ordinary elections to align with the Zone's usual budgeting.
- An item is to be put to the Zone in line with the above at the next Zone meeting (on 18 August).

This agreement was documented via email on the same day. Accordingly, this item is being put to the Zone to close the matter.

## RESOLUTION

**Mover:** Shire of Yilgarn  
**Seconder:** Shire of Cunderdin

**That the Zone:**

1. **Note the decision to grant the Shires of Kellerberrin, Wyalkatchem, and Yilgarn a rebate by the Zone for the Council Member Essentials eLearning subscriptions (of \$2,000) they incurred in 2024-25.**
2. **Note that the Zone is reminded and requested to complete online training and seek reimbursement in the year after ordinary elections to align with the usual budget cycle.**

**CARRIED**

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### 10.3. UPDATE ON TELSTRA ATU PILOT PROGRAM

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*A verbal update will be provided at the meeting.*

**Noted.**

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### 10.4. ZONE EXPERIENCE SURVEY FEEDBACK

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*By Chantelle O'Brien, Zones Governance Officer*

#### BACKGROUND

On 15 July a Zone Experience Survey was distributed to all WALGA-administered Zones. The audience captured in the survey were Delegates, Deputy Delegates, CEOs and Local Government staff that provide support to Delegates and CEOs.

The secretariat would like to thank everyone that completed the survey, which resulted in an impressive 136 responses received and 77 comments.

In summary, we are pleased to report that survey participants were generally very satisfied with how Zone meetings are coordinated. This included satisfaction with the timeliness of receiving Zone meeting papers, the format and contents of meeting papers, the communication of meeting schedules and updates, and overall support provided by the WALGA secretariat.

The comments received from survey participants were also generally positive, with many proposing possible process changes. These comments will be carefully considered and where possible, used to guide improvements to current processes.

It is proposed that this survey will be distributed on a 2-year basis so that continuous improvements can be made (next survey in late 2027). This will coincide with Zone Delegate membership terms.

Thank you again for your contributions and commitment to the betterment of our Zones process.

**Noted.**

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## 10.5. 2025 WALGA HONOURS RECIPIENTS

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*By Chantelle O'Brien, WALGA Governance Support Officer*

### BACKGROUND

WALGA celebrated their 2025 Honours awards recipients at an event on Saturday, 19 July at the WA Museum Boola Bardip. Following the success of the inaugural standalone event last year, the awards night was held solely to acknowledge and appreciate the extraordinary efforts of Elected Members and Local Government Officers in service of their Local Government, the sector and the community.

There were 44 recipients of Honours awards in the 2025 program. Two new WALGA Life Members were also inducted.

Three Honours recipients were from the Great Eastern Country Zone:

|                       |                            |                  |                   |
|-----------------------|----------------------------|------------------|-------------------|
| Eminent Service Award | Cr Gary Charles Coumbe     | Deputy President | Shire of Nungarin |
| Merit Award           | Cr Kerry Lorelle Dayman    | Councillor       | Shire of Nungarin |
| Merit Award           | Cr William (Bill) Huxtable | Councillor       | Shire of Westonia |

Congratulations to all Honours recipients!

Nominations for the 2026 Honours Program will open early next year.

**Noted.**

## 11. ZONE REPORTS

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### 11.1. CHAIR REPORT

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*President Cr Tony Sachse*

Welcome to our meeting for August 2025 and our last meeting before the Local Government Elections in October.

The meeting date needed to change due to a conflict with the LGIS Golf Tournament in Kellerberrin. As well, the venue has changed due to a conflict with the venue being booked in Merredin. Thank you for your understanding.

The Zone Executive met on Wednesday, 6 August 2025.

The Shire of Tammin is providing the 10-minute presentation today.

We have three guest speakers being Ms Hannah Godsave, Policy Manager Community at WALGA, Ms Nancy Bineham, Director Strategy, Change and Service Development at the WA Country Health Service Wheatbelt and Mr Leon Key, Director of Avonwest at Procon Developments.

Thank you to all the Agency representatives for sending in their respective reports and for your attendance today. There will be sufficient time to give an overview and take questions during the meeting.

Thanks to the Shire of Kellerberrin for hosting us today.

## **RESOLUTION**

**Mover:** Shire of Westonia  
**Seconded:** Shire of Wyalkatchem

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

**CARRIED**

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### **11.2. WHEATBELT DISTRICT EMERGENCY MANAGEMENT COMMITTEE (DEMC)**

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*President Cr Tony Sachse*

The last meeting of the Wheatbelt DEMC was on Wednesday, 18 June 2025. The minutes of the meeting have not yet been distributed.

The Storm and Flood Preparedness Webinar was held on Thursday, 12 June 2025. The Land Search and Rescue (LANDSAR) webinar was held on 10 July 2025 and the EM Webinar Disaster Recovery Funding Arrangements is to be held on 14 August 2025.

This year, the Wheatbelt DEMC is committed to building engagement opportunities for LGA Chief Executives and district level agency representatives ahead of the 2025-26 High-Risk Weather Period. As such, the DEMC is hosting a 1.5-day forum in Bruce Rock focused on understanding; the seasonal outlook, the plans & preparedness activities of emergency management agents, the vulnerabilities expected for the Wheatbelt over the season and discussing ongoing DEMC engagement and collaboration methods during the High-Risk Weather Period. All LGA CEOs have been invited to attend, or send a proxy.

This will be an in person only event. Day one, beginning at approx. 12.30 on Monday, 1 September, will be situated around introductions, keynote presentations and foundational emergency management knowledge, concluding with a sundowner barbecue. Day two, beginning at 8am and finishing by 3pm on Tuesday, 2 September, will dive deeper into different Hazard Management Agencies and Emergency Management Agents district level capability and preparedness plans leading into the High-Risk Weather Period.

The forum will be held in the Bruce Rock Town Hall, located 54 Johnson St, Bruce Rock.

Accommodation is sparse within Bruce Rock and will be heavily sought after. If you wish to stay the night, it is recommended that you explore accommodation options at your earliest convenience. A program was provided as an attachment with the Agenda.

Please RSVP to Shelby Robinson, including any dietary requirements, ASAP.

The Wheatbelt Operational Area Support Group (OASG)/ISG is now meeting on an as needed basis.

## **RESOLUTION**

**Mover:** Shire of Yilgarn  
**Seconded:** Shire of Bruce Rock

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

**CARRIED**

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### **11.3. WALGA ROADWISE**

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

The RoadWise report is attached (Attachment 4).

## **12. WALGA STATE COUNCIL EXECUTIVE REPORTS**

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

The WALGA President's Report was attached to the Agenda.

## **RESOLUTION**

**Mover:** Shire of Cunderdin  
**Seconded:** Shire of Mukinbudin

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

**CARRIED**

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### **12.2. STATE COUNCILLOR REPORT**

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*Cr Stephen Strange is an apology for this meeting.*

The State Councillor Report was attached to the Agenda.

## **RESOLUTION**

**Mover:** Shire of Bruce Rock  
**Seconded:** Shire of Narembeen

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

**CARRIED**

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## 12.1. STATUS REPORT

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| Agenda Item                                                                                                  | Zone Resolution                                                                                                                                                                                                                                                                                                                                                | WALGA Response                                                                                                                                                                                                                                                                                                                                                                     | Update             | WALGA Contact                                                                                                   |
|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------|
| 13 February 2025 Zone Agenda Item<br><b>14.1 WA Telstra Automatic Transfer Unit Pilot Deployment Program</b> | That the Great Eastern Country Zone requests WALGA organise a roundtable with WALGA, Telstra, Department of Fire and Emergency Services and Department of Primary Industries and Regional Development to discuss the drafting of Community Support Agents Agreement for the implementation of the WA Telstra Automatic Transfer Unit Pilot Deployment Program. | <p>The Infrastructure Policy Team supported this proposal.</p> <p>WALGA met with senior representatives from InfraCo (a subsidiary that holds Telstra's exchanges, poles, ducts, pits and pipes, and fibre network) and Telstra.</p> <p>Discussions with DPIRD and Telstra have commenced. It now seems likely that the service agreements will not be with Local Governments.</p> | <b>August 2025</b> | <b>Ian Duncan</b><br><b>Executive Manager Infrastructure</b><br><b>iduncan@walga.asn.au</b><br><b>9213 2031</b> |

|                                                                                                            |                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                        |                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| 5 March 2025<br>State Council<br>Agenda Item <b>8.1</b><br><b>Climate Change<br/>Advocacy<br/>Position</b> | The Zone supported the recommendation. However, the Zone also requests that WALGA remains open minded to further conversations on climate change. | <p>At the March State Council meeting it was resolved:</p> <p><i>That State Council refer this advocacy item back to the Environment Policy Team for further development.</i></p> <p>RESOLUTION 003.1/2025 CARRIED</p> <p>At the 24 March 2025 Environment Policy Team meeting, it was agreed that WALGA would develop a consultation approach for consideration by the Policy Team.</p> <p>At the 29 May 2025 meeting, the Policy Team agreed to the proposed consultation approach, which involves providing the composite Advocacy Position to all Local Governments for a 10-week consultation period, with Council endorsed or CEO approved feedback preferred. An additional Policy Team meeting will be held to consider comments and a composite resolution.</p> <p>The consultation is expected to commence by September 2025.</p> | <b>August<br/>2025</b> | <b>Nicole Matthews</b><br><b>Executive Manager</b><br><b>Policy</b><br><b>nmatthews@walga.asn.</b><br><b>au</b><br><b>9213 2039</b> |
|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------|





## 13. WALGA STATE COUNCIL AGENDA

Zone Delegates are invited to read and consider the WALGA State Council Agenda, which was provided as an attachment with the Agenda and can be found via the link [here](#).

The Zone can provide comment or submit an alternative recommendation on any of the items, including the items for noting. The Zone comment will then be presented to the State Council for consideration at their meeting.

The State Council Agenda items requiring a decision of State Council are extracted for Zone consideration below.

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### 13.1. RATING OF RENEWABLE ENERGY FACILITIES (STATE COUNCIL AGENDA ITEM 8.1)

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*By Kirsty Martin, Manager Commercial Management and Tony Brown, Executive Director Member Services*

#### EXECUTIVE SUMMARY

- WALGA Members have expressed uncertainty in the rating of large-scale renewable energy facilities across the State which was confirmed through a resolution of the Peel Country Zone Meeting in April 2025.
- In response to the uncertainty, WALGA engaged Paxon Consulting Group to review the rating mechanisms available for Local Governments to recover costs associated with large scale renewable energy projects.
- The purpose of the review was to examine the current legislative framework, undertake a review across other Australian jurisdictions in respect to who rating for such facilities is managed, and provide recommendations for the rating of these facilities in Western Australia, including any required amendments to legislation.
- The Final Report outlined seven Key Findings which confirmed that legislative change would be required to enable Local Governments to rate renewable energy facilities with certainty.

#### ATTACHMENT

- [Local Government Rating of Renewable Energy Facilities Report](#)

#### STRATEGIC PLAN IMPLICATIONS

This item relates to WALGA's Strategic Pillars of Influence, Support and Expertise.

#### POLICY IMPLICATIONS

There is no current advocacy position for the rating of large-scale renewable energy facilities. Endorsement of this item will enable the establishment of a position.

#### BACKGROUND

Western Australia's energy industry is transforming to achieve the goal of net zero emissions by 2050. Project proponents are active in many rural, remote and regional areas, seeking to develop renewable energy projects.

The placement, management and impact of renewable energy facilities have become contentious issues nationally and in local communities across Western Australia. Concerns have been raised regarding:

- the location of these facilities on agricultural land,
- the suitability of regulatory frameworks to ensure local communities benefit from the investment,
- the inability of the planning framework to manage on and off-site impacts of proposals, and impact on agricultural land use.

There have been an increasing number of conversations around compensation and cost recovery for those communities housing large scale renewable energy projects. Compensation is typically done through some sort of community benefits arrangement and WALGA has recently developed a Renewable Energy Community Benefits and Engagement Guide to assist WA Local Governments navigate discussions with developers and their communities.

The ability for Local Governments to recover costs (ie road maintenance, additional services used etc) incurred as part of the roll out of large-scale renewable energy projects is equally important. There is a lack of clarity around the best mechanism for achieving cost recovery and Local Governments have been seeking clarification on the applicable land value rating method of these facilities and how best to approach this going forward.

In response to this, WALGA engaged Paxon Consulting Group (Paxon) to review the rating mechanisms currently available to Local Governments to recover costs and provide advice on whether amendments to legislation are required to ensure Local Governments are able to equitably and fairly rate renewable energy facilities. Paxon also undertook a review of other Australian jurisdictions and existing case law to determine the rating options available to Western Australian Local Governments.

The Key Findings of the report are outlined below:

1. Under the current legislative framework, there is no clear method that allows WA Local Governments to impose rates on renewable energy facilities in their area, with certainty.
2. Each rating option considered in this report would require some legislative change to become a more certain and reliable avenue for Local Governments in the rating of renewable energy facilities.
3. In each case, the legislative change could be achieved with fairly 'blunt' legislative amendments – that is, introduction of a new standalone provision (or set of standalone provisions), and minimal amendments required to existing legislation.
4. Any legislative amendments to tighten the rating approach and/or introduce PiLoR should not (in principle) need to be extensive or overly complex.
5. With the PiLoR framework in particular – whilst this may involve more substantial legislative drafting (given that a new framework is needed), if the Victorian model was to be generally followed, this framework would be relatively straightforward and self-contained. This makes it arguably a 'cleaner' approach than the other options, as a (mostly) standalone mechanism – and a clear process – that has minimal interference with existing rate setting processes. Of course, practical matters, namely reaching political alignment on the specifics of the mechanism (especially methodology) and the roll-out / application, may instead give rise to challenges.
6. On all the options considered, the exact nature of the amendments should be determined by which approach or position will be most palatable from a political and policy perspective. For example, whilst WA Local Governments may wish to avoid the

time and uncertainly involved with a Ministerial determination / approval on any matters, it is unlikely that it can be avoided entirely (in which case the amendments would need to capture whatever approval rights would sit with the Minister).

7. Finally, if different options or permutations of rating options are used for different types of renewable energy assets, this would create another layer of legislative complexity and increase the scale of changes required.

The options for rating, including the advantages, limitations and ranking of each, are detailed in the Report. The rating options are ranked as follows:

1. PiLoR Framework
2. Differential Rating based on UV with no ratio limit
3. GRV Rating
4. Differential Rating based on GRV with no ratio limit

Although the PiLoR framework is more complex to implement, it is ranked first as it enables Local Governments to fairly and equitably rate renewable energy facilities through a cleaner, mostly standalone rating mechanism, bespoke to renewable energy assets, which is understood and accepted by the renewable energy sector.

The ability to apply a higher and uncapped differential rate determined by the Local Government is ranked second. This option is favoured over both the GRV options, as unlike the GRV options, this option does not require a valuation and is suitable for all renewable asset types.

The Report recommends the following:

1. WALGA to endorse support for the adoption of the PiLoR framework approach to the rating of renewable energy facilities.
2. WALGA to make representation to both the Department of Local Government, Industry Regulation and Safety and the Department of Energy and Economic Diversification on the merits of the PiLoR framework.
3. WALGA to advocate for legislation amendment to enable WA Local Government to negotiate annual contributions with renewable energy proponents in lieu of rates.
4. WALGA should advocate to State Government to ensure any funds received through a potential community benefit arrangement are clearly identified as separate from the annual rates contributions.

## COMMENT

WALGA acknowledges that even though the adoption of the PiLoR framework is the preferred option in the Report, it is also a more substantial change requiring the development of an entirely new framework across multiple State Government agencies.

This is likely to be a longer-term option and as such WALGA will advocate for this in parallel to the above legislative amendments. The adoption of a PiLoR framework in Western Australia would require a new legislative section(s) setting out:

- the legislative ability for an annual payment in lieu of rates;
- which land the process can apply to – noting in Victoria, it's land 'predominantly used' for the generation of electricity;
- the process for determining the quantum of the payment – ideally with a payment calculation methodology, at least as a 'fall back';
- a third party dispute resolution process; and
- any exemptions.

As identified in the Report, amendment to the current legislation pertaining to Local Government rating, is the most straightforward option. As such, WALGA will advocate for the following changes:

#### GRV Rating

For example, a new section to the effect that:

- if land has any renewable energy (RE) assets, the Minister will determine that the method of valuation is GRV for either the entire property, or the portion of (or lot(s) within) the property with RE assets, irrespective of the existing methodologies in the *Local Government Act 1995* (LG Act);
- when calculating the GRV under the *Valuation Land Act 1978* (VL Act), works effected to the land and items affixed to the land (including turbines, towers, masts and monitoring systems, panels, buildings, substations and connection points, roads, fencing, foundations cabling / connectors etc), are improvements, irrespective of whether above ground or underground, and irrespective of who owns the items.

#### Differential Rating (UV)

- A new section of the LG Act to the effect that the Minister's approval is not required where the (higher) differential rating category relates to land with RE Assets.
- This could / would be accompanied by a subsection with conditions or parameters on the setting of a higher differential rate, or requirement for compliance with a subsidiary document that contained such parameters.
- If the public consultation process (in s 6.36 of the LG Act) was to be removed or pared back for land with RE Assets, a new subsection in the LG Act would be required, to the effect that the process either did not need to be followed for this category, or setting out a more limited way in which it would apply.

#### Differential Rating (GRV)

As per legislative changes required under the GRV Rating and Differential Rating (UV) Options.

#### WALGA RECOMMENDATION

That WALGA advocate to the State Government for:

1. Legislative amendments to enable WA Local Governments to rate large-scale renewable energy facilities using current rating mechanisms (differential rating based on UV, differential rating based on GRV, or GRV alone) with certainty.
2. A commitment to implement a Payment in Lieu of Rates (PiLoR) framework in Western Australia.

#### RESOLUTION

**Mover:** Shire of Nungarin

**Seconded:** Shire of Yilgarn

**That the Zone supports the WALGA recommendation for State Council Agenda item 8.1 as contained in the State Council Agenda and as provided above.**

**CARRIED**

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## 13.2. RATING OF MISCELLANEOUS LICENCES (STATE COUNCIL AGENDA ITEM 8.2)

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*By Tony Brown, Executive Director Member Services*

### EXECUTIVE SUMMARY

- Under section 6.26 of the *Local Government Act 1995*, all land is rateable unless specifically exempted.
- In a State Administrative Tribunal decision of 2024, it was determined that Crown land the subject of an occupied miscellaneous licence was non-rateable.
- Subsequently, the Shire of Mt Magnet appealed this decision to the Supreme Court. The Supreme Court ruled that Crown land subject to a miscellaneous licence and occupied is rateable, overturning the State Administrative Tribunal decision.
- This ruling affirmed the principle that Local Governments may levy rates on such land, recognising the significant infrastructure and occupation associated with these licences.
- On 2 August 2025, the WA State Government announced its intention to legislate amendments to the *Local Government Act 1995* to exempt land under miscellaneous licences from rating.
- WALGA has been advocating for Local Governments to have the ability to rate these licences and a formal advocacy position is required.
- WALGA is seeking support from the WA Parliament for the appropriate committee to review the justification and fairness of all rating exemption categories currently prescribed under section 6.26 of the Local Government Act 1995.

### ATTACHMENT

- Supreme Court decision, [Shire of Mt Magnet v Atlantic Vanadium Pty Ltd \[2025\] WASC 274](#)
- [Ministers media release](#)
- [WALGA's media release](#)

### STRATEGIC PLAN IMPLICATIONS

This item relates to WALGA's Strategic Pillars: Influence, Support and Expertise.

### POLICY IMPLICATIONS

There is no specific advocacy position relating to miscellaneous licences. Endorsement of this item will enable the establishment of a position.

Current advocacy position 2.1.1 relates generally to Rating Exemptions Review:

|                    |                                                                                                                                                                                     |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Statement | <i>A broad review be conducted into the justification and fairness of all rating exemption categories currently prescribed under section 6.26 of the Local Government Act 1995.</i> |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## BACKGROUND

Local Governments in Western Australia rely on property rates as a primary source of revenue to fund essential services and infrastructure. Under section 6.26 of the *Local Government Act 1995*, all land is rateable unless specifically exempted. Historically, exemptions have applied to land used for charitable, benevolent, religious, or public purposes, as well as small prospecting leases under 10 hectares and unoccupied miscellaneous licences.

A miscellaneous licence under the *Mining Act 1978* and the Mining Regulations 1981 (WA) sets out the purposes a miscellaneous licence may be granted for:

(a) a road; (b) a tramway; (c) an aerial rope way; (d) a pipeline; (e) a power line; (f) a conveyor system; (g) a tunnel; (h) a bridge; (i) taking water; (ia) a search for groundwater; (i) hydraulic reclamation and transport of tailings; (j) an aerodrome; (k) a meteorological station; (l) a sulphur dioxide monitoring station; (m) a communications facility; (n) a drainage channel; (o) a pump station; (p) a minesite accommodation facility; (q) a bore; (r) a bore field; (s) a water management facility; (t) a power generation and transmission facility; (u) a storage or transportation facility for minerals or mineral concentrate; (v) a minesite administration facility; [2025] (w) a workshop and storage facility; (x) a jetty.

In 2024, the State Administrative Tribunal (SAT) determined that land under a miscellaneous licence was exempt regardless of occupation.

On an appeal from the Shire of Mt Magnet, in July 2025 the Supreme Court of Western Australia ruled that Crown land subject to a miscellaneous licence and occupied is rateable, overturning a previous SAT decision. This ruling affirmed the principle that Local Governments may levy rates on such land, recognizing the significant infrastructure and occupation associated with these licences.

However, the State Government has announced its intention to legislate amendments to the *Local Government Act 1995* to exempt land under miscellaneous licences from rating, citing the need to protect jobs and provide certainty to the mining sector.

WALGA has been advocating strongly for Local Governments to have the ability to rate these licences, however it is appropriate for State Council to endorse a formal position, aligning with existing advocacy position 2.1.1.

## KEY ISSUES

- **Equity and Fairness:** Miscellaneous licences often support substantial infrastructure (e.g. roads, pipelines, bore fields, accommodation) that places demands on local services. Exempting such land from rates shifts the financial burden to residents and small businesses.
- **Legal Precedent:** The Supreme Court decision provides a clear legal interpretation that supports Local Governments' ability to rate occupied land under miscellaneous licences.
- **Community Impact:** Local Governments maintain infrastructure and services that benefit mining operations. Rates are a fair mechanism for mining companies to contribute to the communities they operate in.
- **State Government Proposal:** The proposed legislative change undermines the Supreme Court's decision and WALGA's advocacy for financial sustainability and fairness in rating practices.

## COMMENT

WALGA strongly supports the Supreme Court's interpretation and opposes the State Government's proposed amendments. The Association maintains that:

- Occupied land under miscellaneous licences should be rateable.
- Mining companies should contribute to local communities through rates, just as other property owners do.
- Legislative changes should not override judicial decisions that promote equity and sustainability.

WALGA has advocated strongly on this issue following the State Government's announcement to legislate for a rating exemption for miscellaneous licences.

The following is a summary of WALGA's recent advocacy on this issue:

### Thursday, 10 July 2025

- WALGA media statement – [Supreme Court decision supports critical role of Local Government](#)
- ABC Drive, [interview with Geraldine Mellet](#)

### Saturday, 2 August 2025

- WALGA media statement - [WALGA condemns State Government move to legislate against Supreme Court decision](#)
- The West Australian, Rebecca Le May - [WA Local Government Association hits back as State Government shields miners from land rates](#)

### Sunday, 3 August 2025

- The Sunday Times (pg. 5), Rebecca Le May – “Councils’ fury over mining land rates’

### Monday, 4 August

- ABC News online, Chloe Henville - [“Move to exempt miners from paying rates on miscellaneous licenses 'concerning'”](#)
- ABC Mornings with Nadia Mitsopoulos – [“WALGA president Karen Chappel and AMEC CEO Warren Pearce discuss the State Government plan to prevent councils levying rates on miscellaneous licences”](#)
- 7 Regional News, Brandon Demura - [“State Government accused of re-writing rulebook for WA Councils”](#)
- ABC News Perth, Blake Kagi - [“Local Governments condemn State Government move”](#)

It is recommended that WALGA advocate for Local Governments to continue to have the ability to rate miscellaneous licences under the *Mining Act 1978*, and to oppose legislative amendments that seek to exempt occupied miscellaneous licence land from rating. In addition, continue to advocate that a broad review be conducted into the justification and fairness of all rating exemption categories currently prescribed under section 6.26 of the *Local Government Act 1995*.



## WALGA RECOMMENDATION

That WALGA:

1. Advocate for Local Governments to continue to have the ability to rate miscellaneous licences under the *Mining Act 1978*, and
2. Oppose legislative amendments that seek to exempt occupied miscellaneous licence land from rating.
3. Continue to advocate for a broad review to be conducted into the justification and fairness of all rating exemption categories currently prescribed under section 6.26 of the *Local Government Act 1995*.

## RESOLUTION

**Mover:** Shire of Yilgarn

**Seconder:** Shire of Cunderdin

**That the Zone supports the WALGA recommendation for State Council Agenda item 8.2 as contained in the State Council Agenda and as provided above.**

**CARRIED**

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### 13.3. COMMUNITY INFRASTRUCTURE AND COMMUNITY SPORTING AND RECREATION FACILITIES FUND ADVOCACY POSITIONS (STATE COUNCIL AGENDA ITEM 8.3)

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*By Rebecca Hicks, Policy Officer Community*

#### **EXECUTIVE SUMMARY**

- Following a review of WALGA's Investing in Communities advocacy positions it is proposed that Advocacy Position 3.7.1 Community Infrastructure be updated, and that Advocacy Position 3.7.2 Community Sporting and Recreation Facilities Fund be retired.
- The proposed revisions intend to align the positions with current advocacy approaches and combine them into one position.
- The proposed changes were noted by the Infrastructure Policy Team and endorsed by the People and Place Policy Team in July 2025.

#### **STRATEGIC PLAN IMPLICATIONS**

Endorsing the advocacy position updates and retirement aligns with the WALGA 2025-2029 Strategic Plan, in particular:

- Influence – Lead advocacy on issues important to Local Government.
- Influence – Empower the Local Government sector to build communities equipped for the future.
- Support – Anticipate, understand and respond to Member needs.

#### **POLICY IMPLICATIONS**

- The replacement of Advocacy Position 3.7.1 Community Infrastructure with an updated position.
- The retirement of Advocacy Position 3.7.2 Community Sporting and Recreation Facilities Fund.

#### **BACKGROUND**

Local Governments own, lease, maintain and are major stakeholders in community infrastructure across Western Australia. This includes 233 public libraries, as well as cultural centres, performance spaces, galleries, recreation centres and playgrounds. Community infrastructure provides essential community benefits but requires significant capital and ongoing maintenance to upkeep the investment.

Advocacy Position 3.7.1 defines community infrastructure as including, but not limited to, community pools, sport and recreation facilities, community resource centres, visitor servicing centres, child health centres, community centres, parks, playgrounds, skate parks, public libraries, arts and cultural centres, and shared facilities that Local Governments operate.

The State Government Community Sporting and Recreation Facilities Fund (CSRFF) was established in 1974 to provide financial support to Local Governments and community groups to develop sport and recreation infrastructure. The fund is well utilised by Local Governments and has been oversubscribed in recent years. The State Government's annual contribution to CSRFF was halved in the 2025-24 State Budget to \$12 million. Sector feedback indicates that rising construction costs have rendered current State CSRFF contributions insufficient to guarantee project viability. The Cook Government 2025 election commitments, confirmed in the 25-26 State Budget, provide funding for several new location-specific infrastructure investments.

The current CSRFF advocacy position includes a request for two million dollars per annum, quarantined for female representation. The 2025-26 State Budget included \$6 million to establish a 'Boosting Women and Girls Participation in Sport' grant program and \$23.9 million to support Local Governments and community sporting organisations to upgrade facilities for women at targeted locations.

There is no equivalent ongoing funding for community arts and culture infrastructure. Advocacy calling for this ongoing funding was included in [The West at its Best](#) as an identified priority need for the sector.

[WALGA's Federal election priorities](#) includes the call for \$500 million per year for community infrastructure through formula based targeted Local Government funding. This funding ask is not currently captured in the WALGA Advocacy Manual.

There are no current funding programs specifically for retrofitting accessible design features to community infrastructure. However, the importance of ensuring universal access to community infrastructure aligns with several State Government strategic documents, including the [State Infrastructure Strategy Recommendation 88](#) and [A Western Australia for Everyone: State Disability Strategy 2020-2030](#).

This advocacy position review was discussed by the Infrastructure Policy Team and endorsed by the People and Place Policy Team in July 2025.

### 3.7.1 Community Infrastructure

It is proposed that WALGA's **current** advocacy position:

*The Association continues to advocate for better planning and support for community infrastructure and investment by the State, Australian and private partners.*

be **replaced** with:

*Local Governments own, lease, and maintain vital community infrastructure across Western Australia that delivers essential benefits to local communities. Local Governments face significant funding pressures to ensure this infrastructure is effectively planned, developed, maintained, and enhanced to meet evolving community need and population growth.*

1. *WALGA calls on the Australian Government to provide \$500 million per annum for community infrastructure through a national formula based, targeted Local Government funding program.*
2. *WALGA calls on the State Government to:*
  - a. *provide \$30 million per annum for the Community Sporting and Recreation Facilities Fund*
  - b. *provide \$30 million per annum for community arts and cultural infrastructure,*
  - c. *provide funding for retrofitting accessible design features to community infrastructure*
  - d. *align all community infrastructure funding with existing State co-contribution of at least two-thirds.*

### 3.7.2 Community Sporting and Recreation Facilities Fund

It is proposed that WALGA's **current** position be **retired**:

*The Local Government sector advocates for the State Government to:*

1. *increase the CSRFF funding pool to at least \$25 million per annum and revert the contribution ratio to 50% split to enable more community programs and infrastructure to be delivered; and*
2. *increase the \$1 million per annum quarantined for female representation to at least \$2 million per annum.*

#### COMMENT

The proposed revisions provide a broad statement for ongoing investment in community infrastructure, reflecting the significant financial cost of upkeep, including costs associated with retrofitting accessible design features to existing infrastructure. Providing State and Australian Government funding through ongoing open grant programs provides a more equitable and sustainable funding source.

Combining the community infrastructure advocacy positions aims to streamline WALGA advocacy with specific points that reflect WALGA priorities as set out in the [2023-24 State Budget submission](#), [The West at its Best](#) and the [Federal Election Priorities](#), focused on sustainable stewardship of community infrastructure, including:

- Arts and culture
- Sports and recreation
- Accessible design features

The shift from a fifty per cent to a two-thirds State funding contribution reflects a strategic alignment of community infrastructure advocacy with prevailing funding frameworks in the broader infrastructure sector. This ensures consistency and reinforces the case for equitable investment across all infrastructure categories.

#### WALGA RECOMMENDATION

That WALGA:

1. Replace Advocacy Position 3.7.1 Community Infrastructure with the following:

*Local Governments own, lease, and maintain vital community infrastructure across Western Australia that delivers essential benefits to local communities. Local Governments face significant funding pressures to ensure this infrastructure is effectively planned, developed, maintained, and enhanced to meet evolving community needs and population growth.*

1. *WALGA calls on the Australian Government to provide \$500 million per annum for community infrastructure through a national formula based, targeted Local Government funding program.*
2. *WALGA calls on the State Government to:*
  - a. *Provide \$30 million per annum for the Community Sporting and Recreation Facilities Fund,*
  - b. *Provide \$30 million per annum for community arts and cultural infrastructure,*
  - c. *Provide funding for retrofitting accessible design features to community infrastructure,*

*d. Align all community infrastructure funding with existing State co-contribution of at least two-thirds.*

2. Retire Advocacy Position 3.7.2 Community Sporting and Recreation Facilities Fund.

## **RESOLUTION**

**Mover:** Shire of Dowerin

**Seconded:** Shire of Narembeen

**That the Zone supports the WALGA recommendation for State Council Agenda item 8.3 as contained in the State Council Agenda and as provided above.**

**CARRIED**

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## 13.4. RURAL AND REMOTE HEALTH SERVICES ADVOCACY POSITION (STATE COUNCIL AGENDA ITEM 8.4)

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*By Hannah Godsave, Policy Manager Community*

### EXECUTIVE SUMMARY

- The provision of healthcare services is both an Australian and State responsibility.
- The WALGA Local Government Primary Healthcare Services Survey provides a comprehensive dataset of the cost, nature and geographical location of Local Government support predominantly focused on General Practice services.
- The recommended revisions update the Advocacy Position to align with the data and recommendations of the Survey Report and provide a framework for further advocacy.
- The People and Place Policy Team considered and endorsed the proposed changes at its meeting on 9 July.

### ATTACHMENT

- [Local Government Primary Healthcare Services Survey](#)

### STRATEGIC PLAN IMPLICATIONS

Revising Advocacy Position 3.2.2 aligns to the WALGA 2025-2029 Strategic Plan, in particular:

- Influence – Lead advocacy on issues important to Local Government.
- Support – Provide practical sector-wide solutions based on research and evidence.
- Expertise - Foster relationships between our subject matter experts and stakeholders.

### POLICY IMPLICATIONS

The replacement and renaming of Advocacy Position 3.2.2 Regional Health Services with an updated position titled Rural and Remote Health Services.

### BACKGROUND

In 2023, WALGA commissioned Rural Health West (RHW) to survey WA Local Governments to ascertain the extent to which Local Governments were providing financial or in-kind support to secure primary healthcare services. The Survey Report provides a comprehensive dataset on the cost, nature, and geographical location of Local Government support, as well as evidence that Local Government support was predominantly focused on General Practice services.

This issue has been identified as a priority for the sector at a number of forums, including the October 2024 Band 4 Local Governments meeting, the May 2025 Zones meetings, priority responses and member advocacy being undertaken by the [Local Government Rural Health Funding Alliance](#).

WALGA has begun a renewed advocacy campaign, with targeted asks of the Australian and State Governments to improve access to primary health services in rural and remote areas, to remove the need for Local Government intervention.

The People and Place Policy Team considered and endorsed the proposed advocacy position changes at its meeting on 9 July.

It is proposed that WALGA's **current** Advocacy Position 3.2.2 Regional Health:

*The Association supports continuing to work with affected Local Governments and key stakeholders to identify and develop collaborative strategies. The Association supports continuing to advocate to the State Government to prioritise regional health and the regional health workforce. The Association supports developing a policy connection with the Australian Local Government Association as a pathway for advocating for stronger specialised regional health workforces.*

Be **replaced** with:

### **3.2.2 Rural and Remote Healthcare Services**

*The Western Australian and Australian Governments are responsible for ensuring that all West Australians have equitable access to primary healthcare services, regardless of their location. Local Governments should not have to step in to support the provision of these services for their communities.*

1. *WALGA calls on the Western Australian and Australian Governments to address the systemic failures in the provision of rural and remote primary healthcare services, including through:*
  - a. *the development and implementation of adequate, appropriate and sustainable funding models.*
  - b. *incentivising rural and remote healthcare workforce recruitment and retention.*
2. *Local Governments should be reimbursed for costs incurred to support the provision of primary healthcare services until sustainable funding and workforce models are in place.*

#### **COMMENT**

Access to primary health is a critical issue for a large proportion of WALGA members. Local Government support of primary healthcare services creates a financial impost and diverts funding from other Local Government services and functions.

The proposed revisions provide a stronger position on the responsibility of the Australian and State Governments for primary healthcare provision and addressing the cost impost on Local Government, compelled to intervene where the current health system is failing.

The revised position aligns with the wider healthcare reform platform to enable advocacy partnerships and to provide a level of flexibility for the advocacy campaign in response to Government announcements. Terminology changes from regional health to rural and remote, aligns with the language used across healthcare advocacy and reflects that Local Government support for healthcare services is concentrated in areas of smaller populations. Framing the position around financial reimbursement enables sector diversity in response to community need and avoids implying an ongoing funding role for Local Government.

## WALGA RECOMMENDATION

That WALGA replace Advocacy Position 3.2.2 Regional Health Services with the following:

*The Western Australian and Australian Governments are responsible for ensuring that all West Australians have equitable access to primary healthcare services, regardless of their location. Local Governments should not have to step in to support the provision of these services for their communities.*

1. *WALGA calls on the Western Australian and Australian Governments to address the systemic failures in the provision of rural and remote primary healthcare services, including through:*
  - a. *the development and implementation of adequate, appropriate and sustainable funding models*
  - b. *incentivising rural and remote healthcare workforce recruitment and retention.*
2. *Local Governments should be reimbursed for costs incurred to support the provision of primary healthcare services until sustainable funding and workforce models are in place.*

## RESOLUTION

**Mover:** Shire of Bruce Rock

**Seconder:** Shire of Kellerberrin

**That the Zone supports the WALGA recommendation for State Council Agenda item 8.4 as contained in the State Council Agenda and as provided above.**

**CARRIED**



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## 13.5. HEALTH ADVOCACY POSITION (STATE COUNCIL AGENDA ITEM 8.5)

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*By Hannah Godsave, Policy Manager Community*

### EXECUTIVE SUMMARY

- Advocacy Position 3.2 relates to public health and predates the *Public Health Act 2016* and the commencement of Stage 5 of the Act in June 2024.
- The position is superseded by Advocacy Position 3.2.1 *Local Public Health Plans*, which was revised in September 2024 to align to the 2016 Act and specifically the implementation of Local Public Health Plans.
- The People and Place Policy Team considered and endorsed the retirement of Advocacy Position 3.2 Health at its meeting on 9 July.

### STRATEGIC PLAN IMPLICATIONS

Retiring Advocacy Position 3.2 aligns to the WALGA 2025-2029 Strategic Plan, in particular:

- Influence – Lead policy development for the Local Government sector.
- Expertise – Optimise organisational capability to service members' needs.

### POLICY IMPLICATIONS

The retirement of Advocacy Position 3.2.1 Health.

### BACKGROUND

Advocacy position 3.2.1 Health, endorsed in 2005, states:

*The Association supports improving health outcomes for Western Australians through the investment in and provision of infrastructure and delivery of services in partnership with health professionals.*

This position was last cited in a 2022 WALGA submission to the Department of Health relating to the Statutory Review of the *Food Act 2008*.

The position predates the commencement of the *Public Health Act 2016* and Stage 5 of the Act in 2024, which requires all Local Governments to develop and publish a Local Public Health Plan.

This position is superseded by advocacy position 3.2.1 relating to public health planning and specifically the implementation of Local Public Health Plans:

#### 3.2.1 Local Public Health Plans

*WALGA supports the objects and principles of the Public Health Act 2016.*

*The State Government must ensure that:*

1. *Guidance, tools and resources are developed to support the development of Local Public Health Plans; and*
2. *Funding is provided for:*
  - a. *smaller rural and regional councils to support the development of Local Public Health Plans; and*
  - b. *the implementation of actions under Local Public Health Plans.*

The People and Place Policy Team endorsed the revisions to this position in September 2024.

### **COMMENT**

Given changes in State public health legislation and the recent revisions to advocacy position 3.2.1 that cover the aspects of public health alluded to in advocacy position 3.2, this position is no longer required and should be retired.

The People and Place Policy Team considered and endorsed that Advocacy Position 3.2 Health be retired at its meeting on 9 July.

### **WALGA RECOMMENDATION**

That WALGA retire Advocacy Position 3.2 Health.

### **RESOLUTION**

**Mover:** Shire of Bruce Rock

**Seconder:** Shire of Mukinbudin

**That the Zone supports the WALGA recommendation for State Council Agenda item 8.5 as contained in the State Council Agenda and as provided above.**

**CARRIED**

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## 13.6. ADVOCACY POSITIONS FOR ACTIVE TRANSPORT AND MICROMOBILITY (STATE COUNCIL AGENDA ITEM 8.6)

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*By Negar Nili, Policy Officer Transport and Roads*

### EXECUTIVE SUMMARY

- Six new advocacy positions are proposed, with the aim of providing a clear and unified framework to support Local Governments in planning, delivering, and advocating for walking, cycling, and other forms of Active Transport (AT).
- The new advocacy positions are intended to strengthen WALGA's voice in state and national forums, guide responses to legislative or policy changes, and ensure the sector is well-represented in cross-government initiatives related to AT.
- These positions reflect the growing role of AT in addressing key policy areas including health, sustainability, road safety, and urban liveability. The policy statements cover six key areas:
  - Active Transport Vision and Strategy
  - Funding
  - Safety
  - Education, Encouragement, and Community Engagement
  - eRideables
  - Active Travel to School
- The Infrastructure Policy Team considered and recommended the proposed AT advocacy positions for endorsement by State Council at its meeting on 4 August.

### ATTACHMENT

- [Summary of Issues, Challenges for Active Transport in WA](#)

### STRATEGIC PLAN IMPLICATIONS

The new advocacy positions align to the WALGA 2025-2029 Strategic Plan, in particular:

- Influence – Lead policy development for the Local Government sector.
- Support – Provide practical sector-wide solutions based on research and evidence.
- Expertise – Promote a dynamic, agile, high-performance culture.

### POLICY IMPLICATIONS

The new advocacy positions will complement existing [Advocacy Positions](#):

- 5.2.5 The Role of Local Government in the Future Management of Warden Controlled Children's Crossings
- 5.2.7 Driving Change - Road Safety Strategy 2020-2030
- 5.3.3 Cycling on Footpaths
- 5.3.4 Licencing cyclists and registering bicycles
- 5.3.5 Active Travel to Schools
- 5.3.6 Pedestrian Crossings

### BACKGROUND

In March 2024, State Council, through the Infrastructure Policy Team requested that WALGA organise a policy forum to better understand issues relating to Active Transport (AT) and develop an integrated policy and advocacy platform. This enhanced focus on AT formed the basis for extensive consultation with Local Governments over the last 18 months. The consultation process was primarily directed at identifying gaps in AT policy and AT infrastructure needs and involved extensive consultation with Local Government AT officers

as well as workshops with Elected Members and senior stakeholders from relevant State agencies.

The WALGA Transport and Roads team met with over 30 Local Government officers and held two workshops with diverse stakeholders to support the development and refinement of a discussion paper that examines AT and micromobility in the Western Australian, Local Government context. The consultation process with Local Governments highlighted a range of issues, challenges, and gaps facing AT initiatives in WA, offering valuable insights into Local Governments unique needs and perspectives as they work to enhance AT infrastructure and promote sustainable mobility. The information gathered was summarised into ten key challenges experienced across jurisdictions:

| Strategic Issues                      | Challenges                                                                                                                                                                                               |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Safety                             | <ul style="list-style-type: none"> <li>Speeding and inappropriate travel speed</li> <li>Driver attitude towards vulnerable road users</li> <li>Lack of safe crossing points and limited space</li> </ul> |
| 2. Amenities                          | <ul style="list-style-type: none"> <li>Limited (no) funding for amenities</li> </ul>                                                                                                                     |
| 3. Network Gaps                       | <ul style="list-style-type: none"> <li>Funding</li> </ul>                                                                                                                                                |
| 4. Funding                            | <ul style="list-style-type: none"> <li>Funding limits are a key challenge and focus of solutions</li> </ul>                                                                                              |
| 5. Integration in Plans and Programs  | <ul style="list-style-type: none"> <li>Low community uptake and behaviour change</li> </ul>                                                                                                              |
| 6. Incentives and Disincentives       | <ul style="list-style-type: none"> <li>Car dependency and low awareness of active transport benefits</li> </ul>                                                                                          |
| 7. Public Transport Integration       | <ul style="list-style-type: none"> <li>Bikes not permitted on public transport during peak hours</li> </ul>                                                                                              |
| 8. Education and Community Engagement | <ul style="list-style-type: none"> <li>No dedicated lead</li> <li>Fragmented efforts across multiple parties</li> </ul>                                                                                  |
| 9. E-Rideables                        | <ul style="list-style-type: none"> <li>- Unclear regulation and enforcement</li> </ul>                                                                                                                   |
| 10. Travel to Schools                 | <ul style="list-style-type: none"> <li>Poor planning for AT in school areas</li> <li>Limited school staff capacity to manage funding</li> <li>Inaccessible or inadequate grant funding</li> </ul>        |

These challenges have been addressed in six proposed advocacy positions:

- Active Transport Vision and Strategy
- Funding
- Active Transport Safety
- Education/Encouragement/Community Engagement
- eRideables
- Active Travel to School

## ADVOCACY POSITIONS

| Active Transport Vision and Strategy |                                                                                                                                                                                                                               |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Statement                   | <i>Local Governments recognise the public health, environmental, community, economic and transport benefits offered by active transport and calls on all levels of government to work toward increasing active transport.</i> |

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         | <p><i>WALGA calls on the State and Federal Governments to work with the Local Government sector to develop and implement an Active Transport vision, strategy and actions with measurable goals to increase mode share of active transport. The Active Transport Strategy should include allocation of responsibilities to agencies and identification of sustainable funding.</i></p> <p><i>The relationships to other strategic plans should be defined to align a whole-of-government approach.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Background</b>       | <p>Active Transport mode share in Western Australia is low compared with many global cities. Increasing the share of trips by active modes provides many benefits including reduced traffic congestion, less atmospheric pollutants and greenhouse gas emissions, improved health through incidental physical activity and opportunities for enhanced community interaction.</p> <p>Integrating an Active Transport Vision and Strategy with other strategic plans will encourage considerations for active travel to be embedded across all planning, design and operational processes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Priority Actions</b> | <ul style="list-style-type: none"> <li>• Encourage Local Governments to embed measures to enable Active Transport in all Local Government operations, policies, and programs.</li> <li>• Call on the State Government to embed the provision of active transport infrastructure in State planning regulations and guidelines</li> <li>• Invest in stakeholders planning with clearly defined, shared outcomes.</li> <li>• Adopt a cross-government approach, with common performance measures across relevant departments to measure progress.</li> <li>• Promote a greater understanding of Active Transport user needs within all stages of planning and project delivery.</li> <li>• Normalise Active Transport in all infrastructure and policy discussions so that it becomes business as usual.</li> <li>• Better integrate active and public transport through: <ul style="list-style-type: none"> <li>○ Advocating that the PTA provide appropriate end of trip facilities at public transport nodes including secure parking and storage.</li> <li>○ Calling on the PTA to provide for the carriage of bicycles and eRideables on all train services.</li> <li>○ Call on the PTA to explore opportunities to accommodate bicycles on buses.</li> </ul> </li> <li>• Invest in data collection, management and analysis to inform investment in active transport infrastructure and programs including: <ul style="list-style-type: none"> <li>○ Establishing a comprehensive, standardised data-sharing framework and platform for active transport information.</li> </ul> </li> </ul> |

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                 | <ul style="list-style-type: none"> <li>○ Adopting video and AI-driven solutions to enhance the quality and efficiency of data collection, analysis and reporting.</li> <li>○ Develop a platform dedicated for comprehensive collection and analysis of Active Transport incident data, providing insights to improve safety, infrastructure design and strategic planning.</li> <li>● Require that design guidance for the public realm provides safe and attractive environment for active transport.</li> <li>● Provide safety through convenient priority road and rail crossing points for pedestrians and other active transport users and appropriate amenity including quality paths, drinking water at suitable intervals, shade and seating.</li> </ul> |
| <b>Key Challenges Addressed</b> | <ul style="list-style-type: none"> <li>- Closing network gaps</li> <li>- Travel to Schools</li> <li>- Safety</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

| <b>Funding</b>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Statement</b> | <i>WALGA calls on Federal and State Governments to provide a step change in funding for Active Transport by providing consistent, long-term investment to support Local Governments in planning, delivering, and maintaining AT infrastructure, programs, and supporting initiatives.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Background</b>         | Active Transport is vital to creating healthier, more connected, and sustainable communities. Despite this, funding to support AT—across infrastructure, programs, planning, and maintenance—remains limited, inconsistent, and often short-term. This restricts Local Governments' ability to deliver integrated, accessible AT options that meet community needs. Sustained and coordinated funding is essential to increase uptake, improve safety, and ensure the long-term success of active travel initiatives.                                                                                                                                                                                                                                                                                                                                          |
| <b>Priority Actions</b>   | <ul style="list-style-type: none"> <li>● Committing to a ten-year allocated funding program to deliver the Long-Term Cycle Network, based on a co-founded model of up to one-third contribution from Local Government.</li> <li>● Providing non-competitive cost indexed grants based on the extent of the defined active transport network for renewal / maintenance to support appropriate levels of service and asset longevity.</li> <li>● Establish a new Local Destination Program to fund the development of safe and accessible routes to key community destinations, including schools, train stations, and activity centres.</li> <li>● Significantly increase overall investment in Active Transport to reflect its role in health, sustainability, and transport outcomes, and bring funding levels closer to international benchmarks.</li> </ul> |

|                                 |           |
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| <b>Key Challenges Addressed</b> | - Funding |
|---------------------------------|-----------|

| <b>Active Transport Safety</b>  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b>Position Statement</b>       | <i>WALGA calls on the State Government for the provision of safe, pedestrian/bicycle-priority crossing points; safer speeds on local roads and around community hubs, schools, and public transport nodes; and road diet treatments to support safer environments for all users of the road network.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Background</b>               | High traffic volumes and vehicle speeds contribute significantly to unsafe conditions for people walking, cycling, and using other forms of Active Transport. Creating safer streets requires a combination of infrastructure improvements, speed management, and environmental design strategies that prioritise the most vulnerable users.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Priority Actions</b>         | <ul style="list-style-type: none"> <li>• Improve safety for active transport users at existing roundabouts and intersections.</li> <li>• Seek reforms to Main Roads WA's speed zoning policies and processes to enhance Local Governments' influence in setting speed limits on local streets and distributor roads.</li> <li>• Support road design changes such as tree planting, lane narrowing, and other physical measures that promote slower, safer streets.</li> <li>• Reduce through-traffic volumes on all roads except Primary Distributors, especially in residential and mixed-use areas.</li> <li>• Target safety improvements in high-risk locations, including school precincts and public transport hubs.</li> <li>• Support complementary education initiatives to raise awareness of active transport user safety and responsible road use.</li> </ul> |
| <b>Key Challenges Addressed</b> | <ul style="list-style-type: none"> <li>- Safety</li> <li>- Travel to schools</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| <b>Education/Encouragement/Community Engagement</b> |                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Statement</b>                           | <i>When coupled with investment in infrastructure, education and encouragement programs effectively support the uptake of active transport modes and a cultural shift in attitudes toward active transport. WALGA calls on key stakeholders to form a coalition to advance mode shift to active transport initiatives, support infrastructure implementation, and realise a coordinated, multi-channel approach.</i> |
| <b>Background</b>                                   | Education, encouragement, and community engagement are essential to increasing the uptake of Active Transport. Beyond infrastructure, shifting travel behaviour relies on building public understanding of the benefits, availability, and safe use                                                                                                                                                                  |

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|                                 | <p>of Active Transport options. Raising awareness among both the community and key stakeholders helps normalise Active Transport, promote safety, and support long-term behavioural change.</p> <p>Public education campaigns can highlight the benefits of walking, cycling, and micromobility, while also addressing knowledge gaps around safe practices and existing networks. Targeted engagement with schools, local communities, and service providers—such as transport operators and enforcement agencies—can foster a more supportive environment for AT use across all settings.</p>                                                                                                                               |
| <b>Priority Actions</b>         | <ul style="list-style-type: none"> <li>• Call on the State Government to develop guidance and materials (e.g. toolkits) that support travel behaviour change and promote safe, responsible use of Active Transport and Micromobility.</li> <li>• Adopt a cross-government approach to deliver targeted training for relevant stakeholders on how to safely and respectfully interact with active transport users.</li> <li>• Support behaviour changes programs through incentives such as parking cash-out schemes, and other supportive measures.</li> <li>• Encourage Local Governments to provide a platform to raise public awareness of existing active transport facilities and the benefits of using them.</li> </ul> |
| <b>Key Challenges Addressed</b> | <ul style="list-style-type: none"> <li>- Education and community engagement</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

| <b>eRideables</b>         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Statement</b> | <p><i>WALGA calls on the State Government to develop and implement a comprehensive regulatory framework to address the safety, sale, and use of escooters and other eRideables in Western Australia. The State Government should consult with stakeholders, including Local Governments, to ensure that the framework is practical, enforceable, and responsive to on-the-ground challenges.</i></p>                                                                                                                                                                                                                                         |
| <b>Background</b>         | <p>The use of eRideables—such as e-scooters and similar micromobility devices—is rapidly growing across Western Australia. While these devices offer affordable, low-emission transport options, the current regulatory framework has not kept pace with their adoption. Issues such as the sale of non-compliant devices, inconsistent enforcement, and public safety concerns—particularly in high pedestrian activity areas—are placing pressure on Local Governments and other stakeholders. There is a clear need for a coordinated, state-led response that balances innovation with safety, enforcement, and community wellbeing.</p> |



|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <b>Priority Actions</b>         | <ul style="list-style-type: none"> <li>• Introducing clear rules and enforcement to prevent the importation and sale of non-compliant or illegal eRideable devices.</li> <li>• Strengthen enforcement mechanisms and apply appropriate penalties to ensure compliance with existing laws.</li> <li>• Introduce and utilise equipment to verify compliance with legal performance limits.</li> <li>• Empower Local Governments to regulate the use of eRideables in high pedestrian activity areas, particularly on inner-city footpaths and shared spaces.</li> <li>• Develop a State-led eRideable Safety Action Plan in collaboration with key stakeholders.</li> <li>• Ensure that Local Governments are meaningfully engaged in this process, with WALGA providing formal representation.</li> <li>• Deliver targeted education and awareness initiatives for school-aged children and their parents to promote informed purchasing decisions, understanding of relevant rules, rider courtesy, and safe riding behaviour.</li> </ul> |
| <b>Key Challenges Addressed</b> | - eRideables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

| <b>Active Travel to School</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Statement</b>      | <i>WALGA recognises that enabling and encouraging active transport to and from schools delivers wide-ranging benefits – including improved public health, reduced traffic congestion, environmental sustainability, and stronger community wellbeing. Despite these benefits, barriers such as safety concerns, limited school resources, and lack of supportive infrastructure prevent the widespread uptake of active travel among students. WALGA supports a coordinated, long-term approach to embed active transport into the school environment, supported by targeted investment, planning, and program delivery.</i>                                                  |
| <b>Background</b>              | Supporting children to walk, cycle, or scoot to school contributes to broader goals in public health, transport efficiency, environmental sustainability, and community safety. However, achieving these outcomes requires more than just physical infrastructure. Success depends on a collaborative approach involving schools, Local and State Government, parents, and community organisations. Active travel needs to be embedded as a normal, supported, and safe part of daily life for families. Addressing the existing barriers will require long-term coordination, consistent funding, and stronger alignment between education, transport, and planning systems. |

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| <b>Priority Actions</b>         | <ul style="list-style-type: none"> <li>• Providing sustained investment in school and community-based active travel programs.</li> <li>• Ensure funding is accessible through clear grant processes and supported by dedicated officers to assist schools with limited staff capacity.</li> <li>• Increase incentives for Traffic Wardens at Children's Crossings.</li> <li>• Encourage car-free zones around schools, where appropriate, to improve safety.</li> <li>• Guidance for schools and local governments to undertake connectivity studies and prioritise low-cost, high-impact improvements.</li> <li>• Integrate active transport education into the school curriculum and culture.</li> <li>• Plan and deliver infrastructure that ensures children can travel safely and independently to school.</li> </ul> |
| <b>Key Challenges Addressed</b> | <ul style="list-style-type: none"> <li>- Closing Network Gaps</li> <li>- Travel to Schools</li> <li>- Education and community engagement</li> <li>- Funding</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## COMMENT

The proposed policy positions collectively address critical areas needed to advance AT across Western Australia. Each position strengthens WALGA's advocacy platform and supports Local Governments in addressing current and emerging challenges.

## Active Transport Vision and Strategy

A clear, coordinated strategy is essential to embed AT across planning, infrastructure, and service delivery. Currently, efforts are fragmented and lack measurable goals or alignment between agencies. A shared vision and defined responsibilities will support integrated planning and prioritisation of resources at all levels of government.

## Funding

Inconsistent, short-term funding limits Local Governments' ability to deliver and maintain Active Transport infrastructure and programs. A long-term, sustainable funding framework aligned with national and international benchmarks is critical to achieving health, environmental, and transport outcomes.

## Active Transport Safety

High traffic speeds and unsafe infrastructure are key barriers to AT uptake. A safe, low-speed environment supported by appropriate design and policy measures is necessary to protect vulnerable road users and improve community confidence in walking, cycling, and other forms of active mobility.

## Education, Encouragement, and Community Engagement

Behaviour change requires more than infrastructure. Effective education and engagement build public understanding, increase awareness, and help normalise Active Transport. A coordinated approach involving communities and relevant stakeholders is vital for shifting attitudes and increasing uptake.

### **eRideables**

The rapid uptake of eRideables has outpaced the current regulatory framework, creating enforcement, safety, and infrastructure challenges. A comprehensive, State-led framework, developed with Local Government input is needed to address compliance, regulation, and safety in a rapidly evolving mobility landscape.

### **Active Travel to School**

Despite its wide-ranging benefits, Active Travel to School remains low due to safety concerns, infrastructure gaps, and limited school resources. A more coordinated, long-term approach is needed, one that integrates planning, education, and investment to support safe, independent travel for students.

The proposed advocacy positions were endorsed by the Infrastructure Policy Team on 4 August.

#### **WALGA RECOMMENDATION**

That WALGA endorse the proposed advocacy positions on Active Transport and micromobility.

### **RESOLUTION**

**Mover:** Shire of Wyalkatchem

**Seconder:** Shire of Yilgarn

**That the Zone supports the WALGA recommendation for State Council Agenda item 8.6 as contained in the State Council Agenda and as provided above.**

**CARRIED**

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## **13.7. OTHER STATE COUNCIL AGENDA ITEMS**

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Zone Delegates are invited to raise for discussion, questions or decision any of the items in the State Council Agenda, including the items for noting, Policy Team and Committee Reports or the Key Activity Reports.

## **14. EMERGING ISSUES**

Nil

## 15. NEXT MEETING

The next meeting of the Executive Committee and Zone will be held as follows.

| Month    | Executive Committee                       | Zone                                                     |
|----------|-------------------------------------------|----------------------------------------------------------|
| November | Tuesday, 4 November at 8:00am<br>MS Teams | Thursday, 13 November at 9:30am<br>Shire of Kellerberrin |

As the Executive Committee is meeting after the Ordinary Elections but prior the Zone meeting at which the Executive Committee is to be re-appointed, the Executive Committee (constituted of members as appointed before the Ordinary Elections) will meet in a caretaker capacity.

## 16. CLOSURE

The Chair reflected on the past term and expressed appreciation to those who had contributed to the Zone.

Special thanks were extended to Cr Stephen Strange, who is retiring as State Councillor, and Cr Wayne Della Bosca, who is retiring as a Councillor. Cr Della Bosca addressed the meeting to reflect on his tenure with the Zone and to thank other Zone delegates.

The Chair also thanked all members for their contributions over the past two years and expressed appreciation to the WALGA secretariat for the support they have provided throughout the term.

The Chair expressed his best wishes to everyone for the upcoming elections.

There being no further business, the Chair closed the meeting at 12.57pm.

## **Minutes of the CEACA Executive Committee meeting held via MS Teams on Monday, 1<sup>st</sup> September 2025 at 11.00am at CEACA Offices, Osborne Park**

### **Attendees**

Gary Shadbolt – Deputy Chairperson & Shire of Mukinbudin, Richard Marshall – CEACA Executive Officer (EO), Raymond Griffiths - Shire of Kellerberrin, Holly Cusack – Shire of Narembeen, Nic Warren – Shire of Yilgarn, Mischa Stratford – Shire of Wyalkatchem. Minute Taker: Jo Trachy - CEACA Operations Manager.

### **1. MEETING OPENING**

#### **1.1 Apologies**

Terry Waldron – CEACA Chairperson

#### **1.2 Welcome**

The Deputy Chairperson, Gary Shadbolt, was appointed the Chairperson in Terry Waldron's absence and the meeting was opened at 11.05am.

#### **1.3 Previous Minutes**

The Minutes of the CEACA Executive Committee meeting held on 28 April 2025 were approved.

### **2. MATTERS FOR DECISION AND RECOMMENDATION TO THE MANAGEMENT COMMITTEE**

#### **1. CEO Executive Office Report (Attachment 2) and Annexures 1-8**

The EO spoke to the EO Report and Annexures 1-8 and general discussion ensued. In relation to the *Key Commercial Terms Grant Agreement*, the following points were discussed:

- In relation to Item 10 Eligible Persons, CEACA has advised the Department of Housing and Works ("DHW") that this will be an issue as their primary objective is to provide affordable housing options for people in the Wheatbelt, enabling them to remain in place, supported by family and friends. If this option was not available to them, they would need to move to the city, which would put further pressure on metropolitan waiting lists. CEACA has asked for the CEACA Allocations Matrix to be noted in the agreement, and this is under review.
- SPV – DHW has advised a condition of the grant is that CEACA sets up a Special Purpose Vehicle (SPV) for the project, meaning a separate entity would need to be created and that entity would need to be registered as a Community Housing Provider and apply for charitable status. The SPV would have one Member and that would be CEACA. Although onerous for 1.4FTE, if it is a condition of funding, we will have to comply. The new entity and composition of the Board would have to be approved by the Management Committee.
- Land parcels identified for the expansion project containing existing CEACA units would have to be subdivided, and the vacant portion transferred to the SPV.
- LGA Contribution - The LGA's cannot commit to the agreement until the funding terms are negotiated including the option for LGA's to enter a long-term payment plan for their 10% contribution.
- Option for Future Sale of Properties – There is an option to sell properties if deemed necessary in future, however, consent from DHW to be obtained and funds generated must be used for the implementation of new social housing in WA.
- Availability Payments – CEACA will be eligible for Availability payments for the proportion of 54 houses that are available for social housing. Total \$23m over 25 years.

- Commencement of Project - A condition of funding is that the project commences by June 2026.
- Acquittal (Schedule 3) - the terms of the grant acquittal need to be reviewed and understood. The terms and options for the LGA contribution need to be discussed by the Management Committee prior to agreement.
- GST - CEACA must obtain confirmation in writing from DHW that the grant funding is exempt from GST.

To avoid further delays after the grant funding negotiations are complete, CEACA should begin the procurement process and obtain tenders to evaluate. A term of the tender will be that CEACA is not bound to accept any tender, and it will be disclosed that funding agreements are not finalised. Consultants including the tender process cost should be no more than \$20k.

There are currently three project management proposals submitted. They are from Successful Projects, Office of Regional Architecture ("ORA") and WellDev (Randal Wells). Although CEACA cannot appoint a Project Manager for the expansion project yet, a consultant will be required to assist CEACA management with the procurement process. It is proposed that WellDev be engaged to assist with the procurement process.

General discussion ensued.

## **DECISIONS**

- CEACA to commence the procurement process, working with Lange Consulting (Colin Lange).
- CEACA will prepare draft tender documents and have them ready to issue but will not proceed further without Management Committee approval.
- During the ongoing funding negotiations, the EO will discuss the need for an SPV, CEACA Allocations Matrix and options for LGA contributions with DHW.
- If the SPV is a requirement of funding, the EO will seek legal advice.

### **2.0 Possible Sale of Koorda and Nungarin Properties**

The EO spoke to his report and the valuations received and general discussion ensued.

## **DECISION**

Executive Officer will contact State Government to request their consent for the sale of a further six houses, prior to making a recommendation to the Management Committee.

### **3.0 Merrittville Retirement Village Merredin**

CEACA has advised it will not participate in a formal tender and has not had any response.

## **3. GENERAL BUSINESS**

There was no general business to discuss.

## **4. NEXT MEETING**

A CEACA Executive Committee meeting may need to be held prior to the CEACA Management Committee meeting on 22<sup>nd</sup> September 2025 depending on information obtained. To be advised.

## **5. CLOSE MEETING**

There being no further business, the meeting was closed at 12.10pm.

## **DECLARATION**

The Central East Accommodation & Care Alliance Inc Chairperson confirmed these Minutes at the meeting held on \_\_\_\_\_.

Signed \_\_\_\_\_.

**YILGARN HISTORY MUSEUM  
ADVISORY COMMITTEE  
Minutes  
10th September 2025 - 3.30pm**

**Attendance:**

CEO - Nic Warren,  
Curator - Monica Fairless,  
Cr Lisa Granich,  
Jodie Karra,  
Leonie Gethin,  
Kaye Crafter  
Robert Pownall

**Apologies:** N Warren, L Granich & R Pownall

**Previous Minutes:**

Moved: K Crafter

2<sup>nd</sup>: M Fairless

**Business arising from previous minutes:**

- Brochure holders - have been purchased and have replaced the old. Everyone agreed that they look great.
- L Granich hasn't provided the link for the sheep tags as yet so no progress on purchasing tourism items. Magnets have been provided from the Shire and a few have sold so far.
- Military button display – still in progress
- Lyn Leeder – J Karra has been approached by Donna Newbury who believes we may be able to get some of Lyn's photos and scrapbooks. J Karra will follow up with Donna about that.  
L Gethin called Lyn's brother, Terry and left a message but received an unfavourable text reply.

## **Financial Report:**

As per tabled item provided by EMCS

Moved: M Fairless

2<sup>nd</sup>: L Gethin

## **CORRESPONDENCE:**

- 6<sup>th</sup> June – Email from Robyn Booth who had watched the episode of “Who Do You Think You Are?” that featured the Yilgarn History Museum. She was enquiring about a photo that was shown on the episode, “Team Loading for Coolgardie” that she thought might contain a picture of her uncle. M Fairless sent her a copy of the photo for her to check but she replied that it probably wasn’t.
- 14<sup>th</sup> July – Email from Sheridan Brookes. She had initially contacted the museum through Facebook asking if we had copies of photos that were taken in 2015 through Southern Cross District High School with Michelle Calderbank, reenacting the landing at Gallipoli. J Karra replied that she would look into it. Jodie contacted Michelle who advised that she had left all the photos with the school when she moved. J Karra tried to reply to the email and advise Sheridan but the email wouldn’t go through so she contacted her via Facebook and gave her Julie Della Bosca’s work email address.
- 11<sup>th</sup> August – email received by Lorna Dicks enquiring about Joseph Wall Byrne. They are visiting Southern Cross in November and wanted to know if we had any information. He supposedly ran the Club Hotel in 1897/98/99 and was also Mayor for 2 years. Jodie has looked into it but hasn’t been very successful in her research. Will continue looking before replying.
- 17<sup>th</sup> August – email was received by Susan Rollason enquiring about some “log roads” she had come across on Lake Seabrook. She wanted to know who had built them, out of what, why and when. J Karra replied that although we don’t know who had built them or precisely when, they were most likely made out of gimlet for the purpose of crossing salt lakes without getting



bogged to access gypsum which was mined in the area. They were often referred to as “corduroy roads”. She was grateful for the reply.

### **CURATORS REPORT:**

As per tabled item provided by the Curator.

### **GENERAL BUSINESS:**

- The Nangeenan visit was a very successful event for the museum. M Fairless and J Karra would like to thank all the volunteers who were able to help by making food and helping out on the day. Feedback received was very positive and they seemed to have enjoyed the day thoroughly.
- J Karra advised that Dean Bottomley had called the Shire and spoken to her. He is researching the history of the Southern Cross Fire Brigade and would like to know who the office bearers have been since its inception. He is also interested in anything that can be found out about the Ladies Committee. J Karra and M Fairless to follow up.
- J Karra advised that a new book has been purchased to sell at the museum, “Before Coolgardie II – The Prospectors of the Yilgarn” by Peter J Bridge. Copies have been placed out the front for sale at \$40.00ea. Several have already sold.
- M Fairless bought up the Museum Christmas function. Discussion was held and it was agreed that we would hold it at the Palace Hotel again as everyone has been very happy with previous ones held there. Everyone agreed that early December would be best suited. M Fairless will liaise with Liz and will advise the group of her progress.  
It was agreed that Kevin Dalgetty would receive an invitation as he helps Ethel when Eleanor is unable to attend.
- K Crafter mentioned that there appeared to be some damage in the hallway at the entrance which has been caused by rain. M Fairless will follow up with Kim Chrisp.

- L Gethin mentioned that she had a visitor recently that is an expert on WA licence plates that advised that the plates we have displayed externally on Blyth Pavillion should be moved out of the weather. M Fairless to look into an alternative display.
- L Gethin suggested that new chairs be purchased for the front desk as the current ones on wheels are unsafe. Everyone agreed. J Karra to purchase two in the next Shire stationery order.
- L Gethin suggested we need a new hose for out the back, perhaps a coiled one. Everyone agreed. M Fairless will purchase one from the SX Hardware & News.
- L Gethin suggested that we need a new leaf blower with a bigger nozzle that is not electric. Everyone agreed. M Fairless to purchase a new one.

Meeting Closed: 4.45pm

Next meeting to be held: Wednesday, 5<sup>th</sup> November 2025

**MINUTES**  
**WESTONIA/YILGARN**  
**LOCAL EMERGENCY MANAGEMENT COMMITTEE**  
**23 ANTARES STREET, SOUTHERN CROSS**  
**THURSDAY 28<sup>TH</sup> AUGUST 2025**

Here are the minutes of the Westonia/Yilgarn Local Emergency Management Committee meeting held on Thursday, August 28, 2025.

## **1 Declaration of Opening**

The Chair, Cr Wayne Della Bosca, declared the meeting open at 7.02 p.m.

## **2 Record of Attendance & Apologies**

### **2.1 Attendance**

#### **In Person**

|                    |                       |
|--------------------|-----------------------|
| Wayne Della Bosca, | Shire of Yilgarn      |
| Nic Warren,        | CEO, Shire of Yilgarn |
| Kelly Watts,       | Shire of Yilgarn      |
| Aaron Cuthburt     | DFES                  |
| Tash Beaton,       | Shire of Yilgarn      |
| Tony Dal Busco     | VFRS                  |
| Cr Bryan Close     | St Johns              |

#### **Via Zoom**

|                      |                        |
|----------------------|------------------------|
| Cr. Denver Simmonds, | Shire of Westonia      |
| Romy Babu            | Health Service Manager |
| Scott Fitzpatrick    | St John Service        |
| Michael Phillips     | DOC                    |

#### **Apologies**

|                   |                         |
|-------------------|-------------------------|
| Cr Donna Newbury, | Shire of Yilgarn        |
| David Smith       | Barto Gold              |
| Karen Tabner –    | Moorine Rock Primary    |
| Nat Beaton –      | St Joseph's Primary     |
| Romy Babu –       | Health Service Manager  |
| Jo Spadaccini –   | DOC                     |
| Leigh Dal Busco – | Chief Bush Fire Officer |
| Bill Price –      | CEO Shire of Westonia   |

## **3 Confirmation of Previous Minutes**

Moved; Cr Bryan Close / Seconded; Tash Beaton

The Local Emergency Management Committee meeting minutes held on Thursday, May 22<sup>nd</sup>, 2025, are a true and correct record.

**MINUTES**  
**WESTONIA/YILGARN**  
**LOCAL EMERGENCY MANAGEMENT COMMITTEE**  
**23 ANTARES STREET, SOUTHERN CROSS**  
**THURSDAY 28<sup>TH</sup> AUGUST 2025**

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#### **4 Business Arising from Previous Meeting**

- 4.1** Contact the Shire of Westonia and inquire about the possibility of card access for the VRFS and BRB.
  - 4.1.1** Spoke to Bill Price, happy to assist. Required to know the number of cards needed.
- 4.2** Kelly is to forward the LEMC Meeting Schedule to Romy
- 4.3** Follow-up with Shelby Robinson regarding template MAUs
- 4.4** Ron to ask for clarification at the DOAC regarding when and how the LEMC can be activated.

#### **5 Reports**

- 5.1** Cr Bryan Close – St Johns
  - 5.1.1** Volunteers are hard to find, especially for Westonia, and at risk of losing Westonia's ambulance if they cannot secure volunteers for the area.
- 5.2** Scott Fitzpatrick – St Johns
  - 5.2.1** Reinforcing the need to secure more volunteers.
- 5.3** Tony Dal Busco – VFRS
  - 5.3.1** Introduced Aaron Cuthburt, Area Officer for Central Wheatbelt – DFES.
- 5.4** Aaron Cuthburt – AO Central Wheatbelt DFES
  - 5.4.1** Brief description of MAU between Barto Gold and DFES. MAU covers the Bush Fire Brigade. Would like to engage in conversations with parties involved to build a better understanding.
  - 5.4.2** Would like to initiate the same agreement across other surrounding minesites.  
**ACTION:** Kelly to forward the list of Mines in the area to start conversations regarding MAU and its advantages.
- 5.5** Nic Warren – CEO Shire of Yilgarn
  - 5.5.1** Council has budgeted funds in the reserve to assist with the aerodrome runway seal. A committee has been formed with the intention of helping with fundraising. Whilst the Shire is looking into and applying for available grants. The purpose is to make the aerodrome all-weather. This will assist with emergencies and the RFDS.
- 5.6** Cr Denver Simmonds – Shire of Westonia
  - 5.6.1** The Shire is actively trying to find volunteers for St John's, looking at an opening for a nurse position with a retainer, and accommodation to man and assist with encouragement for volunteers.
- 5.7** Romy Babu – Health Service Manager

**MINUTES**  
**WESTONIA/YILGARN**  
**LOCAL EMERGENCY MANAGEMENT COMMITTEE**  
**23 ANTARES STREET, SOUTHERN CROSS**  
**THURSDAY 28<sup>TH</sup> AUGUST 2025**

- 5.7.1 Reinforce the importance of looking to seal the aerodrome runway. Recently, I had two high-priority patients who were unable to be flown out due to the aerodrome being shut down because of inclement weather.

**5.8 Michael Phillips – Department of Communities**

- 5.8.1 AFC conference
- 5.8.2 AFR – fund process, long-term gap discovered.

**6 General Business**

**6.1 Cr Bryan Close – St Johns**

- 6.1.1 Lighting at the aerodrome issue with RFD.
- 6.1.2 Nic Warren – CEO Shire of Yilgarn
  - 6.1.2.1 System checked over and no fault has been found.
  - 6.1.2.2 There is an emergency backup with a manual switch

**6.2 Tony Dal Busco - VFRS**

- 6.2.1 Do we have an ETA on when the Great Eastern Highway between Sheel and BP will be repaired? Hole has become dangerous.
- 6.2.2 Nic Warren – CEO Shire of Yilgarn
  - 6.2.2.1 Work is reliant between WaterCorp and Main Roads

**ACTION:** Nic to follow up for clarification of the date of work completion.

**6.3 Tony Dal Busco - VFRS**

- 6.3.1 Road Works at Bodallin, do we know what is causing the delay in completion? (Completion estimate was August 2025 now December 2025)
- 6.3.2 Nic Warren – CEO Shire of Yilgarn
  - 6.3.2.1 Delays have been due to heavier than predicted rainfall creating issues with compaction.

**ACTION:** Nic to follow up for clarification of date of work completion

**7 Next Meeting**

It is scheduled for Thursday, the 27<sup>th</sup> of November 2025, although this may vary depending on circumstances.

**8 Closure of Meeting**

The chair closed the meeting at 7:51 p.m.

# Shire of Yilgarn – Council Decision Status Report 2025



| Meeting       | Resolution Number | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Status                                                                                                                                           |
|---------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| February 2025 | 4/2025            | That Council, by Absolute Majority: <ol style="list-style-type: none"> <li>1. Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2025 ordinary election, together with any other elections or polls which may be required;</li> <li>2. Decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a Postal election.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Complete</b><br><br>Resolution provided to WAEC.                                                                                              |
| February 2025 | 5/2025            | That Council endorses the following response in relation to the request for comment from the Department of Water and Environmental Regulation regarding Covalent Lithium Pty Ltd's application for a works approval: <p>In regards to the works approval application from Covalent Lithium Pty Ltd (Reference APP-0026596) for a Category 64: Class II or III putrescible landfill site at Mining tenement M77/1066, the Shire of Yilgarn have no objections.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Complete</b><br><br>DWER advised of decision                                                                                                  |
| February 2025 | 6/2025            | That Council in relation to the proposed closure of a portion of King Ingram Road as per provided plans: <ul style="list-style-type: none"> <li>- Notes the 35 day notice period for the closure has been undertaken as per Section 58 of the Land Administration Act 1997, commencing on 16 January 2025 and closing on 20 February 2025;</li> <li>- Notes there were no submissions received;</li> <li>- Endorses the Chief Executive Officer making application to the Minister of Lands for the closure.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Complete</b><br><br>Application lodged with Minister for Lands and DPLH.                                                                      |
| February 2025 | 7/2025            | That Council, by Absolute majority: <ul style="list-style-type: none"> <li>• Note that no community submissions were received in relation to the: <ul style="list-style-type: none"> <li>○ Public Places, Local Government Property and Trading Local Law 2025</li> <li>○ Removal of Refuse, Rubbish and Disused Materials Local Law 2025</li> <li>○ Bush Fire Brigade Local Law 2025</li> </ul> </li> <li>• Note the responses from the Hon Hannah Beazley MLA, Minister for Local Government and Commissioner of the Department of Fire and Emergency Services .</li> <li>• Agree to accept all changes proposed and adopt the following Local Laws as presented: <ul style="list-style-type: none"> <li>○ Public Places, Local Government Property and Trading Local Law 2025</li> <li>○ Removal of Refuse, Rubbish and Disused Materials Local Law 2025</li> <li>○ Bush Fire Brigade Local Law 2025</li> </ul> </li> <li>• Determine the proposed Local Laws are not Significantly Different as a result of the proposed amendments.</li> </ul> | <b>Complete</b><br><br>Published in Government Gazette on 1/05/2025.<br><br>Explanatory Memorandum sent to Joint Standing Committee on 9/5/2025. |

# Shire of Yilgarn – Council Decision Status Report 2025



| Meeting       | Resolution Number | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Status                                                               |
|---------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
|               |                   | <ul style="list-style-type: none"> <li>• Authorise the CEO to make minor grammatical and formatting changes to the adopted local laws prior to gazettal.</li> <li>• Authorise the CEO to advertise the adopted local laws in the Government Gazette.</li> <li>• Authorise the CEO to Submit to the Minister for Local Government, following advertising in the Government Gazette, a copy of the adopted local laws.</li> <li>• Authorise the CEO to advertise, as a local public notice, the adoption of the local laws.</li> <li>• Authorise the CEO to compile and submit the Explanatory Memorandum and associated papers to the Joint Standing Committee on Delegated Legislation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                      |
| February 2025 | 9/2025            | <p>That Council:</p> <p>A. Determine that the proposed Tree farm use may be consistent with the objectives of the Rural/Mining zone and advertise under clause 64 of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 before considering an application for development approval for the use of the land.</p> <p>B. Note the application has been advertised for public comment and that all public submissions received at the time of writing this report have been summarised in Table 4.</p> <p>C. Note the issues raised in Table 4, however note that matters are addressed in the application and /or can be addressed through conditions of any development approval.</p> <p>D. Approved the application for a Tree Farm on various lots in Southern Cross that are generally known as Avalon Homestead South, Avalon North, Cairns Road, Garrat, Marafioti, Newbury, Perilya and South Garrat on the following conditions:</p> <ol style="list-style-type: none"> <li>1. Prior to commencement of planting, an amended Project Management Plan and updated Plantation Design maps showing rows with a minimum width of 30m between planting lines must be lodged with the Shire for approval by the Chief Executive Officer.</li> <li>2. The development must at all times be carried out in accordance with the approved Project Management Plan and Plantation Design maps including measures such as site preparation, weed management, and pest control.</li> <li>3. Within 3 months after the date of this approval updated Bushfire Management Plans that include: <ol style="list-style-type: none"> <li>a. contact details of a locally employed plantation manager and/or fire officer; and</li> <li>b. contact details of owners/occupiers of neighbouring lots;</li> </ol> are to be lodged with the Shire for approval by the Chief Executive Officer.</li> </ol> | <p><b>Complete</b></p> <p>Decision letter provided to applicant.</p> |



# Shire of Yilgarn – Council Decision Status Report 2025



| Meeting | Resolution Number | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Status |
|---------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|         |                   | <p>4. The measures outlined in all approved Bushfire Management Plans must be implemented during the life of the development.</p> <p>5. A copy of the approved Bushfire Management Plan is stored at the main entrance to the respective properties in a secure, weatherproof and clearly labeled container at all times in a location shown in the applicable approved Bushfire Management Plan.</p> <p>6. Internal access tracks are to be adequately sign posted to provide clear direction to water points (for fire emergencies) and exit points.</p> <p>7. Internal firebreaks, access tracks and turnaround areas are to be adequately maintained to the satisfaction of the Chief Executive Officer for access by emergency fire vehicles.</p> <p>8. Prior to harvesting, the owner/developer is to lodge a detailed Harvesting Plan for approval by the Chief Executive Office. The Harvesting Plan is to include:</p> <ul style="list-style-type: none"> <li>(a) Haulage routes for vehicles involved in the harvest transport;</li> <li>(b) Clear demarcation of local roads and any roads under the care and control of Main Roads WA;</li> <li>(c) Heavy vehicle movements scheduling;</li> <li>(d) Use of escort vehicles;</li> <li>(e) Traffic management and interaction with other road users;</li> <li>(f) A Pre-Construction Road Condition Report along the agreed main haulage routes within the local government area, and the obligation to prepare a Post-Construction Road Condition Report once harvesting for different properties are complete.</li> <li>(g) An outline of all separate approvals required through Main Roads WA.</li> </ul> <p>The extent of the main haulage route for a Pre-Construction and Post-Construction Road Condition Report is to be agreed to separately in writing by the developer and the Chief Executive Officer.</p> <p>9. Harvesting must be carried out in accordance with the approved Harvesting Plan.</p> <p>10. Any damage caused to the roads attributable to any harvesting phase of the development is to be rectified by the developer at their own cost to the standard identified in the Pre-Construction Road Condition Report to the satisfaction of the Chief Executive Officer.</p> <p>11. Where the developer intends to undertake the development in stages, a Staging Plan must be lodged with the local government at the same time as the Management Plan referred to in Condition 1 or at a later time agreed to separately in writing by the Chief Executive Officer. The purpose of the Staging Plan is to determine the scope of information required in order to satisfy the conditions of approval as it relates to that stage.</p> |        |



# Shire of Yilgarn – Council Decision Status Report 2025



| Meeting       | Resolution Number | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Status                                                                                                                                                                                          |
|---------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               |                   | <p>12. The approved plans required by these conditions may amended from time to time with the written approval of the Chief Executive Officer.</p> <p>Advice Notes</p> <p>If an alternative plantation manager and/or fire officer is engaged (other than the persons stated in an approved Bushfire Management Plan), or any relevant contact details change, then a revised Management Plan is to be lodged to the Shire.</p>                                   |                                                                                                                                                                                                 |
| February 2025 | 10/2025           | That Council waives the fees associated with weekly use of the Southern Cross Seniors Centre for Wheatbelt Agcare, totalling \$3,640 per annum for a period of three years.                                                                                                                                                                                                                                                                                       | <p><b>Complete</b></p> <p>Waiver applied and Wheatbelt Agcare notified.</p>                                                                                                                     |
| February 2025 | 15/2025           | <p>That Council endorse:</p> <ol style="list-style-type: none"> <li>the recommended amendments to policy 4.5 - Heavy Vehicle Road Improvement Contribution;</li> <li>endorse the renaming of policy 4.5 - Heavy Vehicle Road Improvement Contribution to 4.5 – Heavy Vehicle Road Usage Fee; and</li> <li>the amendment to the 2024/2025 Schedule of Fees &amp; Charges as presented and approves an imposition date of 24<sup>th</sup> February 2025.</li> </ol> | <p><b>Complete</b></p> <p>Advertising of new Fee undertaken.</p>                                                                                                                                |
| February 2025 | 16/2025           | <p>That Council, pursuant to Section 6.64 (1) (b) of the Local Government Act 1995, take possession of the land indicated and proceed to sell the land listed hereunder which have rates in arears for three or more years.</p> <p>List of Land by Assessment Number:</p> <p>Assessment: A1590 – 25 Polaris Street, Southern Cross<br/>Assessment: A18005 – 42 West Street, Bullfinch</p>                                                                         | <p><b>Implemented</b></p> <p>LG (FM) Regs, Form 4 sent 4th March 2025 to both properties.<br/>Seizure for Sale notice to be issued on or about 4<sup>th</sup> June if payment not received.</p> |
| February 2025 | 19/2025           | <p>That Council:</p> <ul style="list-style-type: none"> <li>Endorses the CEO Performance and Remuneration Review 2023 to 2024 and the recommendations contained within;</li> <li>Endorses the CEO Performance Criteria 2024-2025, noting this will form the basis for the next CEO review; and</li> <li>Endorses the Report to Inform the Annual CEO Remuneration Review.</li> </ul>                                                                              | <p><b>Complete</b></p>                                                                                                                                                                          |
| March 2025    | 27/2025           | <p>That Council adopts the 2024 Local Government Compliance Audit Return for the Shire of Yilgarn for the period 1 January 2024 to 31 December 2024.</p> <p>And</p>                                                                                                                                                                                                                                                                                               | <p><b>Complete</b></p> <p>Lodged with DLGSC on 27/03/2025.</p>                                                                                                                                  |

# Shire of Yilgarn – Council Decision Status Report 2025



| Meeting    | Resolution Number | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Status                                                                  |
|------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
|            |                   | That Council in accepting the Compliance Audit Return, authorises the Shire President and Chief Executive Officer to sign and submit the same to the Department of Local Government, Sport and Cultural Industries as required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                         |
| March 2025 | 31/2025           | <p>That Council, declines to accept the following proposal for the repayment of rates and charge due on Assessment A1670:</p> <ol style="list-style-type: none"> <li>1. Waive the outstanding interest amount, being - \$2,443.57</li> <li>2. Write off the incurred legal expenses being - \$3,678.23</li> <li>3. Make periodic payments to clear \$7,826.77 of non-deferred rates prior to 30 June 2025.</li> <li>4. Leave the amount of \$9,166.57 as deferred with an indeterminate payment date.</li> </ol>                                                                                                                                                                                                                                                         | <p><b>Completed</b></p> <p>See July decision 9.2.3</p>                  |
| March 2025 | 33/2025           | <p>That Council:</p> <ol style="list-style-type: none"> <li>A. Determine that the proposed use may be consistent with the objectives of the Rural/Mining zone and advertise under clause 64 of the deemed provisions before considering an application for development approval for the use of the land.</li> <li>B. Not the application is being advertised for public comment and the consultation period ceases on the 15<sup>th</sup> April 2025.</li> <li>C. Pursuant to Clause 82(1) and 82(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 grant (by Absolute Majority) delegate authority to the Chief Executive Officer to determine the application for a Met Mast Lot 1146 (no 235) Nulla Nulla North Road, Bodallin.</li> </ol> | <p><b>Completed</b></p> <p>Approval issued 1/05/2025.</p>               |
| March 2025 | 34/2025           | <p>That Council appointment the following persons under Section 38(1) of the Bush Fire Act 1954:</p> <p>Chief Bush Fire Control Officer: Leigh Dal Busco<br/>Deputy Chief Bush Fire Control Officer North: John Roberts<br/>Deputy Chief Bush Fire Control Officer South: Corey Hilder</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p><b>Complete</b></p> <p>Advertised in Kal Miner on 4 April 2025.</p>  |
| April 2025 | 41/2025           | <p>That Council, by absolute majority, waive the standard usage fee for the Yilgarn Ladies Darts Association for the 2024/2025 financial year.</p> <p>And</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p><b>Complete</b></p> <p>Association advised on decision 5/05/2025</p> |

# Shire of Yilgarn – Council Decision Status Report 2025



| Meeting                      | Resolution Number          | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Status                                                |                            |                 |                              |        |       |                  |        |       |                 |         |       |          |         |       |            |        |       |             |         |       |                                                                         |
|------------------------------|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|----------------------------|-----------------|------------------------------|--------|-------|------------------|--------|-------|-----------------|---------|-------|----------|---------|-------|------------|--------|-------|-------------|---------|-------|-------------------------------------------------------------------------|
|                              |                            | Council advise the Yilgarn Ladies Darts Association that any future requests for waivers must be accompanied with a financial position statement.<br><br>And<br><br>Council are to note the hire bond will still be payable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                       |                            |                 |                              |        |       |                  |        |       |                 |         |       |          |         |       |            |        |       |             |         |       |                                                                         |
| April 2025                   | 42/2025                    | That Council by Absolute Majority:<br><br>1. Agrees to the transfer of 54 Spica Street, Southern Cross WA (Lot 75 on DP223122) to the Shire of Yilgarn via unencumbered freehold title;<br>2. Agrees to the Shire of Yilgarn retaining the overpaid rate balances on the property assessment;<br>3. Endorses the Shire not undertaking enforcement action in the form of a prosecution for breaches of legislation pertaining to the condition of the property and dwelling;<br>4. Agrees to a budget allocation in the 2025/2026 annual budget for the remediation of the dwelling and property;<br>5. Endorses the Shire of Yilgarn covering costs incurred by both parties relating to settlement and land transfer costs;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>In Progress</b><br><br>Conveyancing agent engaged. |                            |                 |                              |        |       |                  |        |       |                 |         |       |          |         |       |            |        |       |             |         |       |                                                                         |
| April 2025                   | 43/2025                    | That Council, by absolute majority, endorses an allocation of \$9,000 in the 2025/2026 annual budget for the Yilgarn Agricultural Society to support the 2025 Yilgarn Agricultural Show.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Complete</b><br><br>Included in 2025/2026 budget.  |                            |                 |                              |        |       |                  |        |       |                 |         |       |          |         |       |            |        |       |             |         |       |                                                                         |
| April 2025                   | 47/2025                    | That Council:<br>1. Endorse the Differential Rating – Objects and Reasons for the 2025/2026 rating years as presented;<br>2. Endorse the following proposed Differential General Rates Categories, Rates in the Dollar and Minimum amounts for the Shire of Yilgarn for the 2025/2026 financial year:<br><br><table><tr><td>Land Category</td><td>Rate - Cents in the Dollar</td><td>Minimum Payment</td></tr><tr><td>GRV - Residential/Industrial</td><td>9.2691</td><td>\$600</td></tr><tr><td>GRV - Commercial</td><td>7.8315</td><td>\$450</td></tr><tr><td>GRV - Minesites</td><td>15.6075</td><td>\$450</td></tr><tr><td>GRV -SPQ</td><td>15.6075</td><td>\$450</td></tr><tr><td>UV - Rural</td><td>1.1845</td><td>\$450</td></tr><tr><td>UV - Mining</td><td>16.4341</td><td>\$450</td></tr></table><br>3. Endorse a public notice and consultation process on the proposed Differential General Rates and General Minimum Rates as follows:<br>• Local public notice being placed on Councils website on Thursday, 1st May 2025 with ancillary notices being published as soon as practicable after this, as per the requirements of section 6.36 of the Local Government Act 1995.<br>• Individual ratepayer consultation for all ratepayers in General Rate Categories with less than 30 ratepayers. | Land Category                                         | Rate - Cents in the Dollar | Minimum Payment | GRV - Residential/Industrial | 9.2691 | \$600 | GRV - Commercial | 7.8315 | \$450 | GRV - Minesites | 15.6075 | \$450 | GRV -SPQ | 15.6075 | \$450 | UV - Rural | 1.1845 | \$450 | UV - Mining | 16.4341 | \$450 | <b>Complete</b><br><br>Endorsed at Special Council meeting 29 May 2025. |
| Land Category                | Rate - Cents in the Dollar | Minimum Payment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                       |                            |                 |                              |        |       |                  |        |       |                 |         |       |          |         |       |            |        |       |             |         |       |                                                                         |
| GRV - Residential/Industrial | 9.2691                     | \$600                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                       |                            |                 |                              |        |       |                  |        |       |                 |         |       |          |         |       |            |        |       |             |         |       |                                                                         |
| GRV - Commercial             | 7.8315                     | \$450                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                       |                            |                 |                              |        |       |                  |        |       |                 |         |       |          |         |       |            |        |       |             |         |       |                                                                         |
| GRV - Minesites              | 15.6075                    | \$450                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                       |                            |                 |                              |        |       |                  |        |       |                 |         |       |          |         |       |            |        |       |             |         |       |                                                                         |
| GRV -SPQ                     | 15.6075                    | \$450                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                       |                            |                 |                              |        |       |                  |        |       |                 |         |       |          |         |       |            |        |       |             |         |       |                                                                         |
| UV - Rural                   | 1.1845                     | \$450                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                       |                            |                 |                              |        |       |                  |        |       |                 |         |       |          |         |       |            |        |       |             |         |       |                                                                         |
| UV - Mining                  | 16.4341                    | \$450                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                       |                            |                 |                              |        |       |                  |        |       |                 |         |       |          |         |       |            |        |       |             |         |       |                                                                         |

Shire of Yilgarn – Council Decision Status Report 2025



| Meeting                                  | Resolution Number                                                                                   | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Status                                                                              |                                                    |                                                                 |                  |  |  |                       |       |       |                         |       |       |                                        |  |  |                                      |                                                                                                     |  |               |         |  |                  |  |  |                       |          |  |                              |         |  |                              |  |  |                                      |       |  |                                          |       |  |                                                   |
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| April 2025                               | 48/2025                                                                                             | That Council endorses the Long-Term Financial Plan 2025/26 - 2034/35 as presented.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Complete</b><br><br>No further action required                                   |                                                    |                                                                 |                  |  |  |                       |       |       |                         |       |       |                                        |  |  |                                      |                                                                                                     |  |               |         |  |                  |  |  |                       |          |  |                              |         |  |                              |  |  |                                      |       |  |                                          |       |  |                                                   |
| May 2025                                 | 58/2025                                                                                             | That Council<br><br>1. Adopts the 2025/2026 Schedule of Fees and Charges as presented; and<br><br>2. Approves the advertising of their effective date of 1 <sup>st</sup> July 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Complete</b><br><br>Public notice completed.                                     |                                                    |                                                                 |                  |  |  |                       |       |       |                         |       |       |                                        |  |  |                                      |                                                                                                     |  |               |         |  |                  |  |  |                       |          |  |                              |         |  |                              |  |  |                                      |       |  |                                          |       |  |                                                   |
| May 2025                                 | 59/2025                                                                                             | <div>That Council adopts the following elected members sitting fees, expense reimbursements/allowances and President &amp; Deputy Presidents allowances for the 2025/2026 financial year:</div> <table><tr><td></td><td>For a council member other than mayor or president</td><td>For a council member who holds the office of mayor or president</td></tr><tr><td colspan="3">Meeting Fee Type</td></tr><tr><td>Council - Per Meeting</td><td>\$440</td><td>\$660</td></tr><tr><td>Committee - Per Meeting</td><td>\$220</td><td>\$220</td></tr><tr><td colspan="3">Expense Reimbursement / Allowance Type</td></tr><tr><td>Travel Reimbursement - Per Kilometre</td><td colspan="2">As per Local Government Officers’ (Western Australia) Award 2021 – section 30.6 for “Rest of State”</td></tr><tr><td>ICT Allowance</td><td colspan="2">\$1,180</td></tr><tr><td colspan="3">Other Allowances</td></tr><tr><td>President - Per Annum</td><td colspan="2">\$13,000</td></tr><tr><td>Deputy President - Per Annum</td><td colspan="2">\$3,250</td></tr><tr><td colspan="3">Independent Committee Member</td></tr><tr><td>Audit &amp; Risk Committee - Per Meeting</td><td colspan="2">\$450</td></tr><tr><td>Other Applicable Committee - Per Meeting</td><td colspan="2">\$450</td></tr></table> |                                                                                     | For a council member other than mayor or president | For a council member who holds the office of mayor or president | 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 |  | <b>Complete</b><br><br>No further action required |
|                                          | For a council member other than mayor or president                                                  | For a council member who holds the office of mayor or president                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                     |                                                    |                                                                 |                  |  |  |                       |       |       |                         |       |       |                                        |  |  |                                      |                                                                                                     |  |               |         |  |                  |  |  |                       |          |  |                              |         |  |                              |  |  |                                      |       |  |                                          |       |  |                                                   |
| 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                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                     |                                                    |                                                                 |                  |  |  |                       |       |       |                         |       |       |                                        |  |  |                                      |                                                                                                     |  |               |         |  |                  |  |  |                       |          |  |                              |         |  |                              |  |  |                                      |       |  |                                          |       |  |                                                   |
| May 2025                                 | 60/2025                                                                                             | By Simple Majority council accepts the 2025/2026 to 2034/2035 Plant Replacement program as presented.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Complete</b><br><br>No further action required                                   |                                                    |                                                                 |                  |  |  |                       |       |       |                         |       |       |                                        |  |  |                                      |                                                                                                     |  |               |         |  |                  |  |  |                       |          |  |                              |         |  |                              |  |  |                                      |       |  |                                          |       |  |                                                   |
| June                                     | 66/2025                                                                                             | That Council endorse laying on the table item 9.1.2 2025 WALGA Annual Convention and AGM.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                     |                                                    |                                                                 |                  |  |  |                       |       |       |                         |       |       |                                        |  |  |                                      |                                                                                                     |  |               |         |  |                  |  |  |                       |          |  |                              |         |  |                              |  |  |                                      |       |  |                                          |       |  |                                                   |
| June                                     | 67/2025                                                                                             | That Council:<br>(1) Endorse the Shire of Yilgarn Community Enhancement Fund Policy, as presented.<br><br>(2) Endorse, by absolute majority, the establishment of the Community Enhancement Fund Advisory Committee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Complete</b><br><br>Policy published, nominations sought for advisory committee. |                                                    |                                                                 |                  |  |  |                       |       |       |                         |       |       |                                        |  |  |                                      |                                                                                                     |  |               |         |  |                  |  |  |                       |          |  |                              |         |  |                              |  |  |                                      |       |  |                                          |       |  |                                                   |

# Shire of Yilgarn – Council Decision Status Report 2025



| Meeting | Resolution Number | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Status                                         |
|---------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
|         |                   | <p>(3) Endorse the Community Enhancement Fund Advisory Committee Terms of Reference, as presented.</p> <p>(4) Endorse the establishment of a Community Enhancement Fund Reserve account via the 2025/2026 annual budget process.</p> <p>(5) Endorse the CEO to undertake minor grammatical or formatting changes to the endorsed documentation if required, on the condition it does not change the intent of the document or its content.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                |
| June    | 68/2025           | <p>That Council endorse the following response to the Department of Planning, Lands and Heritage:</p> <p>The Shire of Yilgarn have no objections to Lot 860 on Deposited Plan 213925, known as 74 Procyon Street, Southern Cross being divested as a freehold title.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Complete                                       |
| June    | 69/2025           | <p>That Council endorse the following response to the Department of Water and Environmental Regulation:</p> <p>In relation to the application by Covalent Lithium pertaining to an amendment to works approval W6673/2022/1 under Division 3 Part V of the Environmental Protection Act 1986 at Mt Holland Mine being located on mining tenement G77/137, M77/1066 and M77/1080, the Shire of Yilgarn have no objections.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Complete                                       |
| June    | 71/2025           | That Council endorse laying on the table item 9.2.3 Rate Repayment Proposal - Assessment A1670.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>Complete</p> <p>See July decision 9.2.3</p> |
| June    | 73/2025           | <p>That Council, by absolute majority, endorse the following Presiding Members and Deputy Presiding Members where relevant for the various Shire of Yilgarn Committees:</p> <p><u>Shire of Yilgarn Audit Committee</u><br/>                     Presiding Member: Jodie Cobden<br/>                     Deputy Presiding Member: Cr Wayne Della Bosca</p> <p><u>Bushfire Advisory Committee</u><br/>                     Presiding Member: Leigh Dal Busco - Chief Bush Fire Control Officer<br/>                     Deputy Presiding Member: Cr Wayne Della Bosca</p> <p><u>Local Emergency Management Committee</u><br/>                     Presiding Member: Cr Wayne Della Bosca<br/>                     Deputy Presiding Member: Cr Bryan Close</p> <p><u>Shire of Yilgarn History Museum Advisory Committee</u><br/>                     Presiding Member: Cr Lisa Granich</p> | Complete                                       |

# Shire of Yilgarn – Council Decision Status Report 2025



| Meeting | Resolution Number | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Status                                                  |
|---------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
|         |                   | <u>Shire of Yilgarn Tourism Advisory Committee</u><br>Presiding Member: Cr Linda Rose<br><br><u>Shire of Yilgarn Roads Committee</u><br>Presiding Member: Cr Bryan Close                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                         |
| June    | 77/2025           | That Council endorse the Social Investment Agreement with Outback Carbon as presented and authorise the Chief Executive Officer to execute on behalf of the Shire of Yilgarn.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Complete</b><br><br>Agreement executed               |
| July    | 83/2025           | That Council note the Strategic Community Plan 2024-2034 - Quarterly Report April to June 2025.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Complete</b>                                         |
| July    | 85/2025           | That Council:<br><br>1. Notes the 2025 WALGA Convention will be held from Monday 22 September 2025 to Wednesday 24 September 2025 at the Perth Convention Centre.<br><br>2. 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<br><br>3. Authorises the CEO and any willing Councillors to attend the 2025 WALGA Local Government Convention.<br><br>4. Nominates Crs Della Bosca and Bradford as the Shire of Yilgarn Voting Delegates at the 2025 WALGA Annual General Meeting.<br>Nominates Cr Rose as the Shire of Yilgarn Proxy Voting Delegates at the 2025 WALGA Annual General Meeting, in the event voting delegates are absent.<br><br>5. Notes the deadline for member motion submissions for the WALGA AGM is 5:00pm on Friday, 8 August 2025.<br><br>Advisory Notes<br><br>1. Councillors are to advise the CEO of their intention to attend the WALGA conference as soon as practicable. | <b>Complete</b>                                         |
| July    | 86/2025           | That Council endorse the following prohibited and restricted burning times for the Shire of Yilgarn district:<br><br>Restricted Burning Period: 19 September to 31 March<br>Prohibited Burning Period 1 November to 15 February                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Complete</b><br><br>Commissioner notified 18/07/2025 |



# Shire of Yilgarn – Council Decision Status Report 2025



| Meeting | Resolution Number | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Status                                                                                                         |
|---------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| July    | 87/2025           | That Council:<br>- Endorse the positions and comments in the draft WALGA submission relating to the Community Benefits for Renewable Energy Projects by Powering WA.<br>And<br>- 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.                                                                                                                                                                                                                                                                                                                                    | <b>Complete</b><br><br>Submission sent 18/07/2025                                                              |
| July    | 88/2025           | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Complete</b><br><br>Submission sent 18/07/2025                                                              |
| July    | 89/2025           | That Council endorse the lease agreement between the Shire of Yilgarn and the Southern Cross Motorcycle Club for Reserve 38802, as presented.<br><br>And<br><br>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.                                                                                                                                                                                                                                                                                                                                                                                             | <b>Complete</b><br><br>Agreement executed by President and CEO.                                                |
| July    | 93/2025           | That Council declines to accept the proposed repayment agreement for the repayment of rates and charge due on Assessment A1670.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Complete</b><br><br>Legal representative notified 30/07/2025                                                |
| August  | 98/2025           | That Council endorse the Shire of Yilgarn Integrity Framework, as presented.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Complete</b><br><br>Published on Shire website                                                              |
| August  | 101/2025          | Moved Cr Rose/Seconded Cr Newbury<br>1. That, by Simple Majority pursuant to the Local Government Act 1995 and following review under the Shire's RAV and AMMS Policies, Council does not support RAV Network 4.3 (Level 3 of the Accredited Mass Management Scheme) on the Koolyanobbing - Southern Cross Road.<br>2. Subject to freight need and road suitability, Council may support RAV Network 4.3 (Level 3 of the Accredited Mass Management Scheme) if the applicant agrees to fund and carry out any required road upgrades, structural improvements, or vegetation clearing necessary to bring the route to standard and further agrees to contribute under the Shire's Heavy Vehicle Road User Fee Policy. | <b>Complete</b><br><br>HVS have been notified that Council does not support AMMS Level 3 on Koolyanobbing Road |
| August  | 102/2025          | That Council, by Simple Majority, endorses the revised Five-Year Plan for Local Roads of Regional Significance for inclusion in the Regional Roads Group funding program 2026–2031.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Complete</b><br><br>Five-Year Plan submitted to RRG.                                                        |
| August  | 103/2025          | In accordance with Section 3.58 of the Local Government Act 1995 (Disposal of Property), Council endorses the disposal of the 2017 Freightliner Prime Mover via public auction.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Complete</b><br><br>Smith Broughton have advertised the Freightliner for auction                            |

# Shire of Yilgarn – Council Decision Status Report 2025



| Meeting | Resolution Number | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Status                                                                                                                       |
|---------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
|         |                   | <p>A \$30,000 reserve to be placed on the auction.</p> <p>Council notes that staff will appoint a reputable auction house to manage the disposal process in line with transparency and market value requirements.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                              |
| August  | 104/2025          | <p>That Council, by Absolute Majority, in accordance with Section 3.57 of the Local Government Act 1995 and Regulation 11 of the Local Government (Functions and General) Regulations 1996:</p> <ol style="list-style-type: none"><li>1) Accept the quotation from Volvo Group Australia (Mack Superliner 600) for \$428,395 (incl GST) as the preferred value for money option, noting its higher engine output (600 hp vs. 550 hp specification), increased GCM rating (110,000kg), and enhanced suitability for multi trailer operations;</li><li>2) Note that the current changeover budget of \$330,000 (ex GST) may require adjustment and that any shortfall may be addressed through the annual budget review process;</li><li>3) Approve that, if the increased budget requirement cannot be met through the normal budget review process, the shortfall be funded from the Plant Replacement Reserve, ensuring continued alignment with Council’s long-term asset renewal strategy.</li></ol> | <p><b>Complete</b></p> <p>New Mack has been ordered through Volvo Australia. Current lead time is approximately 8 months</p> |





# Shire of Yilgarn

## Council Policy Manual

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| Next Review       | SEPT 2026 |

## 1 Members of Council

### 1.1 Delegates Moving Motions

|                         |                                                                              |
|-------------------------|------------------------------------------------------------------------------|
| Section:                | Members of Council                                                           |
| Date Adopted:           |                                                                              |
| Document Control:       | Amended September 2023<br>Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | Council Policy 1.2                                                           |

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

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

## 1.2 WALGA – Nominations to Boards & Committees

|                         |                                                    |
|-------------------------|----------------------------------------------------|
| Section:                | Members of Council                                 |
| Date Adopted:           |                                                    |
| Document Control:       | Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | Council Policy 1.3                                 |

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

## 1.3 Use of Council's Common Seal

|                         |                                                                              |
|-------------------------|------------------------------------------------------------------------------|
| Section:                | Members of Council                                                           |
| Date Adopted:           |                                                                              |
| Document Control:       | Amended September 2023<br>Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | Council Policy 1.4                                                           |

### OBJECTIVE:

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

### POLICY:

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

### PROCESS:

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

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

Shire President

Chief Executive Officer

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

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

## 1.4 Elected Members Entitlements

|                         |                                                                              |
|-------------------------|------------------------------------------------------------------------------|
| Section:                | Members of Council                                                           |
| Date Adopted:           |                                                                              |
| Document Control:       | Amended September 2023<br>Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | Council Policy 1.5                                                           |

### **INTRODUCTION:**

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

### **PURPOSE:**

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

### **ALLOWANCES:**

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

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

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

### **REIMBURSEMENTS:**

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

The CEO is responsible for managing reimbursements.



## 1.5 Communications Policy

|                         |                                                                        |
|-------------------------|------------------------------------------------------------------------|
| Section:                | Members of Council                                                     |
| Date Adopted:           |                                                                        |
| Document Control:       | Amended Sept 2023<br>Reviewed September 2024<br>Amended September 2025 |
| Previous Policy Number: | Council Policy 1.6                                                     |

### PURPOSE:

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

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

### 1. MEDIA COMMUNICATIONS

#### INTRODUCTION:

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

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

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

#### DEALING WITH MEDIA ENQUIRIES:

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

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

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

All staff are required to pass on important information to the Chief Executive Officer which

could be used as the basis for a press release or internal communication. The Chief Executive Officer will decide if the information warrants a media release and/or photo or other treatment.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Contractors or service providers employed by Council must refer all media enquiries relating

to Council to the Chief Executive Officer.

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

## 2. COMMUNITY ENGAGEMENT

### DEFINITIONS

Community – those who live, work or recreate in the Shire of Yilgarn.

Community engagement – is any process “that involves the public in problem solving or decision-making and uses public input to make decisions”. (IAP2)

### INTRODUCTION

Community engagement may refer to a range of interactions of differing levels of engagement between the Shire and the community, including;

- Information sharing processes, to keep the community informed and promotes understanding.
- Consultation processes, to obtain feedback.
- Involving community members consistently throughout the process to ensure community concerns and aspirations are understood and considered.
- Collaborating with community members in each aspect of the decision making process.
- Empowering the community.

The Shire of Yilgarn is committed to strengthening the Shire through effective community engagement to share information, gather views and opinions, develop options, build consensus and make decisions.

Community engagement assists the Shire of Yilgarn to provide good governance and strong leadership, delivering better decisions to guide the Shire's priorities into the future.

This policy does not negate the requirement of the Shire to comply with statutory obligations.

To achieve meaningful community engagement, the Shire undertake the following:

- The Shire will provide information to the community in a timely manner.
- The Shire will communicate in a variety of formats ensuring that information is readily accessible to all people with differing abilities and cultural diversity.
- The community will be informed of the availability of community consultation and Shire information in different formats.
- The Council will endeavor to provide an adequate budget allocation for a diversity of communication tools that will ensure accessibility for people with differing abilities and communication requirements.
- The Shire will seek to communicate with a diversity of community groups to ensure information is readily available to all.
- Shire activities and events will be promoted across community groups and in a timely

manner to allow for optimal community engagement.

The following principles apply to community engagement undertaken by the Shire of Yilgarn;

|                                                   |    |                                                                                                                                                                                                                                                                 |
|---------------------------------------------------|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Focus and commitment</b>                       | 1  | The purpose of each community engagement will be clearly scoped to determine how the engagement will add value to the Shire's decision-making process.                                                                                                          |
|                                                   | 2  | Each community engagement will be planned to clarify the level of influence the participants will have over the decision they are being invited to comment on or participate in. The person or body who is responsible for the final decision will be notified. |
|                                                   | 3  | The Shire is genuinely open to engaging with the community and committed to using a range of appropriate engagement methods.                                                                                                                                    |
| <b>Transparency and openness</b>                  | 4  | All community engagement processes will be open and transparent.                                                                                                                                                                                                |
|                                                   | 5  | Comment will be documented and analysed.                                                                                                                                                                                                                        |
|                                                   | 6  | The Shire will seek to understand the concerns and interests of all stakeholders and provide opportunities for participants to appreciate each other's perspectives.                                                                                            |
| <b>Responsiveness and feedback</b>                | 7  | The Shire will advise participants of progress on issues of concern and provide feedback in a timely manner on the decision made and the rationale for the decision will be communicated where necessary.                                                       |
|                                                   | 8  | The best interest of the community will prevail over the individual or vested interests.                                                                                                                                                                        |
| <b>Inclusiveness, accessibility and diversity</b> | 9  | Persons or organisations affected by or who have an interest in a decision will have an opportunity to participate in the community engagement process.                                                                                                         |
|                                                   | 10 | Community engagement process will be open to all those who wish to participate.                                                                                                                                                                                 |
| <b>Accountability</b>                             | 11 | The Shire will seek community engagement to enhance its decision-making, however, where the Shire is responsible and accountable for a given matter, it will accept its responsibility to make the final decision and provide leadership.                       |
| <b>Information</b>                                | 12 | Appropriate, accessible information will be available to ensure participants are sufficiently well informed and supported to participate in the process.                                                                                                        |
| <b>Timing</b>                                     | 13 | Community engagement will be undertaken early enough in the process to ensure that participants have enough time to consider the matter at hand and provide meaningful feedback.                                                                                |
|                                                   | 14 | All engagement processes will have timeframes that will be made clear to participants and adhered to by the Shire.                                                                                                                                              |

|                   |           |                                                                                                                      |
|-------------------|-----------|----------------------------------------------------------------------------------------------------------------------|
| <b>Resources</b>  | <b>15</b> | The Shire will allocate sufficient financial, human and technical resources to support community engagement.         |
| <b>Evaluation</b> | <b>16</b> | The Shire will monitor and evaluate processes to ensure the engagement being undertaken is meeting planned outcomes. |

## 3. TYPES OF COMMUNICATION

### INTERNET AND WEB PAGE COMMUNICATIONS:

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

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

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

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

### SOCIAL MEDIA

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

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

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

- Only persons approved by the CEO are permitted to utilise the Shire's social media accounts;
- Those permitted to access Shire of Yilgarn social media accounts are to ensure posts are related to Shire business and operations only (such as road closures, shire events, public notices approved by the CEO);
- Language is to be non-offensive and a-political;
- Posts are not to mention members of the public, unless approved by the mentioned person or CEO;
- Should offensive comments be placed by community members, the posts are to be removed and/or all comments removed and ability to comments removed from post;

- Under no circumstances should the Shire accounts respond to comments on Shire posts, unless approved by the CEO.

### **COMMUNITY NEWSLETTER:**

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

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

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

The newsletter should carry a disclaimer in the following terms:

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

### **EMERGENCY COMMUNICATION:**

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

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

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

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

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

## 1.6 Related Parties Disclosures

|                         |                                                                              |
|-------------------------|------------------------------------------------------------------------------|
| Section:                | Members of Council                                                           |
| Date Adopted:           |                                                                              |
| Document Control:       | Amended September 2023<br>Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | Council Policy 1.9                                                           |

### INTRODUCTION:

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

### PURPOSE:

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

### BACKGROUND:

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

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

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

### IDENTIFICATION OF RELATED PARTIES:

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

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

- An elected Council member.



- Key management personnel being a person employed under section 5.36 of the Local Government Act 1995 in the capacity of:
  - Chief Executive Officer
  - Executive Manager Corporate Services
  - Executive Manager Infrastructure
- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.
- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

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

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

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

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

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

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

undertake with council and are referred to as an Ordinary Citizen Transaction (OCT).



Where the Shire can determine that an OCT was provided at arm's length, and

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

### **DISCLOSURE REQUIREMENTS:**

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

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

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

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

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

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

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

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

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

#### **4. Confidentiality**

All information contained in a disclosure return, will be treated in confidence. Generally,

related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding,

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

### 5. Materiality

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

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

## 1.7 Council Forum / Briefing Session

|                         |                                                                             |
|-------------------------|-----------------------------------------------------------------------------|
| Section:                | Members of Council                                                          |
| Date Adopted:           |                                                                             |
| Document Control:       | Amended September 2023<br>Reviewed September 2024<br>Amended September 2025 |
| Previous Policy Number: | Council Policy 1.10                                                         |

That a Council Forum/Briefing Session be held every month, except January, prior to the Ordinary Meeting of Council commencing at 3.00pm.

The following Forum Procedure Applies Forum Procedure

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

## 1.8 Induction for Councillors

|                         |                                                    |
|-------------------------|----------------------------------------------------|
| Section:                | Members of Council                                 |
| Date Adopted:           |                                                    |
| Document Control:       | Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | Council Policy 1.11                                |

### OBJECTIVES:

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

### POLICY STATEMENT:

#### Introduction

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

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

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

### PRINCIPLES:

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

### PROVISIONS:

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

## 1.9 Continuing Professional Development of Council Members

|                         |                                                                              |
|-------------------------|------------------------------------------------------------------------------|
| Section:                | Members of Council                                                           |
| Date Adopted:           |                                                                              |
| Document Control:       | Amended September 2023<br>Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | Council Policy 1.12                                                          |

### 1 General Purpose and Principles

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

### 2 Induction and Regulatory Prescribed Training

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

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

### **3 Evaluation/Review**

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

### **4 Professional Development**

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

### **5 Oversight Committee**

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

- This Policy;
- Its review and amendments from time to time;
- The process and outcome of the evaluation and review mentioned in paragraph 3 of this

Policy;

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

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

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

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

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

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

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

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



## 1.10 Attendance at Events and Functions

|                         |                                                                         |
|-------------------------|-------------------------------------------------------------------------|
| Section:                | Members of Council                                                      |
| Date Adopted:           |                                                                         |
| Document Control:       | Amended Sept 2023<br>Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | Council Policy 1.13                                                     |

### Introduction

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

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

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

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

### **Definitions**

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

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

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

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

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

### 2. Attendance at pre-approved events

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

for example if food and alcohol included, or if the benefit is primarily for entertainment.

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

3.3. Approval is required in respect of:

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

#### 4. Partners

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

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

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

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

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

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

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

- a) a description of the gift;

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

## 1.11 Risk Management Policy

|                         |                                                    |
|-------------------------|----------------------------------------------------|
| Section:                | Members of Council                                 |
| Date Adopted:           |                                                    |
| Document Control:       | Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | Council Policy 1.14                                |

### POLICY OBJECTIVES

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

### POLICY STATEMENT

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

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

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

### POLICY STATEMENT

The following points provide detail on the objective specifics:

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

### KEY POLICY DEFINITIONS

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

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

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic,

organisation-wide, project, product or process).

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

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

### ROLES & RESPONSIBILITIES

The CEO is responsible for the:

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

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

### RISK ASSESSMENT AND ACCEPTANCE CRITERIA

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

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

### MONITOR & REVIEW

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

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



## RISK ASSESSMENT AND ACCEPTANCE CRITERIA

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

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

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

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

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

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

## 1.12 Conducting Electronic Meetings and Attendance by Electronic Means

|                         |                         |
|-------------------------|-------------------------|
| Section:                | Members of Council      |
| Date Adopted:           | 19 September 2024       |
| Document Control:       | Reviewed September 2025 |
| Previous Policy Number: |                         |

### Policy Objective

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

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

### Definitions

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

### Policy Statement

- Electronic Attendance at an In-Person Meeting [Administration Regulations 14C and 14CA]**
  - For efficiency and the avoidance of unnecessary inconvenience, Members are to submit requests for electronic attendance at the earliest opportunity, but in any case, requests must be received so that there is sufficient time for the request to be considered and the necessary technology and meeting protocols to be implemented.
  - A request for electronic attendance at an in-person meeting:
    - Is to be provided to the Mayor/President;
    - Where the Mayor/President is unavailable to approve a request, the request is to be considered by Council (the request is to be moved, seconded and approved);
    - Where the Mayor/President rejects a request, the requester may ask Council to re-consider the request; and
    - The Mayor/President may refer their own request to the Deputy Mayor/President, [acting under Section 5.34 of the Act]; or alternatively, may refer the request to Council for decision.

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

must first be approved by Council.

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

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

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

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

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

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

### 3. Participating in Meetings by Electronic Means

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

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

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

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

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

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

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

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



## 2 Bushfire

### 2.1 Bush Fire Advisory Committee Policy

|                         |                                                    |
|-------------------------|----------------------------------------------------|
| Section:                | Bushfire                                           |
| Date Adopted:           |                                                    |
| Document Control:       | Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | Bushfire Policy 2.4                                |

#### **OBJECTIVE:**

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

#### **OPERATIONAL GUIDELINES**

##### **Name**

Shire of Yilgarn Bush Fire Advisory Committee.

##### **Governing Legislation**

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

##### **Membership**

Membership consist of:

##### ***VOTING MEMBERS:***

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

If dual positions, only one vote per individual.

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

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

##### **Vision**

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

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

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

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

### **Meetings**

#### *ANNUAL GENERAL MEETING*

The Annual general Meeting is to be held in April.

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

Note: The chairperson shall be the CBFCO

#### *COMMITTEE MEETINGS*

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

#### *QUORUM*

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

#### *VOTING*

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

#### *MINUTES*

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

#### *MEETINGS*

Meetings shall be generally open to the public.

#### *MEMBERS INTEREST TO BE DISCLOSED*

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

#### *SECRETARIAT*

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

### *CHAIRPERSON*

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

### *MEETING ATTENDANCE FEES*

Nil

### *DELEGATED AUTHORITY*

Nil

## 3 Finance

### 3.1 Surplus Funds Investment

|                         |                                                    |
|-------------------------|----------------------------------------------------|
| Section:                | Finance                                            |
| Date Adopted:           |                                                    |
| Document Control:       | Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | Finance Policy 3.2                                 |

#### **POLICY:**

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

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

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

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

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

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

#### **PROCESS:**

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

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

## 3.2 Resourcing Employee Entitlements

|                         |                                                    |
|-------------------------|----------------------------------------------------|
| Section:                | Finance                                            |
| Date Adopted:           |                                                    |
| Document Control:       | Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | Finance Policy 3.3                                 |

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

The value of this Reserve must mirror the value of:

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

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

## 3.3 Reserve Portfolio Rationale

|                         |                                                    |
|-------------------------|----------------------------------------------------|
| Section:                | Finance                                            |
| Date Adopted:           |                                                    |
| Document Control:       | Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | Finance Policy 3.4                                 |

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

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

### 3.4 Purchasing and Tendering

|                         |                                                                              |
|-------------------------|------------------------------------------------------------------------------|
| Section:                | Finance                                                                      |
| Date Adopted:           |                                                                              |
| Document Control:       | Amended September 2023<br>Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | Finance Policy 3.5                                                           |

#### 1. PURCHASING

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

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

##### 1.1 OBJECTIVES

The Shire’s purchasing activities will achieve:

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

##### 1.2 ETHICS & INTEGRITY

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

##### 1.3 VALUE FOR MONEY

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

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

### 1.3.1 Assessing Value for Money

Assessment of value for money will consider:

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

## 1.4 PURCHASING THRESHOLDS AND PRACTICES

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

### 1.4.1. Policy Purchasing Value Definition

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

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



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

### 1.4.2. Purchasing from Existing Contracts

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

### 1.4.3. Table of Purchasing Thresholds and Practices

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

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

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

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

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

### 1.4.4 Exemptions

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

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

### 1.4.5 Inviting Tenders Under the Tender Threshold

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

This decision will be made after considering:

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

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

### 1.4.6 Other Procurement Processes

#### 1.4.6.1 Expressions of Interest

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

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

Request for Tender process, where the purchasing requirement is:

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

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

#### *1.4.6.2 Request for Proposal*

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

#### **1.4.7 Emergency Purchases**

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

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

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

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

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

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

### **1.4.9 Anti-Avoidance**

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

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

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

### **1.5 Variations**

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

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

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

## **2. SUSTAINABLE PROCUREMENT**

### **2.1 LOCAL ECONOMIC BENEFIT**

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

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

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

### **2.2 PURCHASING FROM DISABILITY ENTERPRISES**

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

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

### **2.3 PURCHASING FROM ABORIGINAL BUSINESSES**

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

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



A qualitative weighting will be used in the evaluation of quotes and tenders to provide advantages to businesses registered in the current Aboriginal Business Directory WA, in instances where not directly contracted.

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

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

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

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

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

### **3.1 OBJECTIVES**

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

Part of the consideration of establishing a panel includes:

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

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

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

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

Panels may be established for a maximum of three (3) years. The length of time of a

Local Panel is decided with the approval of the CEO.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

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

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

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

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

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

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

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

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

pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 1.4.3 of this Policy. When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

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

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

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

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

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

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

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

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

Where a breach is substantiated it may be treated as:

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

## **5. RECORD KEEPING**

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

### 3.5 Regional Price Preference

|                         |                                                    |
|-------------------------|----------------------------------------------------|
| Section:                | Finance                                            |
| Date Adopted:           |                                                    |
| Document Control:       | Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | Finance Policy 3.5(A)                              |

#### OBJECTIVES

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

#### POLICY

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

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

##### Stipulated Area

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

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

##### Stipulated Area

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

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

##### Stipulated Area

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

2.5% to all suppliers located within the Goldfields region

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

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

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

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

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

|                         |                                                    |
|-------------------------|----------------------------------------------------|
| Section:                | Finance                                            |
| Date Adopted:           |                                                    |
| Document Control:       | Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | Finance Policy 3.7                                 |

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

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

Recovery Actions include:

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

### 3.7 Use of Council Transaction Card

|                         |                                                                              |
|-------------------------|------------------------------------------------------------------------------|
| Section:                | Finance                                                                      |
| Date Adopted:           |                                                                              |
| Document Control:       | Amended September 2023<br>Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | Finance Policy 3.8                                                           |

#### PURPOSE:

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

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

#### SCOPE

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

#### DEFINITIONS

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

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

#### POLICY STATEMENT

#### MANAGEMENT OVERSIGHT AND REPORTING

##### Legislation

- 1 Section 6.5(a) of the *Local Government Act 1995* prescribes the Chief Executive Officer’s (CEO) duty to ensure that proper accounts and records of the

transactions and affairs of the Local Government are kept in accordance with regulations.

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

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

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

### **Management Oversight**

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

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

### **Reporting**

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



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

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

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

#### **Allowable Transactions**

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

#### **Prohibited Transactions**

- The Shire of Yilgarn prohibits the use of Transaction Card facilities for:
  - Cash advances;
  - Incurring expenses which are personal or private (i.e. any expenditure which is not an approved Local Government activity);

- Making deposits onto the Card, whether to offset misuse or otherwise;
  - Incurring Capital expenditure;
  - Incurring expenditure for goods or services which are subject to a current supplier contract;
  - Incurring expenses which are not in accordance with legislation, the Shire of Yilgarn Procurement of Goods and Services Policy, the Annual Budget and/or the conditions or limitations relevant to the individual Cardholder;
  - Splitting expenditure to avoid compliance with the Procurement of Goods and Services Policy or to negate limits or conditions applicable to the Cardholder; and
  - Incurring expenses for the primary purpose of obtaining personal advantage through the transaction (i.e. membership or loyalty rewards).
2. For clarity, Elected Members are prohibited from using Shire of Yilgarn Transaction Cards as the *Local Government Act 1995* does not provide authority for an Elected Member to incur liabilities on behalf of the Local Government. The Act limits Local Governments to only paying Elected Member allowances and reimbursing Elected Member expenses.

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

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

### **Transaction evidence**

1. A sufficient transaction record must include the following minimum information:
  - Invoice and/or receipt that includes; the date, company name, address, ABN, amount and any GST amount included;

- Where an invoice and/or receipt cannot be obtained, the Cardholder must provide a Statutory Declaration, in accordance with the *Oaths, Affidavits and Statutory Declarations Act 2005*, detailing the nature of the expense and sufficient information to satisfy the requirements of subclause (a) above.
2. Where a Transaction Card is used to incur an expense for hospitality, the transaction record must include for the purposes of Fringe Benefits Tax calculations and probity:
- the number of persons entertained;
  - the names of any employees in that number; and
  - the purpose of providing the entertainment or hospitality.

### PROCEDURE FOR AUTHORISATION OF CREDIT CARD PURCHASES:

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

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

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

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

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

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

☐ Council Credit Card

☐ Council Fuel Card

Transaction Card Holders Name: .....

Transaction Card Holders Signature: .....

Date .....

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

|                         |                                                                              |
|-------------------------|------------------------------------------------------------------------------|
| Section:                | Finance                                                                      |
| Date Adopted:           |                                                                              |
| Document Control:       | Amended September 2023<br>Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | Finance Policy 3.9                                                           |

#### OBJECTIVE:

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

#### 1. Rates

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

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

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

#### PROCEDURE:

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

maximum period over which repayment will be permitted will be three months.

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

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

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

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

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

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

- to offset against the outstanding debt;
- e) Offset of any City contributions owing to the personal entity against, any outstanding debt;
- f) Report to the Council to consider cancellation of a Lease Agreement.

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

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

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

### 4. Application for Special Payment Arrangement

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

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

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

### 5. Interest on Overdue Monies

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

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

### 6. Financial Hardship Provisions

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

The Shire may:

- a. Identify ratepayers in financial hardship.
- b. Establish a payment plan if the ratepayer needs flexibility with paying rates or debts.
- c. Waive interest and additional charges.
- d. Suspend debt recovery while assessing the financial hardship application and if the ratepayer complies with the payment plan agreed with the Shire

- e. Always maintain confidential communication.
- f. Assist the ratepayer to connect with financial support services provided by Federal and State Government agencies.

The Shire's financial hardship provisions are reviewed annually.

### **8. Complaints Process**

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

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

### 3.9 Use of Shire Facilities by Service Providers

|                         |                                                    |
|-------------------------|----------------------------------------------------|
| Section:                | Finance                                            |
| Date Adopted:           |                                                    |
| Document Control:       | Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | Finance Policy 3.10                                |

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



### 3.10 Timely Payment of Suppliers

|                         |                                                    |
|-------------------------|----------------------------------------------------|
| Section:                | Finance                                            |
| Date Adopted:           |                                                    |
| Document Control:       | Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | Finance Policy 3.11                                |

#### OBJECTIVES

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

#### DEFINITIONS

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

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

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

#### POLICY

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

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

### 3.11 Discretionary Capital Expenditure – Business Case

|                         |                                                    |
|-------------------------|----------------------------------------------------|
| Section:                | Finance                                            |
| Date Adopted:           |                                                    |
| Document Control:       | Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | Finance Policy 3.13                                |

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

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

### 3.12 Supplier Onboarding

|                         |                                                    |
|-------------------------|----------------------------------------------------|
| Section:                | Finance                                            |
| Date Adopted:           |                                                    |
| Document Control:       | Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | Finance Policy 3.14                                |

#### OBJECTIVES

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

#### STATEMENT

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

#### POLICY

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

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

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

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

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

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

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

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

## 4 Engineering

### 4.1 Crossovers

|                         |                                                    |
|-------------------------|----------------------------------------------------|
| Section:                | Engineering                                        |
| Date Adopted:           |                                                    |
| Document Control:       | Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | Engineering Policy 5.1                             |

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

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

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

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

#### **Payments**

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

#### **MAJOR UPGRADES:**

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

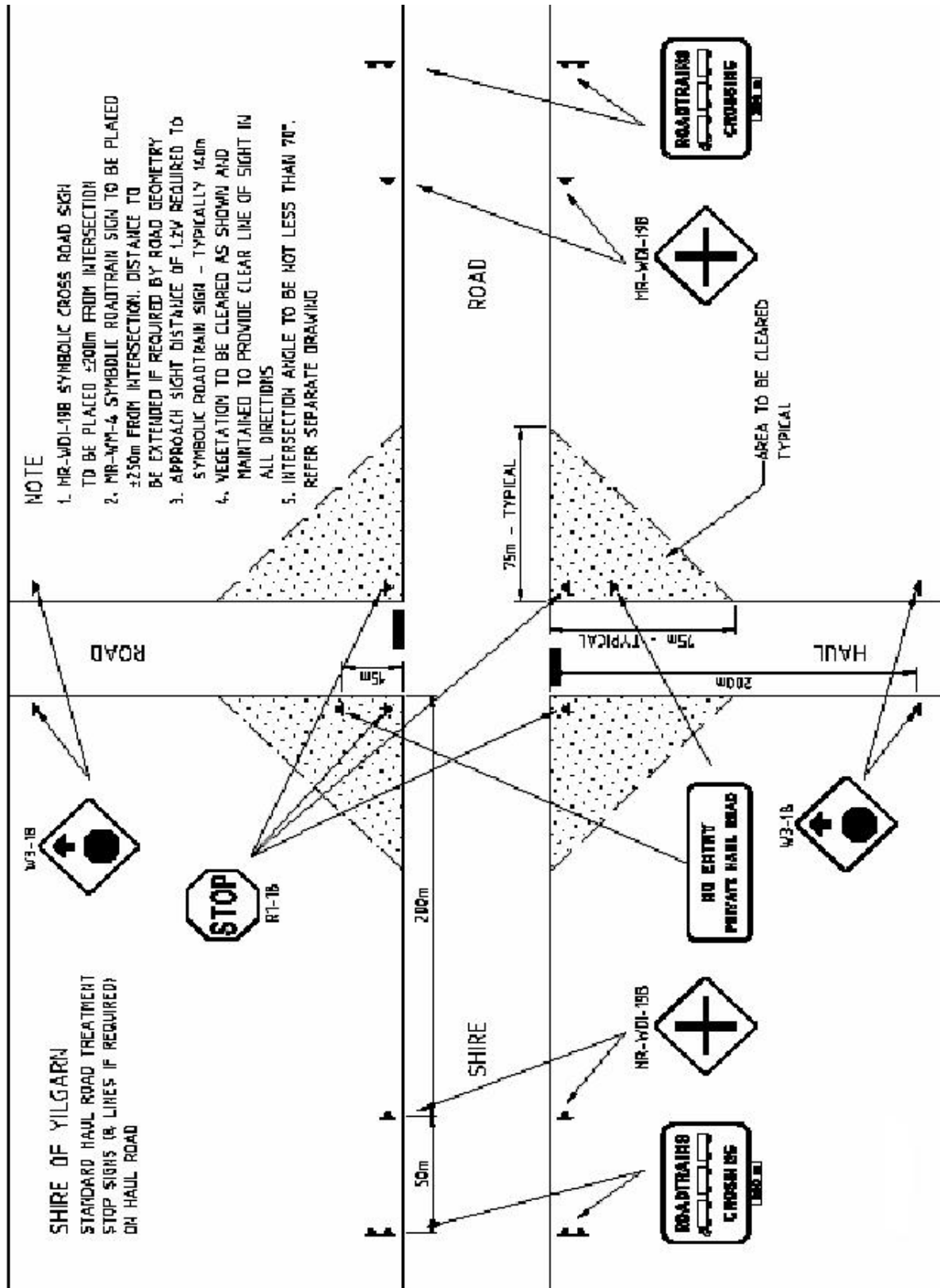
### 4.2 Traffic Intersection Management Plan (Private Haul Roads Intersecting with Roads Under Council Control)

|                         |                                                    |
|-------------------------|----------------------------------------------------|
| Section:                | Engineering                                        |
| Date Adopted:           |                                                    |
| Document Control:       | Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | Engineering Policy 5.5                             |

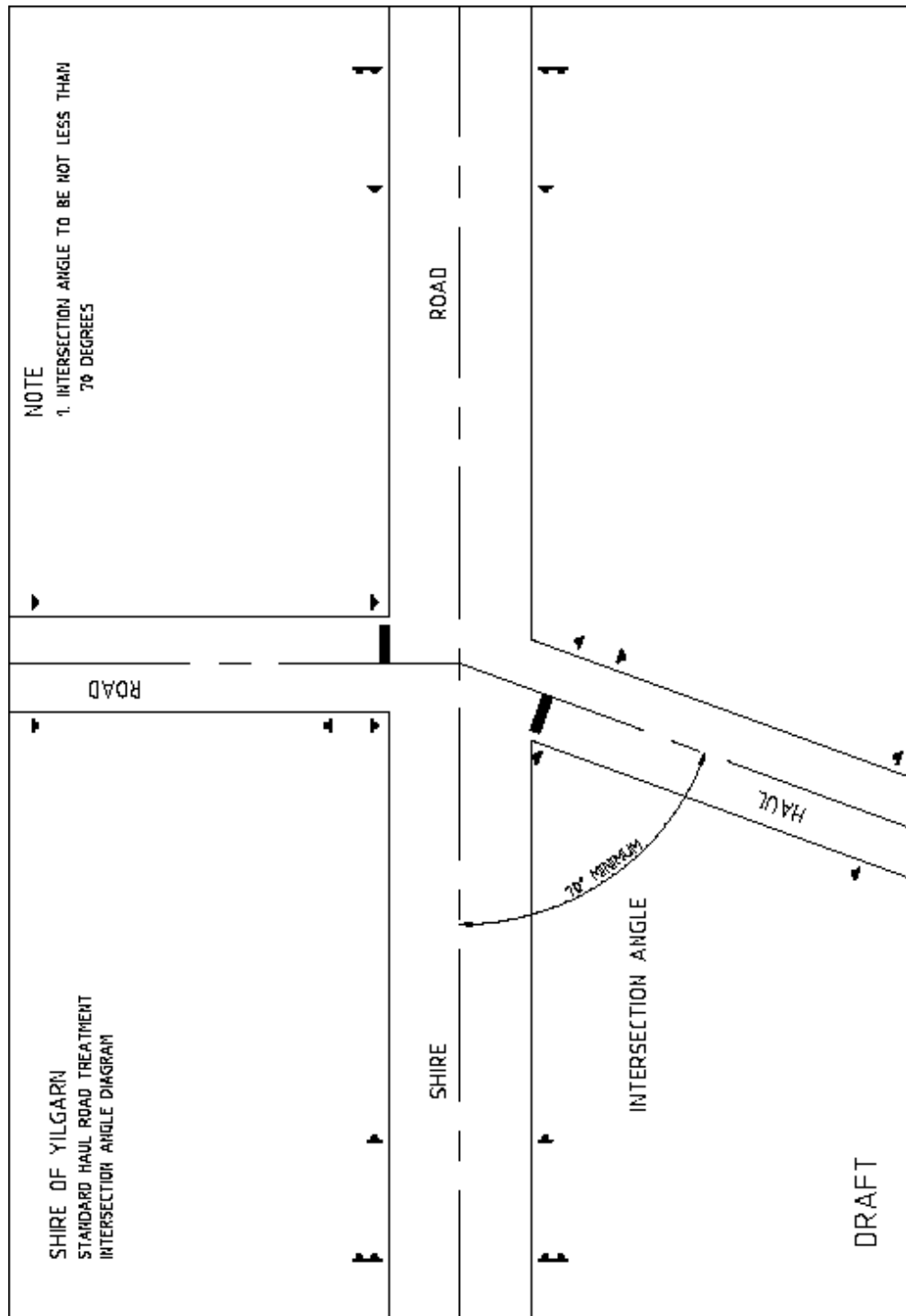
The following provisions may apply in respect to applications, however all applications are to be treated on their merits –

1. The applicant will require that all vehicles and operators of such vehicles routinely using the haul-road will be licensed in accordance with Department for Transport requirements. The applicant may infrequently seek to pass unlicensed vehicles across the intersection, but will only do so after obtaining any necessary permits, and will comply with all conditions imposed.
2. The intersection signage, geometry, and sight distance criteria will be maintained continuously.
3. The intersection will be inspected daily by the applicant and/or approved contractor personnel. The inspection will be documented and records of the inspection maintained. The inspection will identify any non-conformances against the criteria outlined in (2) above. Records will be forwarded to the Shire on a monthly basis.
4. The applicant, through its haulage contractors, will maintain to a high standard the intersection road surfaces and associated drains and signage at its cost. The standard maintained will allow safe passage of traffic which complies with signage on both affected roads. The applicant will liaise with Shire staff in relation to maintenance of all Council controlled roads approaching haul road intersections, and will, subject to on-going approval of the Shire, maintain the approaches for 250 metres from the commencement of the signage either side of the haul road.
5. The applicant will liaise regularly with the Shire to discuss and resolve any issues arising from the use of the roads.
6. The applicant will monitor dust generation 250 metres each side of the haul road and undertake watering if required. Saline water is prohibited on Council controlled roads.
7. The applicant, generally through its haulage contractor, will ensure that all haul road users are properly inducted, and receive specific instruction in relation to the haul road intersections.
8. Council in consultation with the applicant has the right to withdraw approval of haul roads crossing public roads under Council control if the above conditions are not adhered to.
9. Where appropriate, on haul roads crossing a Council road reserve, the provision of adequate lighting towers for night time operation be placed as an additional condition upon the applicant.

Attachment 1 – Sign description and layout



**Attachment 2 – Intersection Angles**





### 4.3 Roadside Memorials

|                         |                                                    |
|-------------------------|----------------------------------------------------|
| Section:                | Engineering                                        |
| Date Adopted:           |                                                    |
| Document Control:       | Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | Engineering Policy 5.6                             |

That Council adopts Main Roads Western Australia's "Roadside Memorials Policy and Guidelines" as its Policy when receiving applications for the erection of memorials on Council controlled roads, subject to –

- Removal of any obligation on Council to provide or subsidise the materials, plants etc., used in any memorial; and
- The removal of the memorial after a period of 5 years.

### 4.4 Assessing Applications to Operate Restricted Access Vehicles

|                         |                         |
|-------------------------|-------------------------|
| Section:                | Engineering             |
| Date Adopted:           | 21 November 2024        |
| Document Control:       | Reviewed September 2025 |
| Previous Policy Number: |                         |

#### INTRODUCTION

The Shire of Yilgarn seeks to achieve a sustainable road network that balances the needs of the community and the provision of an efficient freight network to support economic growth and development. The most recent RAV network routes for the Shire of Yilgarn can be found on the Main Roads WA Heavy Vehicles website

A Restricted Access Vehicle (RAV) is a vehicle that exceeds a statutory mass or dimension limit as prescribed in the Road Traffic (Vehicles) Regulations 2014. RAVs can only operate on roads approved by Main Roads, under either an Order (Notice) or a permit. A Notice is an instrument of approval that is published in the Government Gazette and grants access for certain types of RAVs on defined networks of roads. All RAVs require a permit unless they are authorised under a Notice.

There are three types of restricted networks; the Standard RAV Network, Concessional Loading RAV Network and the Tri – drive Restricted Access Vehicle Network.

Operators may apply to add or amend a RAV route. It is Main Roads WA policy to consult with Local Governments before adding or amending a RAV route. Local Governments may request that Main Roads WA consider certain conditions for the RAV route. Once a Local Government has provided their conditional approval for a RAV route, Main Roads WA conducts a route assessment and prepares a summary report. The Main Roads Heavy Vehicle Services (HVS) considers the application before the RAV Network is updated.

#### OBJECTIVE

The objective of this policy is to provide guidance to the Shire of Yilgarn Staff when assessing an application to add or amend a road on the Restricted Access Vehicle network.

#### DEFINITIONS:

**Restricted Access Vehicle (RAV):** A Restricted Access Vehicle (RAV) is a vehicle that exceeds any of the following:

- a width of 2.5 metres;
- a height of 4.3 metres;
- a length of 19 metres for a vehicle combination;
- a length of 12.5 metres for a rigid vehicle;
- a gross mass of 42.5 tonnes; or

- any other mass or dimension limit prescribed in the Road Traffic (Vehicles) Regulations 2014.

**Notice:** A Notice (or Order) is an approval instrument published in the Government Gazette by the Commissioner of Main Roads that grants access or provides mass or dimension modifications to RAVs

**Permit:** A Permit is an approval instrument issued by the Commissioner of Main Roads to grant access or provide mass or dimension modifications to RAVs.

**Accredited Mass Management Scheme (AMMS):** AMMS is a Main Roads concessional loading scheme that allows vehicles to operate above statutory Mass Limits. Once a transport operator has the appropriate loading control method in place they can apply for an AMMS permit which allows them to operate at the higher mass limits. AMMS allows for three (3) concessional mass levels which provide up to an additional 3.5 tonnes per tri-axle and 1.0 tonne per tandem axle combination.

**CA07:** is a condition of access applied by Main Roads via a Restricted Access Vehicle (RAV) Permit or Order, which requires the Transport Operator to obtain a Letter of Agreement from the Local Government to access specific local roads. Without the Letter of Agreement, the Transport Operator is not meeting the condition of access and is consequently breaching the Permit or Order and not legally allowed access to the local road

### RELATED POLICIES

The following Local Government strategies and policies are relevant to this policy:

- Heavy Vehicle Road Improvement Contribution
- Road Construction Policy

### RELATED LEGISLATION

- Road Traffic (Vehicles) Regulations 2014
- Road Traffic (Vehicles) Act 2012 Road Traffic (Administration) Act 2008
- Road Traffic (Administration) Regulations 2014
- Road Traffic Code 2000 Land Administration Act 1997 (Sec 55)
- Local Government Act 1995 Main Roads Act 1930

### POLICY STATEMENT

#### Assessing a RAV Access Application

It is Main Roads' policy that support from the relevant road owner is obtained before an application for RAV access is assessed. Main Roads HVS will forward all applications to the road owner for support. If the Local Government is supportive of the application, then they must undertake a preliminary assessment before endorsing the application.

The Main Roads RAV Network Access Strategy is aimed at establishing and maintaining a Strategic Road Freight Network (SRFN). The SRFN consists of roads, agreed on by Main Roads and Local Government, which carry the bulk of freight vehicles. When considering access decisions, Local Governments should be mindful of network wide considerations

## Council Policy Manual

relating to efficiency, connectivity, sustainability, asset protection public safety and public amenity. Where a more appropriate route is available, linking to the SRFN, it is reasonable to propose alternative routes to the applicant via the response to Main Roads WA. Approvals for RAV access outside of the SRFN should generally be limited to where access is required to a particular origin and / or destination or loading and unloading locations.

### Assessing Support

The Local Government must first determine if it supports the application. The assessment to determine support must be performed by a suitably qualified and experienced Local Government officer or consultant. The assessor must record the basis for the decision and these records should accompany the application when it is referred to Council for approval.

### The following criteria should be considered.

1. Is the road identified as a link on the Strategic Road Freight Network on a regional or local plan?
2. What is the designated Main Roads hierarchy? See Hierarchy Definitions and recommended roles in relation to the RAV.
3. Does the route provide connectivity to activity centres?
4. Does the route provide connectivity to the State Road network?
5. Is the proposed RAV rating consistent with the connecting routes?
6. If the route crosses into adjacent Shires, have they been consulted?
7. Are there alternative routes that would be preferable for the RAV access?
8. Does the route impact community facilities e.g. schools, hospitals and town sites?
9. Will the proposed access impact public safety?
10. Is the proposed access likely to result in extraordinary damage to the road pavement? Consult the Local Government Heavy Vehicle Charging Policy.
11. Are there any bridges or other structures that are clearly below the standard required for the proposed access or likely to result in dangerous operating conditions?
12. Are there any known physical or topographical constraints?
13. Is the road listed in ROADS 2030?

Further to this, consideration needs to be given to the benefits of approving RAV access. While a RAV may be a larger vehicle, the routes are assessed to ensure the vehicle can operate safely amongst other traffic. Approving RAV access will potentially reduce vehicle movements for the same transport task, which in turn reduces congestion, emissions, noise, community impact and road wear.

### Preliminary Assessment

If the Local Government supports the application, then a preliminary assessment must be performed by the Local Government.

However, If the application is for a road on the Tandem Drive Network to be added to the Tri Drive or Concessional Networks then no preliminary assessment is required by the Local Government. Guidance on performing a preliminary assessment is provided by MR HVS Framework adding a Local Government Road to a Redistricted Access Vehicle Network.

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**The Guide states that the following criteria should be considered:**

- An assessment of the road width to ensure the road is suitable for the level of RAV access being requested.
- An assessment of the steepness of longitudinal grades to ensure they are within the specified limits.
- An assessment of the stacking and sight distance of any railway level crossings on the route.
- Sight distances at intersections must be checked to ensure they comply with the guideline requirements

### Operating Conditions

#### Standard Operating Conditions:

Based on the Assessment of Support and the Preliminary Assessment, the Local Government may review their support for the application or recommend a selection of operating conditions to be applied as a condition of permit. Main Roads will apply all or some of the conditions below to very low traffic volume roads when the road's width does not meet the minimum requirements as shown in Appendix C.

These and other similar operating conditions may be applied to the assessment of other roads

1. When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover. Where RAVs are limited to 40km/h advisory signs must be installed for safety to other vehicles who may unexpectedly catch up a vehicle at night.
2. No operation on unsealed road segment when visibly wet, without Road Owners approval.
3. Headlights must be switched on at all times.
4. Speed restrictions. (\*40 km/h or 60 km/h in accordance with the Appendix C Low Volume Rural Road Minimum Widths of the Standard Restricted Access Vehicle (RAV) Route Assessment guidelines
5. Direct radio contact must be maintained with other RAVs to establish their position on or near the road (suggested UHF Ch 40).
6. Road not to be entered until driver has established by radio communication that there is no other RAV on the road travelling in the opposing direction.
7. Operation is not permitted while the school bus is operating on the road. Operators must obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop offs/pickup have been completed on the road.
8. The Operator must obtain written approval from the Road Owner. The approval letter must be carried in the vehicle and produced upon request. Commonly referred to as a CA07 Condition

### Other Operating Conditions

The Local Government may consider the need for additional operating conditions for example:

- Road not to be used as a through route. For local delivery and pick up only. Driver must carry proof of local delivery or pick up.

- Empty travel only
- Single lane operation only
- Laden ascent travel only
- Speed restrictions
- Warning signs to be installed in accordance with Australian Standards and removed when haulage completed
- One truck movement at a time
- Truck entering signs to be erected by the Local Government and removed when not in use.
- Turning restrictions
- No operation during specified months or periods
- No operation on certain days e.g. Saturdays, Sundays or Public Holidays
- No movement permitted between specified times.

The Local Government must justify the need for the additional conditions, which will be approved and applied at Main Roads discretion. Only conditions applied by Main Roads are enforceable.

### **Restricted Local Access Period Permit**

If the road is deemed unsuitable for addition to the RAV network, the assessor may consider the alternative of recommending to Main Roads that the application be considered for "Restricted Local Access". The "Restricted Local Access" Period Permit provides access to the final destination of a particular transport task. This may include access to a farm gate, local business or pine plantation. A safety assessment is conducted by Main Roads taking into consideration the specific vehicle type and operation. The permit may be issued to a particular vehicle combination and/ or length with particular operating conditions. The assessor should consider the required operating conditions and make recommendations when referring the application back to Main Roads.

### **Timeframes**

The Local Government will endeavour to return the assessment to Main Roads within 4 weeks of receipt. Should Main Roads not receive support from the Local Government within three (3) months, Main Roads reserves the right to undertake an assessment of the road and add to the relevant network if deemed suitable without Local Government support.

### **Authority**

- Support of an application to amend a RAV Route is a decision of Council.
- Any applications seeking an increase to the already approved Accredited Mass Management Scheme will require a pavement assessment.
- Support of an application to amend the level of the Accredited Mass Management Scheme will be a decision of Council.

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### Reference Material

The RAV assessment process is managed and approved by Main Roads Western Australia. This policy must be applied in accordance with the relevant Main Roads guiding documentation. The latest reference material is listed below however Main Roads may review and change the process from time to time and Officers applying this policy should ensure they have familiarised themselves with the latest guidelines. The Guidelines can be viewed on the Main Roads website under Heavy Vehicles, RAV Network Access.

1. Restricted Access Vehicles: Prime Mover, Trailer Combinations: Operating Conditions.
2. Framework – Adding a Local Government Road to a Restricted Access Vehicle Network
3. Guidelines for Approving RAV Access.
4. Framework for Using Consultants to Assess Local Government Roads for Inclusion on a Restricted Access Vehicle Network.
5. Standard Restricted Access Vehicle (RAV) Route Assessment Guidelines.
6. Tri – Drive Route Assessment Guidelines.
7. Concessional Loading Route Assessment Guidelines.

### Community Impacts

HVS will consult with the relevant Local Government and/or Main Roads Region for input in relation to potential adverse impacts on the local community that may result from approving RAV access.

### Rail Contestability

HVS will consult with the relevant Local Government and/or Main Roads Region for input in relation to potential adverse impacts on the local community that may result from approving RAV access.

### Other Road Users

Consideration must be given to the risks a RAV may pose to more vulnerable road users, such as the following:

- Pedestrians;
- Cyclists;
- Tourists and recreational users (who may be unfamiliar with the conditions);
- School buses, where the buses are dropping children adjacent to the road in a non-dedicated bus stop.

### Rural Road Minimum Width

|  | 60 to 70 km/h         |                  | 80 to 100 km/h        |                  |
|--|-----------------------|------------------|-----------------------|------------------|
|  | Carriageway Width (m) | Sealed Width (m) | Carriageway Width (m) | Sealed Width (m) |

#### 0 to 150 AADT / VPD\*\*\*

|                      |     |     |     |     |
|----------------------|-----|-----|-----|-----|
| RAVs Categories 2-4  | 7.6 | 3.3 | 7.9 | 3.4 |
| RAVs Categories 5-7  | 7.7 | 3.4 | 8.0 | 3.5 |
| RAVs Categories 8-10 | 8.2 | 3.8 | 8.6 | 3.9 |

#### 150 to 500 AADT / VPD

|                      |     |     |     |     |
|----------------------|-----|-----|-----|-----|
| RAVs Categories 2-4  | 7.6 | 5.6 | 7.9 | 5.9 |
| RAVs Categories 5-7  | 7.7 | 5.7 | 8.0 | 6.0 |
| RAVs Categories 8-10 | 8.2 | 6.1 | 8.6 | 6.4 |

#### 500 to 1 000 AADT

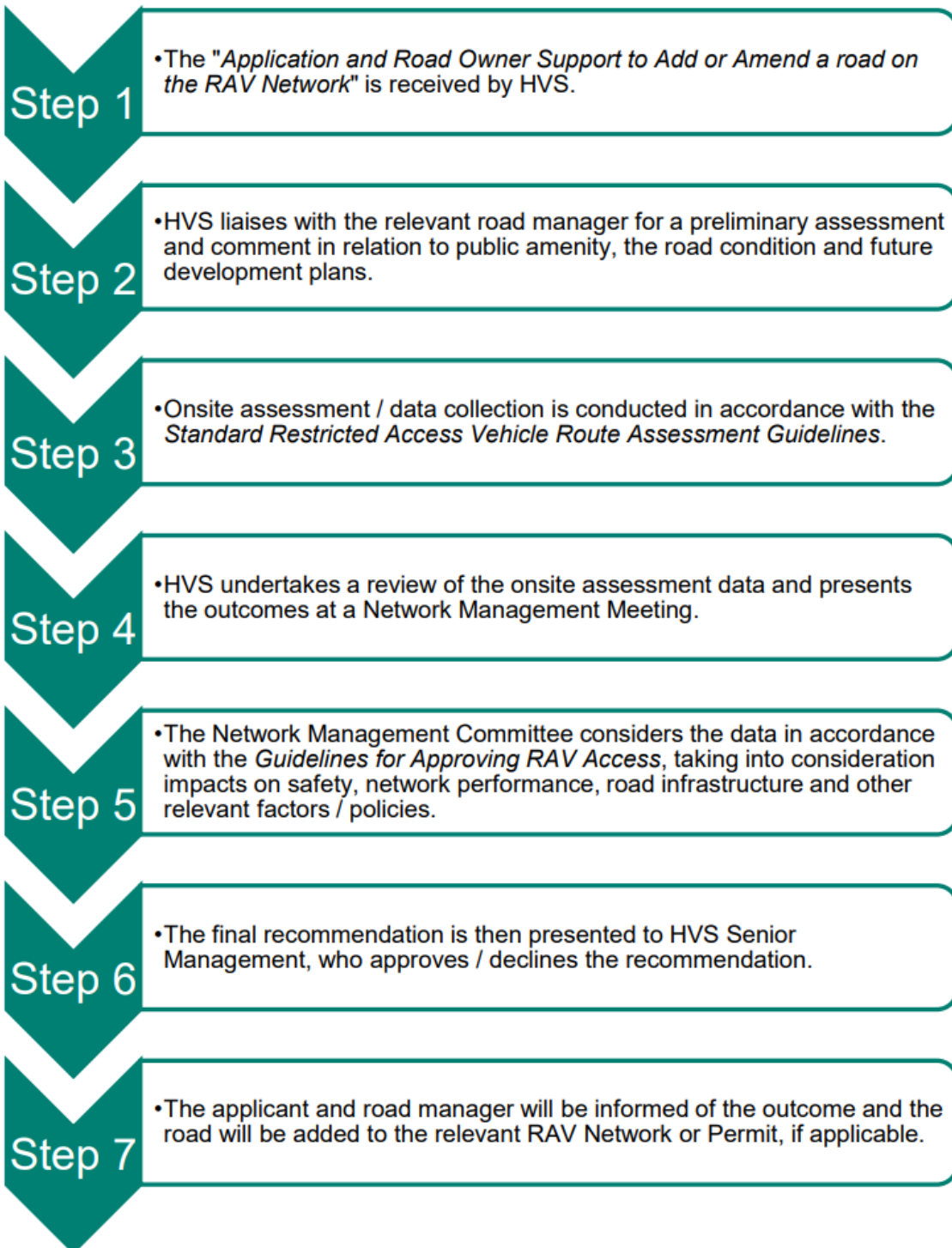
|                      |     |     |     |     |
|----------------------|-----|-----|-----|-----|
| RAVs Categories 2-4  | 7.9 | 6.1 | 8.2 | 6.4 |
| RAVs Categories 5-7  | 8.0 | 6.2 | 8.3 | 6.5 |
| RAVs Categories 8-10 | 8.6 | 6.6 | 9.0 | 6.9 |

#### More than 1 000 AADT

|                      |      |     |      |     |
|----------------------|------|-----|------|-----|
| RAVs Categories 2-4  | 9.6  | 6.8 | 9.9  | 7.1 |
| RAVs Categories 5-7  | 9.7  | 6.9 | 10.0 | 7.2 |
| RAVs Categories 8-10 | 10.6 | 7.6 | 11.0 | 8.0 |



### Route Determination Process



### 4.5 Heavy Vehicle Road Usage Fee Policy

|                         |                                                  |
|-------------------------|--------------------------------------------------|
| Section:                | Engineering                                      |
| Date Adopted:           | 21 November 2024                                 |
| Document Control:       | Amended February 2025<br>Reviewed September 2025 |
| Previous Policy Number: |                                                  |

#### INTRODUCTION

The serviceable life of a road is dependent on the quantity and type of heavy vehicle passes. A road will typically be designed to last for a defined time period (typically between 20 to 50 years) during which time it will be subjected to a predicted quantity of heavy vehicle passes. The road is designed and constructed to fit its intended purpose. If an industry or mining operation proposes a transport task that increases the volume of heavy vehicles well above the quantity that it was designed and constructed to carry, then the life of the road will be consumed at a much higher rate than anticipated.

The road will require additional maintenance and may fail prematurely leaving the local government with the cost to reconstruct the road. It is unreasonable for the community to bear this additional cost and the proponent should be charged at a fair rate to offset these costs.

#### PURPOSE

The policy is to present a methodology and framework for heavy vehicle charging for a defined task on a Local Government Road. This includes the calculation of heavy vehicle charges, qualifying scenarios, funding administration and development of agreements. This policy applies to all Mining and Extractive Industry operations within the Shire of Yilgarn.

#### DEFINITIONS

**Agreement:** An agreement between the Shire of Yilgarn and a proponent defining the conditions of access including charges for a defined transport task

**Applicant:** The party that is requesting to use a road for a defined freight task

**Equivalent Standard Axle (ESA):** The number of standard axle loads which are equivalent in damaging effect on a pavement to a given vehicle or axle loading. Every vehicle combination can be expressed as a number of ESAs.

**Annual Design ESA (ADESA):** The predicted annual ESA that was used to design a road pavement structure. If this is unknown it may be estimated based on the average annual ESA from historic traffic counts or the annual ESA that would reasonably be expected for a particular Category of road under normal circumstances.

**Extraordinary Load:** An Extraordinary Load is defined as a freight task that will result in a significant increase in the ADESA resulting in damage to the road pavement and reduction in the structural design life of the road giving rise to extraordinary expenses as a result of increased routine and planned maintenance and premature failure necessitating rehabilitation or reconstruction of the road.

**Routine maintenance:** Unplanned activities that maintain the serviceability of the road e.g. repairing potholes, cleaning drainage structures, repairing edge breaks and sweeping pavements.

**Preservation:** Planned maintenance and rehabilitation that are designed to preserve or extend the serviceable design life of the road e.g. crack sealing, resealing with a bituminous sprayed seal, rehabilitation of gravel shoulders and replacing culverts and kerbs.

### **POLICY STATEMENT:**

#### **Statutory Power**

The Road Traffic (Administration) Act 2008 Part 7, s.132 and s.136 allows for the road authority to recover the expenses of damage to a road caused by heavy traffic. In particular; s.132 (2) states:

“Where it appears to the road authority that has functions in relation to the repair of road infrastructure that, having regard to the average expense of repairing road infrastructure in the vicinity, extraordinary expenses have been incurred by the road authority in repairing the road infrastructure because of damage caused by heavy traffic, the road authority may recover the amount of the expenses as may be proved to the satisfaction of the court to have been incurred by the road authority because of damage caused by heavy traffic.”

Section 132(4) states: “A person against whom expenses are or may be recoverable under this section may enter into an agreement with the road authority for payment to it in respect of heavy traffic, and on making the payment as agreed the person is not to be subject to any proceedings under this section.”

#### **Other Statutory Powers**

Revised State Planning Policy 3.6 – Development Contributions for Infrastructure, developed under the authority of Planning and Development Act 2005, Section 26

Local Government Act 1995 Part 6 – Financial Management, Div 5 – Financing Local Government Activities, Subdivision 2 – Fees and charges, 6.16 – Imposition of fees and charges.

#### **Application**

This policy applies to any party that plans to run a defined vehicle freight task on a Shire of Yilgarn Road(s). The task must be deemed to be of such a volume (extraordinary load) that it is likely to cause damage resulting in “extraordinary expenses”, which is damage that is well beyond what would normally be anticipated for the category of road(s) concerned.

If the Local Government considers that the defined freight task is likely to also effect roads in adjacent Shire(s) it will notify them accordingly.

#### **Extraordinary Load**

An Extraordinary Load is defined as a task that will result in a significant increase in the Annual Design ESA (ADESA) and will result in damage to the pavement and reduction in the structural design life of the road leading to extraordinary expenses.

An Extraordinary Load is assigned a nominal value of an annual ESA for the category of road concerned. The Shire of Yilgarn may decide that a different percentage is more appropriate depending on the individual circumstances. The ADESA shall be determined using one of the

following methods:

- Historical pavement design information.
- Engineering assessment based on traffic counts, pavement structure and condition performance.

### **Cost Calculation:**

The relevant charge shall be calculated using the User Guide – Estimating the Incremental Cost Impact on Sealed or Gravel Local Roads from Additional Freight Tasks (WALGA & ARRB 2015). The Proponent shall provide the following information to the Local Government:

1. The type and axle configuration of the vehicles to be used for the task.
2. The annual freight tonnage for the task and the vehicle payload.
3. The number daily vehicle passes.
4. The duration of the task.
5. The task routing and distance.

### **Negotiation**

CEO is authorised to negotiate with the applicant for the Mining or Extractive Industry to determine alternative contribution arrangements provided that the CEO is satisfied that any alternative arrangements provide equivalent or better value to the Shire of Yilgarn

The following conditions may necessitate negotiation with the Proponent to adjust the calculated charge or to use an alternative methodology:

If the Category of road has been purposely constructed to a level that is markedly different to the ADESA, then an appropriate ADESA shall be determined using available engineering data and judgement. The road category shall also be appropriately adjusted for the determination of cost from the User Guide.

If the road is in a very poor or failed condition then the Local Government shall negotiate with the proponent on a strategy and cost to bring the road to a serviceable condition before calculating an annual charge.

The rates in the User Guide are current for 2015 and the Shire of Yilgarn and the proponent shall agree on a suitable method to calculate escalation.

If the proposed ESA are excessively above the limits in the User Guide or if for any other reason this method is deemed inappropriate then the Shire of Yilgarn may elect to calculate the charge using an alternative method.

Mines and Extractive Industry Heavy Haul Road designs will not be dependant on Annual Average Daily Traffic (AADT) within the Shire of Yilgarn. Designated haul roads are generally public roads and Council's decision will be based on other criteria including:

- Route: when considering new Mines or Extractive Industries, the Shire will identify the most appropriate route from the site to a state controlled road suitable for the transport of the material.
- Fitness for purpose: where the purpose for which the works are to be carried out are made clear, that works when completed will be reasonably fit for their intended purpose in respect to the design element of its work, particularly when considering key oversize / over mass routes and the level of RAV access that may be required, to provide an efficient freight network into the future.

- **Design:** the Designer is to produce a road design and scope of works for the project that meets the fundamental design objectives. The Designer is responsible for all elements of the design and its fitness for purpose, unless the Council demands a specific treatment in the design. Any such instruction will be fully documented. This instruction will be documented in a design report for the project. Final approval for the design shall only be given by council when approved engineering drawings and specifications are to the satisfaction of the Shire.
- **Public Safety:** Public safety includes the safety of persons or property. This includes, but is not limited to, the safety of drivers and passengers of vehicles, the safety of persons such as pedestrians and people near the road-related area, and the safety of property such as vehicles and loads on or near the road-related area. Public safety is about ensuring that the use of a RAV does not cause harm to other people using the roads or to property on or near the road. All road users have a legitimate expectation that they can use the road without being put at unreasonable risk of harm by another road user. The Shire of Yilgarn adopts the Safe Systems approach, where applicable, when considering aspects of public safety and with the aim of safe travel on the public road network. This approach suggests (amongst other things) that road users will make mistakes, and vehicles and road infrastructure need to be 'forgiving' of them.
- **Construction:** All Road works are to be carried out in accordance with best accepted engineering practices to the complete satisfaction of the Shire. Mines and Extractive Industries to obtain all relevant titles and permits for any road upgrades. These may include any or all listed below.
  - Department of Water and Environmental Regulations,
  - Department of planning lands and heritage
  - Main Roads
  - Aboriginal Heritage Act,
  - Watercorp,
  - Western Power.
- **Creation of the asset:** Capital or new works are those works that create a new asset that did not previously exist, or works which upgrade or improve an existing asset beyond its existing capacity. A complete end to end process for the acquisition of assets, irrespective of how it is acquired, will be developed to ensure the information about the asset, the associated resources and management activities and financial accounting treatment is fully covered.

### **Legal Expenses**

Prior to commencing negotiations, the proponent must agree to cover any legal costs incurred by the Shire of Yilgarn in relation to said application and negotiations, should they arise.

### **Recognition of Funds**

Unless otherwise stipulated in a Road Use Agreement, any funds collected under the provisions of the Heavy Vehicle Road Usage Fee (HVRUF) will be recognised as general Municipal funds and may be disbursed in support of any of Council's projects or services.

With the above in mind, it should be recognised that wherever possible the funds collected are utilised in any or all of the following ways:

1. Provision or upkeep of Staff housing and/or a Building Reserve allocation;
2. Replacement of Plant & Equipment and/or a Plant Reserve allocation;
3. As a funding source for Infrastructure maintenance or renewal and/or a HVRUF Reserve allocation.

### **Agreement**

The Shire of Yilgarn and proponent shall enter into an Agreement that includes the following:

- The type and axle configuration of the vehicles to be used for the task.
- The annual quantity of vehicle passes and the payload tonnage. If seasonal then this must be described
- The routing including return journeys.
- The duration of the task.
- The annual and unit rate charge and method of calculation.
- Payment terms and conditions.
- The obligations of the parties including works records, expenditure, evidence and audit requirements in relation to the determination of actual payload tonnages and notifications of changes to vehicles, payload or routing.
- Conditions on expiry of the agreement.
- Hours and conditions of operation.
- Breaches and terms of remedy for the Shire of Yilgarn and the Mining Extractive Industry.
- Any legal costs incurred for the establishment of a road user agreement will be paid by the applicant.

### **Duties of Local Government**

The Shire of Yilgarn will take all reasonable steps to keep the road in a serviceable condition for the duration of the agreement. The Shire of Yilgarn will keep records to ensure transparency of expenditure of all collected charges.

### **Authority**

The authority to enter into any agreement with a Mining Extractive Industry under this policy will need Council approval.

### **References**

1. WALGA & ARRB 2015, User Guide – Estimating the Incremental Cost Impact on Sealed or Gravel Local Roads from Additional Freight Tasks, WALGA, Perth, Western Australia.
2. ARRB Group 2015, Technical Basis for Estimating the Incremental Cost Impact on Sealed or Gravel Local Roads from Additional Freight Tasks, ARRB Group Project 009335 for WALGA, Perth, Western Australia



### 4.6 Road Construction Policy

|                         |                         |
|-------------------------|-------------------------|
| Section:                | Engineering             |
| Date Adopted:           | 21 November 2024        |
| Document Control:       | Reviewed September 2025 |
| Previous Policy Number: |                         |

#### INTRODUCTION

The Local Government is responsible for the care, control and management of the local road network within its jurisdiction. This comes with the responsibility of ensuring that all works in the road reserve and on Local Government controlled property are approved and comply with the requirements of relevant legislation and governing documents. Any person planning to undertake such works should first contact the Local Government to obtain information on the relevant conditions and approval procedures.

The primary function of a road is to allow the transportation of people and goods from one place to another. At one end of the scale, regional roads provide a high degree of mobility, by safely and efficiently moving high volumes of traffic, often at high speeds, over relatively long distances. The function of local streets and rural roads is primarily to provide access to abutting properties and land uses and connectivity between local districts and to main roads. These types of roads are accepted as the responsibility of Local Government.

With the introduction of recent legislation Local Governments are now required to have Asset Management Plans to openly manage their infrastructure. These plans are to ensure that Councils are planning to maintain their assets adequately for the future, in particular the road network. This strategy is part of the Council's overall policy to introduce 'best practice' techniques in the routine maintenance of its infrastructure including sustainable upgrades as the demand increases.

#### PURPOSE

To assist in achieving a uniformity of road conditions and serve as a guideline to staff and Proponents when developing works programmes and assessing applications for new road or road improvements.

#### DEFINITIONS

##### Access Road

*Provide access to abutting properties with safety aspects having priority over the vehicle movement function.*

Minimum 8 metre gravel formation with a minimum 7.0 metre, wide paved running surface and 0.5 m shoulders within a minimum 20 metre, wide road reserve.

##### Industrial, Commercial and Thoroughfares

Pavements shall be subject to a minimum seal width of 7.2 metres between kerbs within a minimum 20 metre, wide road reserve. Unsealed gravel footpath on sides of the road to connect to existing footpaths where possible.

##### Local Distributer

## Council Policy Manual

*Connect to other Regional Distributors and to Rural Access Roads but are designed for the efficient movement of people and goods within regional areas.*

Minimum 10 metre gravel formation with a minimum 7.0 metre, wide running surface and 1.5 m shoulders within a minimum 20 metre, wide road reserve.

### **Local Distributer of Regional Significance**

*Shall be defined as a road that provides a connection between inter – regional routes (State Roads) or between inter – regional routes (State Roads) and areas or towns of significant population.*

Minimum 10 metre gravel formation with a minimum 7.0 metre, wide sealed running surface and 1.5 m shoulders within a minimum 20 metre, wide road reserve.

This may require further development with additional seal width being provided as traffic volumes increase to improve safety; reduce maintenance costs; provide space for a stationary vehicle to stand clear of traffic lanes;

### **Road Upgrade Design Standards**

- a) The *Guide to Road Design*
- b) Part 2: Design Considerations and Part 8: Process and Documentation were incorporated into Part 1: Objectives of Road Design in March 2021.
- c) Guide to Pavement Technology Part 2: Pavement Structural Design
- d) Guide to Pavement Technology Part 4K: Selection and Design of Sprayed Seals

### **Rural Residential**

Pavements shall be subject to a minimum width of 7.2 metres within a minimum 20 metre, wide road reserve. Unsealed gravel footpath to one side of the road to connect to existing footpaths where possible.

### **Proponents**

*Any organisation seeking to upgrade roads of which are under the authority of the Shire of Yilgarn*

### **Subdivider**

Any organisation seeking to develop land of which creates additional Shire road assets or impacts on existing road assets of the Shire.

### **Town Streets**

*In urban areas, these roads can be high and low volume but are bicycle and pedestrian friendly, with aesthetics and amenity also important.*

These are defined in the Liveable Neighbourhoods Guide as Access Streets and Laneway/Service Lane. Town Access Streets Pavements shall be sealed with a minimum width of 7.2 metres between kerbs within a minimum 20 metre, wide road reserve.

The diameter between kerbs for a cul-de-sac shall be a minimum of 18.0 metres. ('T' turning heads are not acceptable) Concrete/asphalt footpath on at least one side of the road shall connect to existing footpaths.



### PROVISION OF SUBDIVISIONAL ROADS AND ASSOCIATED CIVIL WORKS

#### Preliminary

- a) It is the responsibility of subdividers who have received conditional approval which includes the provision of roads and associated civil works to deliver to the Council's Chief Executive Officer (CEO) full drawings designs and information which would enable the CEO to make a decision on approving this work.
- b) A Consulting Engineer or qualified practicing Civil Engineer or person with relevant experience or qualification approved by the CEO, must be engaged to prepare detailed design drawings and specifications sufficient to show exact details of materials, locations (both horizontal and vertical) and construction methods of all physical features such as, but not limited to, roads, drainage, sewage, earthworks, landscaping, signage (regulatory and directional), guideposts and all necessary works.
- c) Plans need to be submitted to the CEO for approval following amendment and revision (if required).
- d) If the subdivider does not accept the Council's requirements the subdivider may appeal to the Minister for Planning and Infrastructure within 30 days. The State Administrative Appeals Tribunal is the sole arbiter on the matter as per the Local Government Miscellaneous Provisions Act, Clause 2.95. 1
- e) When an approved plan is available the subdivider may call tenders or engage a contractor of their choice.
- f) A bond to the value of 7.5% of the total cost of the work shall be paid to the Council to cover any defects which may arise in the first 12 months after clearance of the relevant Planning Commission condition(s) relating to roads and/or drainage, landscaping or any other details included within the Council or CEO approved plans or specifications. The bond may take the form of a payment to the Council or alternatively an irrevocable Bank Guarantee. Unused portions of the bond are refundable.
- g) If day to day site supervision is to be provided by the Consulting Engineer or Site Supervisor, the subdivider must pay to the Council an amount of 1½% of the total cost of construction as estimated by the Council, to cover the costs incurred by the Council through activities such as officer attendance at site meetings/inspections etc. If day to day site supervision is not provided by the Consulting engineer or Site Supervisor then the amount required is 3%.
- h) Public access to all or part of the roads as applicable within the subdivision will not be allowed until a certificate of completion from the Consulting Engineer is given and accepted by the CEO.
- i) Clearance of the subdivision by the CEO shall be granted at such time as the subdivisional civil works are fully completed, all other relevant conditions set by the Planning Commission are satisfied, supervision fee (1.5% or 3%) paid, and the 7.5% retention bond is in place as per clause (e) above. Clearance may also be granted to an uncompleted subdivision whereby bonds will be negotiated to cover the cost of the incomplete works or relevant conditions. This will be decided, at the discretion of the CEO, on a case, by case basis however generally bonds will only be permitted where

the majority of the work or the majority of the relevant conditions set by the Planning Commission have been satisfied. Bonds will be held until such time as the outstanding issues are completed to the satisfaction of the CEO. The amount of the bond will be determined based on the value of the work subject to the bond plus 20%.

### **Contributions to Upgrading Adjoining Feeder Roads**

Subdivisions which increase the volume of traffic on the Councils controlled roads may attract a contribution from the subdivider for the upgrading of the Council managed road.

In instances where a subdivision attracts a road upgrading condition, the CEO shall specify and justify the work in the response to the Planning Commission. Depending upon the size and scale of the proposed subdivision the CEO is to either stipulate the specific road upgrading requirements (eg; upgrade 'x' road to 6m seal from intersection with 'y' road to entrance of proposed internal access road of subdivision) or a financial contribution towards the future upgrading of the subject road. In some instances, the size of the subdivision will generate such a significant increase in traffic volume on an existing road that a total (100%) contribution towards the upgrading of the road will be required. This is to allow appeal by the subdivider through the normal appeal process.

All financial contributions received from subdividers not expended in the same year as receipt are to be placed in reserve and quarantined for use on the nominated road

### **CONSTRUCTION SPECIFICATIONS**

#### **General**

All work should be carried out to the complete satisfaction of the Shire of Yilgarn in accordance with best accepted engineering practice. As a guide, proponents and developers should refer to the Road Upgrade Design Standards in the Definitions.

#### **Design**

A preliminary design for new or upgraded road construction work must be prepared by a qualified practicing Civil Engineer or suitably qualified or experienced person as approved by the CEO. The design should show longitudinal plans and cross sections of the proposed road(s), general specifications, levels, drainage, nature of soil and other such information to enable the CEO to make a decision on approving the work. It is important that subdividers establish road standards with the Shire before commencing design.

#### **Design Drawings**

Design drawings and specifications should be to the extent and in accordance with that recommended at Section 3 of the text 'Local Government Guidelines for Subdivisional Development'. However, as a minimum design drawings shall include plans and longitudinal sections generally at the scale of 1 in 1000. Levels should be reduced to AHD where possible.

### **ROAD UPGRADE AND USE AGREEMENTS**

Where Proponents are seeking to upgrade Shire managed roads for heavy haulage purposes, the following will apply:

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- Prior to commencing negotiations, the Proponent must agree, in writing, to cover any legal and consultancy costs incurred by the Shire of Yilgarn in relation to said application and negotiations, should they arise.
- The Proponent will enter into a written agreement with the Shire of Yilgarn, detailing the responsibilities of both parties;
- The Proponent will incur all costs associated with the planning and construction of subject Shire road upgrades;
- The Shire reserves the right to determine the suitability of any consultant or contractor proposed by a Proponent to undertake the design and construction works, and where deemed unsuitable, require the Proponent to seek alternatives;
- The Proponent will pay a usage cost as per the Shire's HVRIC Policy;
- The Proponent will not commence construction works until such time as an agreement is in place, in keeping with this section;
- Haulage activities will not commence until such time as the approved construction works are implemented in full.

The above requirements may be amended upon written agreement, endorsed by the Shire of Yilgarn Council.

### ROAD IMPROVEMENTS BY OTHERS

Mines or Extractive Industry Heavy Haul Road designs will not be dependant, on **Annual Average Daily Traffic (AADT)** within the Shire of Yilgarn. Designated haul roads are generally public roads and Council's decision will be based on other criteria including:

- **Route:** when considering a Mines or Extractive Industries, the Shire will identify the most appropriate route from the site to a state, controlled road suitable for the transport of the material.
- **Fitness for purpose:** where the purpose for which the works are to be carried out are made clear, that works when completed will be reasonably fit for their intended purpose in respect to the design element of its work, particularly when considering key oversize / over mass routes and the level of RAV access that may be required, to provide an efficient freight network into the future.
- **Design:** the Designer is to produce a road design and scope of works for the project that meets the fundamental design objectives. The Designer is responsible for all elements of the design and its fitness for purpose, unless the Council demands a specific treatment in the design. Any such instruction will be fully documented. This instruction will be documented in a design report for the project. Final approval for the design shall only be given by council when approved engineering drawings and specifications are to the satisfaction of the Shire.

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- **Public Safety:** Public safety includes the safety of persons or property. This includes, but is not limited to, the safety of drivers and passengers of vehicles, the safety of persons such as pedestrians and people near the road-related area, and the safety of property such as vehicles and loads on or near the road-related area. Public safety is about ensuring that the use of a RAV does not cause harm to other people using the roads or to property on or near the road. All road users have a legitimate expectation that they can use the road without being put at unreasonable risk of harm by another road user. The Shire of Yilgarn adopts the Safe Systems approach, where applicable, when considering aspects of public safety and with the aim of safe travel on the public road network. This approach suggests (amongst other things) that road users will make mistakes, and vehicles and road infrastructure need to be 'forgiving' of them.
- **Construction:** All Road works are to be carried out in accordance with best accepted engineering practices to the complete satisfaction of the Shire. Mines and Extractive Industries to obtain all relevant titles and permits for any road upgrades. These may include any or all listed below.
  1. Department of Water and Environmental Regulations
  2. Department of Planning Lands and Heritage Act
  3. Main Roads
  4. Biodiversity Conservation Act and Regulations 2018
  5. Aboriginal Heritage Act 2018
  6. Watercorp
  7. Western Power
- **Creation of the asset:** Capital or new works are those works that create a new asset that did not previously exist, or works which upgrade or improve an existing asset beyond its existing capacity. A complete end to end process for the acquisition of assets, irrespective of how it is acquired, will be developed to ensure the information about the asset, the associated resources and management activities and financial accounting treatment is fully covered.

### Authority

The authority to enter into any agreement with a Mining or Extractive Industry under this policy will need Council approval.

### References

The Austroads Guide to Road Design  
Local Government Act 1995  
Local Government Guidelines for Subdivisional Development (Institute Public Works Engineers Western Australia)

Department of Planning Lands and Heritage Act  
Local Government Miscellaneous Provisions Act  
Liveable Neighbourhoods Guide 2015  
Aboriginal Heritage Regulations 2018  
Biodiversity Conservation Act and Regulations 2018  
Freedom of Information Act 1994  
Public Interest Disclosure Act 2003

### 5 General Administration

#### 5.1 Council Operated Standpipes / Mt Hampton Dam and Dulyalbin Tank Facilities

|                         |                                                    |
|-------------------------|----------------------------------------------------|
| Section:                | General Administration                             |
| Date Adopted:           |                                                    |
| Document Control:       | Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | General Administration Policy 6.2                  |

##### **COUNCIL OPERATED STANDPIPES:**

1. That Council abides by Water Corporation By-laws on water usage from standpipes being for the purposes of Drought Relief, Fire Fighting purposes and Remote Farms Water Supplies (domestic and stock).
2. In relation to use of water from standpipes for commercial usage, e.g. Spraying purposes, drilling companies, etc, Council continues to charge users at the appropriate rate. However, Council also encourages this practice to discontinue as Water Corporation water rates eventually will determine this usage.
3. That Council encourages all users of standpipes to provide their own water supplies where possible and that Council continually monitors the water usage from standpipes.
4. That Council maintains a card access controller or handwritten record book for the honest recording of water usage and purpose by landholders at each standpipe. Users are to be charged in accordance with the fees and charges set by Council and this policy.

##### **STANDPIPE CONTROLLERS**

1. Standpipes with card access controllers, are only accessible by individuals and companies who have been pre-approved and issued with one or more access cards;
2. Standpipe controllers are installed at the following standpipes: Beaton Rd, Garrett Rd, Koolyanobbing Rd, Bullfinch, Perilya, Moorine Rock, Noongar, Bodallin, Gatherer and Marvel Loch;
3. There are two types of standpipes available to the public in the Shire, being Low-Flow with a 25mm meter or less, or High-Flow, with a 40mm meter or higher. The rate per Kilolitre of water is dependent on the type of standpipe the water is taken from, with Low-Flow charged at a subsidised rate, and the High-Flow charged at a commercial rate, in line with the charge per Kilolitre applied by Watercorp. The rate per Kilolitre is set by the annual fees and charges;
4. Cards can either be pre-paid or post-paid. Post-paid accounts must have a direct debit set up with the Shire;
5. In the event a swipe card controller is not in operation at a standpipe, the honour book system will be utilised, with the amount deducted manually from the domestic users pre-

paid card, or added to the relevant post-paid charges, as appropriate;

6. New or replacement cards will be at the cost of the user, unless stipulated otherwise by this policy. The fee is set by the fees and charges;
7. Application forms are available from the Shire administration office; and
8. In the event of bushfire or other emergency the standpipe controller will be switched to manual, either in person or remotely, to avoid delays in obtaining water for fire fighting or other relevant emergency.

### **DOMESTIC WATER ACCESS CARDS**

Individuals or organisations residing on rural farming properties are eligible to apply for a domestic water access card for use on access controlled standpipes.

The following conditions apply:

1. One domestic card issued, upon application, per inhabited dwelling located on a rural farming lot;
2. No fee will be charged for applications for domestic use cards, however replacement cards will be charged as per the current fees and charges;
3. Domestic users are encouraged to utilise the Low-Flow standpipes for their domestic water, however, should they access water via a High-Flow standpipe with a domestic card, the water will be charged at the High-Flow rate;
4. Upon 1st July each year, each domestic card will be credited with the funds required to withdraw \$1,200 of water; and
5. Funds remaining on the card at 30th June will not be rolled over into the next financial year.

### **MT HAMPTON DAM AND DULYALBIN TANK FACILITIES:**

The primary use of water from the Mt Hampton Dam and Dulyalbin Tank is for the purposes of Drought Relief, Fire Fighting and Remote Farm Water Supplies (domestic and stock use), other purposes are to be authorised by the CEO. It is acknowledged that water is extracted from these water supplies for spraying purposes.

Users will be required to record such usage in the record books provided at the facilities.

Appropriate signage will be installed at both facilities informing users of their obligations.



### 5.2 Complaints Handling

|                         |                                                                              |
|-------------------------|------------------------------------------------------------------------------|
| Section:                | General Administration                                                       |
| Date Adopted:           |                                                                              |
| Document Control:       | Amended September 2023<br>Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | General Administration Policy 6.3                                            |

#### Objectives

The objectives of this policy are:

- To develop a structured systematic approach to dealing with complaints received by the Shire of Yilgarn from external persons.
- To assure the community that complaints may be made without fear of recrimination and that all complaints will be promptly dealt with and a (written if required) response will be given setting out the answer to the complaint providing reasons, where appropriate.
- To have complaints dealt with efficiently by an appropriate Officer with minimal referral.

#### Policy

- The Shire of Yilgarn recognises the right of its customers to make complaints about services or service delivery, and will make it a priority to address those complaints and rectify unsatisfactory consequences.
- The Council and its staff will be open and honest in its dealings with customers, and will explain in “plain English” why, for legislative/legal reasons, cost constraints or some other matter beyond its control, it is unable to act in accordance with a complainant’s request.
- The Council recognises that good complaints handling is an integral part of customer service and provides an effective way of reviewing performance and monitoring standards.

#### Guidelines

- Any person or their representative can lodge a complaint.
- Complaints will be accepted in writing, in person, by email or by telephone. If a verbally received complaint relates to a third party or alleges a criminal offence, corruption or other serious matter, the receiving officer is to advise the complainant that the matter must be submitted in writing.
- Complainants are to be advised that anonymous complaints may not be processed as it is possible that they may be mischievous or vexatious. The receiving officer is to provide all relevant detail obtained from anonymous complainant, and provide to CEO or Executive manager for consideration.
- Complaints that are to be dealt with under this policy include, but are not necessarily limited to, expressions of dissatisfaction regarding;
  - a) decisions made by Council or staff;
  - b) inappropriate behaviour of staff or members such as rudeness, discrimination or harassment;
  - c) the standard of works or services provided by Shire.
  - d) the standard or condition of a facility provided by Shire.



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- e) failure of Council to comply with the Local Government Act, Council policies, Council's local laws and other laws administered by Council.
- The following issues shall not be regarded as complaints and shall not be dealt with under this policy:
  - a) requests for services;
  - b) requests for information or explanations of policies and/or procedures;
  - c) the lodging of a formal objection or appeal in accordance with the Local Government Act and other Acts or in accordance with Council policies or standard procedures;
  - d) the lodging of a submission in response to an invitation for comment.
- Complaints regarding elected members are to be directed to the CEO and Shire President. The CEO is responsible for the initial investigation and administrative responses. Matters that may require disciplinary action are to be referred to the Shire President and dealt with under the Council's Code of Conduct.
- Complaints from Councillors, the Ombudsman, the Local Government Department or from Members of Parliament shall be referred to, and dealt with by, the CEO unless the complaint relates to the CEO whereupon the complaint will be dealt with by the Shire President.
- When any complaint is made it shall be forwarded to the CEO, who may delegate the matter to an appropriate Officer.
- Where a complaint cannot be dealt with in a timely manner the complainant is to be advised of the reasons why and advised of the expected time frame.
- All complaints will be responded to by the CEO or relevant officer.
- Where a complaint has been investigated and found to be justified, the CEO or relevant officer who dealt with the complaint will ensure that the remedy is carried out, will advise the complainant that the Shire does acknowledge substance in the complaint and the specific action that will be taken by the Shire to respond to the circumstances of the complaint.
- The CEO shall establish and maintain an appropriate central record of all complaints.

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### Service Complaint

(Issues with ShireService)

This form can be used for an expression of dissatisfaction with the Council's policies, procedures, fees & charges, employees, its contractors or agents or the quality of the services and/or works it provides.

It is important to note that a complaint is not the same as a request for service, a request for information, an inquiry seeking clarification of an issue or seeking a review of a Council or Council Officer's decision or conditions relating to a decision.

Name of Complainant/s:

Address in Full:

Phone

Email: Complaint:

Preferred Solution:

Complainants' Signature:

### 5.3 Assistance to State Representatives

|                         |                                                    |
|-------------------------|----------------------------------------------------|
| Section:                | General Administration                             |
| Date Adopted:           |                                                    |
| Document Control:       | Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | General Administration Policy 6.4                  |

Residents of the Shire who are selected to represent the Shire or the State in national competition are eligible for a council contribution towards expenses of up to \$500.

The resident is required to put forward a written request for the financial assistance to Council attaching verification of being selected as a state representative.

### 5.4 Rescinded - Community Engagement Policy

|                         |                                   |
|-------------------------|-----------------------------------|
| Section:                | General Administration            |
| Date Adopted:           |                                   |
| Document Control:       | Rescinded September 2025          |
| Previous Policy Number: | General Administration Policy 6.7 |

[See Policy 1.5 – Communications Policy](#)

### 5.5 Community Funding Program

|                         |                                                   |
|-------------------------|---------------------------------------------------|
| Section:                | General Administration                            |
| Date Adopted:           |                                                   |
| Document Control:       | Amended September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | General Administration Policy 6.9                 |

#### Objectives

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

#### Eligibility

- Funding is available for activities which will provide benefits directly/in-directly to the people of the Shire of Yilgarn.
- Only non-profit community organisations operating within the Shire of Yilgarn are eligible to apply.
- Organisations who have failed to acquit funds in the previous financial year will not be eligible for the future rounds of the funding program until the acquittal is received.

#### Categories

- Essential equipment/capital items (up to \$2,000) Types of equipment:
  - Ground maintenance equipment
  - Sporting equipment
  - Office equipment
  - Minor plant equipment
  - Minor building works
- Community / Sporting Event related Expenses (up to \$2,000)

Funding is available for event related expenses to help cover for, but not limited to, guest speakers, facilitators and other event hire costs. Written quotes must be provided at the time of application.

- Training & Travel Assistance for local officials/office bearers (up to \$500)

Funding is available to officials and/or office bearers of community organisations who are required to attend regional / state association organised seminars / courses/ meetings as part of their duties. Knowledge gained at these activities must then be used to assist the local community organisation in its continued development.

#### General Conditions

- Any improvements or additions made to Council assets require the written approval of the Shire
- Applications must be lodged and approved by the Shire of Yilgarn before the intended

project begins

- Funds must be claimed by 30 June in the financial year in which they are assigned
- Any variation to the project cost after approval / commencement of the project will be solely at the community organisation's cost.
- Applicant organisations must provide their ABN in order to receive the complete amount funding (The Shire is required to withhold tax of 48.5% of the funding amount if an ABN is not provided).
- On project completion, applicant organisations must complete a grant acquittal form and present original receipts &/or invoices as proof of purchase.
- The project must not duplicate an existing service / facility / project.
- Funds must not be used for wages and salaries or general administration costs.
- A minimum of two quotes will be required if capital items are being purchased/hired.
- Applicants must provide a current financial statement of the organisation.
- Any unexpended funds are to be paid back to the Shire of Yilgarn by 30 June of the funding year.
  - Acquittals will still be required to provide proof of expenditure (copy of invoice or itemised receipt) and repayment if necessary for any unexpended funds.
  - In the event of the organisation/group failing to acquit after 2 years of grant approval, the organisation/group will be required to repay the granted funds in full (as per amount granted on the successful community funding program letter) to the Shire of Yilgarn.

### **Timeframes**

The Community Funding Program will be advertised on the Shire of Yilgarn's website, twice in the Crosswords (once in September and once in October) and information will be emailed to office bearers of eligible community groups and clubs once in September.

Applications open on the first Monday in October and close on the last Friday at 12.00pm in October each year.

Compliant applications to be presented to the Ordinary Council Meeting in November and all groups will be informed of the outcome within a week after the Council meeting.

Funding to be paid to successful recipients in December.

All funding must be acquitted by 30 June of the financial year.

### **Responsibility**

The Community Resource Centre Coordinator is responsible for the timely implementation of the Community Funding Program.

### **Selection process**

The CEO will assess all applications with the executive management team and make recommendations to council with the successful applications being endorsed by Council at its November ordinary meeting.

### 5.6 Rural Landfills

|                         |                                                    |
|-------------------------|----------------------------------------------------|
| Section:                | General Administration                             |
| Date Adopted:           |                                                    |
| Document Control:       | Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | General Administration Policy 6.10                 |

The Shire operates a number of rural landfill sites, designed to accept small quantities of putrescible waste (Class II) from local residents only.

To restrict non-local persons and commercial entities from utilising these sites, the following appointments are made:

| Site                             | Appointment                                                                                                                                                                                             |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bodallin Rural Landfill Site     | Appointed for the depositing of putrescible waste (Class II) by residents of Bodallin townsite and surrounding Bodallin rural locations only, unless otherwise approved by the Shire of Yilgarn         |
| Bullfinch Rural Landfill Site    | Appointed for the depositing of putrescible waste (Class II) by residents of Bullfinch townsite and surrounding Bullfinch rural locations only, unless otherwise approved by the Shire of Yilgarn       |
| Marvel Loch Rural Landfill Site  | Appointed for the depositing of putrescible waste (Class II) by residents of Marvel Loch townsite and surrounding Marvel Loch rural locations only, unless otherwise approved by the Shire of Yilgarn   |
| Moorine Rock Rural Landfill Site | Appointed for the depositing of putrescible waste (Class II) by residents of Moorine Rock townsite and surrounding Moorine Rock rural locations only, unless otherwise approved by the Shire of Yilgarn |

Under the Litter Act 1979 Clause 23(b), a person who deposits waste on land that is not appointed commits an offence. Persons who deposit waste in breach of the above appointments are deemed to have breached the Litter Act 1979, and as such, are liable to applicable penalties under said Act.

### 5.7 Records Management

|                         |                                                   |
|-------------------------|---------------------------------------------------|
| Section:                | General Administration                            |
| Date Adopted:           |                                                   |
| Document Control:       | Reviewed September 2024<br>Amended September 2025 |
| Previous Policy Number: | General Administration Policy 6.11                |

#### Policy Objective

The purpose of this policy is to provide guidance and direction on the creation and management of records and to clarify responsibilities for recordkeeping within the Shire of Yilgarn.

This policy and related recordkeeping guidelines are the framework for ensuring records are created and retained appropriately to meet accountability requirements, legislative compliance and adherence to best practice standards.

#### Policy statement

Records are recognised as an important information resource within the Shire of Yilgarn, and it is accepted that sound records management practices will contribute to the overall efficiency and effectiveness of the organisation.

The effective management of records will also:

- Protect the interests of the Shire of Yilgarn and the rights of its employees, customers and stakeholders
- Support informed decision making
- Provide evidence of achievements
- Increase efficiency in administration and service delivery across the organisation

#### 1 Ownership

All records created or received during the course of business belong to the Shire of Yilgarn not to the individuals who created them.

All contractual arrangements will ensure the Shire's ownership of records.

#### 2 Creation of Records

All employees, contractors and elected members will ensure that full and accurate records are created to provide evidence of business transactions and decisions and that these records will be registered in the Shire of Yilgarn's recordkeeping system.

#### 3 Capture and Control of Records

All records created and received in the course of Shire business will be captured at the point of creation (wherever possible), regardless of format, with required metadata into the recordkeeping system or appropriate business system.



Records created when using social media applications will also be captured in the Shire of Yilgarn's recordkeeping system.

Records will not be maintained in email folders, shared drives, personal drives, external storage media or personal cloud services (such as Dropbox, OneDrive, Box, Google Drive), as these lack the necessary functionality to protect business information and records over time.

#### **4 Security and Protection of Records**

Records will be maintained in a safe and secure environment ensuring their usability, reliability, authenticity and preservation for as long as they are needed.

Records will not be removed from the Shire's sites unless in accordance with the approved retention and disposal schedule, they are being transferred to the Shire's archive storage, or they are in the custody of an officer performing official business. It is preferred that wherever possible only copies of records are removed by those officers performing official business.

#### **5 Access to Records**

Access to the Shire's records by staff and contractors will be in accordance with designated access and security classifications and in accordance with the requirements of their role.

Access to the Shire's records by the general public will be in accordance with the *Local Government Act 1995* and the *Freedom of Information Act 1992*.

Access to the Shire's records by Elected Members will be via the Chief Executive Officer in accordance with the *Local Government Act 1995*.

#### **6 Appraisal, Retention and Disposal of Records**

All records kept by the Shire of Yilgarn will be disposed of in accordance with the General Disposal Authority for Local Government Records, published by the State Records Commission of Western Australia.

Staff and Elected Members must not personally undertake destruction of any records.

Records identified for destruction will be subject to review and approval by the Chief Executive Officer and Executive Manager Corporate Services.

Copies/duplicates may be disposed of after use by staff and Elected Members ensuring any such records that contain personally identifiable information or

information that is not publicly available are returned to the Chief Executive Officer or Executive Manager Corporate Services for secure disposal.

### 7 Roles and Responsibilities

#### 7.1 Elected Members

Elected Members will create and keep records of communications or transactions which convey information relating to the Shire's business or functions. These records will be forwarded to the Administrative Services Officer for capture into the Shire's recordkeeping system.

#### 7.2 Chief Executive Officer

The Chief Executive Officer will ensure there is a system for the capture and management of records that is compliant with the *State Records Act 2000* and best practice standards.

#### 7.3 Executive and Managers

Executive and managers will ensure that all staff (and contractors) under their supervision comply with this policy, associated records management procedures/guidelines and the Shire of Yilgarn's Recordkeeping Plan.

#### 7.4 All Staff

All staff (including contractors) will create and receive records relating to the business activities they perform and are required to:

- 7.4.1 Make records to document and support business activities.
- 7.4.2 Ensure that records are captured and registered into the recordkeeping system or appropriate business system
- 7.4.3 Ensure that records are secure at all times.

### 8 Legislation and Standards

Legislation and standards applicable to recordkeeping in Western Australian Local Government organisations include:

- 8.1 State Records Act 2000
- 8.2 Corruption and Crime Commission Act 2003
- 8.3 Criminal Code Act Compilation Act 1913
- 8.4 Electronic Transactions Act 2011
- 8.5 Evidence Act 1906
- 8.6 Freedom of Information Act 1992
- 8.7 Interpretation Act 1984
- 8.8 Local Government Act 1995
- 8.9 State Records Commission: Principles and Standards
- 8.10 Australian Standard on Records Management: AS ISO 15489

#### Definitions

##### 9.1 Record

A record is information recorded in any form that is created, received and maintained by an organisation in the course of conducting its business activities and kept as evidence of such activity.

A record may have any or all of the following attributes:

- 9.1.1 Information which is of evidentiary or historical value and is not recorded elsewhere;
- 9.1.2 Formal communications and/or transactions between officers or between an officer and another party; or
- 9.1.3 It may document the rationale behind organisational policy, decisions or directives.

### 9.2 Ephemeral Records

Ephemeral records are duplicated records and/or those that have only short-term value to the Shire of Yilgarn, with little or no ongoing administrative, legal, fiscal, evidential or historical value. They may include insignificant drafts and rough notes, or records of routine enquiries.

### 9.3 Recordkeeping Plan

The Recordkeeping Plan ensures that records are created, managed and maintained over time and disposed in accordance with legislation. It is the primary means of providing evidence of compliance with the *State Records Act 2000*. All government organisations must have a Recordkeeping Plan that is approved by the State Records Commission.

### 9.4 General Disposal Authority (GDA)

The General Disposal Authority for Local Government records (the schedule) is designed to provide consistency throughout Local Government in disposal activities and decisions. It is a continuing authority for the disposal and archival of records which document a Local Government's operations.

### 9.5 Personally Identifiable Information (PII)

PII refers to information, or an opinion, that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual, whether the information or opinion is true or not; and whether the information or opinion is recorded in a material form or not.

### RECORDS MANAGEMENT

#### Guidelines for Elected Members

---

##### Introduction

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

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

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

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

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

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

---

##### What is a record?

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

##### Why do I need to keep records?

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

Government records include:

- Correspondence and communications
- File notes made after verbal communications, meetings, phone calls etc.
- Video and audio recordings
- Photographs

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

When to create and capture a record:

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

### Which records should be captured?

| YES – forward to your local government administration                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Communications</b> , such as: <ul style="list-style-type: none"> <li>• complaints and compliments</li> <li>• correspondence concerning corporate matters</li> <li>• submissions, petitions and lobbying</li> <li>• information for Council's interest relating to local government business activity and functions</li> </ul>           |
| <b>Lobbying</b> – correspondence or petitions, relating to lobbying matters                                                                                                                                                                                                                                                                |
| <b>Telephone, meetings and other verbal conversations</b> – regarding local government projects or business activities                                                                                                                                                                                                                     |
| <b>Social Media</b> – where the posts: <ul style="list-style-type: none"> <li>• create interest from the public or media</li> <li>• communicate decisions or commit the local government to an action</li> <li>• seek feedback</li> <li>• address issues of safety, and/or</li> <li>• relate to sensitive or contentious issues</li> </ul> |
| <b>Work diaries / Appointment books</b> – containing information that may be significant to the conduct of the elected member on behalf of the local government                                                                                                                                                                            |
| <b>Allowances, benefits and gifts records</b>                                                                                                                                                                                                                                                                                              |
| <b>Addresses / Speeches / Presentations</b> – delivered as part of an elected member's official duties                                                                                                                                                                                                                                     |

|                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>NO</b> – do not need to be forwarded to your local government                                                                                                                                                               |
| <b>Duplicate copies</b> – of Council meeting agenda, minutes and papers                                                                                                                                                        |
| <b>Draft documents or working papers</b> – which are already captured at the local government                                                                                                                                  |
| <b>Publications</b> – such as newsletters, circulars and journals                                                                                                                                                              |
| <b>Invitations</b> – to community events where an elected member is <i>not</i> representing Council or the local government                                                                                                    |
| <b>Telephone, meetings and other verbal conversations</b> which: <ul style="list-style-type: none"> <li>convey routine information only; <b>or</b></li> <li>do not relate to local government business or functions</li> </ul> |
| <b>Electioneering</b> – or party-political information                                                                                                                                                                         |
| <b>Personal records</b> – not related to an elected member's official duties                                                                                                                                                   |

### Confidential Documents / Records

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

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

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

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

### RECORDS MANAGEMENT

#### Guidelines for Staff

---

#### Introduction

The *State Records Act 2000* (the Act) governs recordkeeping within State and Local Government organisations in Western Australia. Under the Act, every employee of a government organisation (including temporary staff and contractors) will have some responsibility for creating and keeping records relating to their work.

---

#### What is a record?

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

#### Why do I need to keep records?

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

#### What are my responsibilities as a government employee?

**Every employee** of a government organisation (including temporary staff, contractors and consultants) has a responsibility to create records of their work for the government organisation. While specific responsibilities will differ depending on the work role, employees should ensure that records of their activities, transactions and decisions are captured onto the official record.

#### When should I create a record?

A record should be created when an activity or transaction takes place, or a decision is made, which relates to the organisation's business activity. If you are not sure whether to create a record, **ask yourself**:

- Does the matter relate to my work?
- Did I write, receive or send this in the course of my work?
- Is action required?
- Is this something I have used to do my work or to reach a decision?
- Will I need this information again?
- Will someone else need this information at some stage?

If the answer is **“yes”** to any one of these questions, a record should be created.

Examples of records might include:

- Meeting agenda and minutes
- A file note of a meeting to discuss a specific issue
- A memo on a rate assessment noting a phone conversation
- An email from a manager, authorising purchase of an item
- A letter sent to a client in response to a query
- An email raising a workplace safety issue
- A social media post about changes to the organisation's services

### **What do I do with records once they are created?**

Records of business activity should be entered into Councils official recordkeeping system by the employee generating the record or forwarded to Councils Administrative Services Officer (ASO) for processing.

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

### **How long do I need to keep records?**

Records can only be disposed of in accordance with a disposal authority that has been approved by the State Records Commission. It is illegal to dispose of records unless authorized to do so.



### 5.8 Work Health and Safety

|                         |                                                                             |
|-------------------------|-----------------------------------------------------------------------------|
| Section:                | General Administration                                                      |
| Date Adopted:           |                                                                             |
| Document Control:       | Amended September 2023<br>Reviewed September 2024<br>Amended September 2025 |
| Previous Policy Number: | Council Staff Policy 1.1                                                    |

#### INTRODUCTION:

The Shire of Yilgarn provides roads, recreational facilities, funding for medical services, parks and gardens, street lighting, and waste collection amongst other community services and infrastructure. Our local government provides vital economic, social and environmental support for communities.

The Shire of Yilgarn recognises the importance of providing all employees, visitors and contractors with a safe and healthy work environment and is committed to the continuous improvement of occupational safety and health in the workplace.

#### OBJECTIVES:

This Work Health and Safety Policy aims to establish and maintain, so far as practicable, the highest standard of occupational safety and health for all employees.

The Shire's aim as an employer is to prevent all occupational injuries and illness. The Shire is committed to achieving the objectives by:

- Providing and maintaining, so far as is practicable, workplaces, plant and systems of work so that employees, contractors and visitors are not exposed to hazards.
- Providing adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to identify and control the cause to reduce the level of risk in the workplace.
- Ensuring that management keeps work health and safety representatives, supervisors and staff up to date with information about any changes to the workplace which may affect safety and health.
- Consulting and cooperating with safety and health representatives and other employees regarding work health and safety at the workplace.
- Assisting the work health and safety Committee with the facilitation and communication between management and employees on safety and health matters.

The Shire of Yilgarn will implement and maintain an ongoing work health and safety program, including conducting regular inspections of the workplace, aimed at preventing accidents and incidents.

All Supervisors and Managers are responsible and accountable for the safety of employees, contractors and company property under their control, as well as ensuring all applicable legislation, standards, procedures and safe work practices are followed at all times.

All employees and contractors are expected to:

- Follow all organisational safety requirements and relevant legislation and supporting documentation.
- Maintain a clean and orderly work area.
- Report all hazards, injuries and safety incidents.
- Actively participate in safety improvement activities.

This policy will be reviewed annually in consultation with the OSH committee and in accordance with the Shire of Yilgarn's commitment to continuous improvement in safety management.

A safe and efficient place of work is our goal, and we must all be committed to reach this outcome.

### 5.9 Gratuity Payments to Council Employees/ Recognition of Long and Outstanding Service

|                         |                                                                             |
|-------------------------|-----------------------------------------------------------------------------|
| Section:                | General Administration                                                      |
| Date Adopted:           |                                                                             |
| Document Control:       | Amended September 2023<br>Reviewed September 2024<br>Amended September 2025 |
| Previous Policy Number: | Council Staff Policy 1.3                                                    |

#### OBJECTIVES:

This policy is designed to provide guidelines for gratuity payments to employees whose employment with the Shire of Yilgarn is finishing for reasons of resignation, redundancy or termination of employment.

#### POLICY STATEMENT:

##### Gratuity Payments

Council does not generally provide gratuity payments on termination of employment. However, Council reserves the right in cases of exceptional service to make a gratuity payment through the normal budget process in accordance with Section 5.50(1) & (2) of the Local Government Act 1995.

##### Recognition of Long and Outstanding Services

When Long or Outstanding Service has been reached by an employee, the Chief Executive Officer informs Council, in order that the Long or Outstanding service may be recognised appropriately.

### 5.10 Acting Chief Executive Officer Appointment and Senior Employees

|                         |                                                                              |
|-------------------------|------------------------------------------------------------------------------|
| Section:                | General Administration                                                       |
| Date Adopted:           |                                                                              |
| Document Control:       | Amended September 2023<br>Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | Council Staff Policy 1.4                                                     |

Senior Employees and Acting Chief Executive Officer Appointments pursuant to Section 5.37 of the Local Government Act 1995, the following employees are designated as senior employees:

- Executive Manager Corporate Services
- Executive Manager Infrastructure

For the purposes of Section 5.36(2) and 5.39C of the Act, Council has determined that the employees that are appointed in one of the above positions are suitably qualified to be appointed as Acting CEO by the CEO, from time to time, when the CEO is on periods of leave, subject to the following conditions:

- The CEO is not an interim CEO or Acting in the position;
- The term of appointment is no longer than 25 working days consecutive; and
- That the employee's employment conditions are not varied other than the employee is entitled at the CEO's discretion, no greater than the salary equivalent to that of the CEO during the Acting period.

In the case of the unavailability of the CEO due to an emergency to appoint an Acting CEO, the Executive Manager Corporate Services is automatically appointed as Acting CEO, on that Officer's salary, for up to 10 working days from commencement, and continuation is then subject to determination by the Council.

All other interim, Acting or CEO appointments to be referred to Council for consideration.

### 5.11 Council Christmas Function

|                         |                                                                              |
|-------------------------|------------------------------------------------------------------------------|
| Section:                | General Administration                                                       |
| Date Adopted:           |                                                                              |
| Document Control:       | Amended September 2023<br>Reviewed September 2024<br>Reviewed September 2025 |
| Previous Policy Number: | Council Staff Policy 1.12                                                    |

The Chief Executive Officer is authorised to approve Christmas functions for indoor and outdoor staff within the budget provision.

### 5.12 Employee Training and Development

|                         |                                                                             |
|-------------------------|-----------------------------------------------------------------------------|
| Section:                | General Administration                                                      |
| Date Adopted:           |                                                                             |
| Document Control:       | Amended September 2023<br>Reviewed September 2024<br>Amended September 2025 |
| Previous Policy Number: | Council Staff Policy 1.16                                                   |

Council supports the CEO in providing training and development opportunities for all staff members, in line with their role within the organisation, possible progressions opportunities and within budget provisions.

### 5.13 Child Safe Awareness

|                         |                           |
|-------------------------|---------------------------|
| Section:                | General Administration    |
| Date Adopted:           | 19 September 2024         |
| Document Control:       | Amended September 2025    |
| Previous Policy Number: | Council Staff Policy 1.16 |

#### Policy Statement

The Shire of Yilgarn supports and values all children and young people. The Shire of Yilgarn makes a commitment to support the safety and wellbeing of all children and young people, including protection from abuse. This Child Safe Awareness policy is one of the ways the Shire of Yilgarn demonstrates its commitment to being child safe and a zero-tolerance approach to child abuse.

This policy aims to reduce the risk of harm and child sexual abuse in our communities by encouraging child safe environments to be created and maintained. The Shire of Yilgarn is committed to encouraging local organisations to be child safe and ensure children are safe and empowered.

This Child Safe Awareness policy has been developed in response to recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse and recognises that the Shire of Yilgarn is uniquely placed within the local community to demonstrate leadership by supporting organisations to be child safe and to protect children and young people from harm and/or abuse. The Shire of Yilgarn will promote the safety and wellbeing of children across the community.

Consistent with the National Principles for Child Safe Organisations and Commonwealth Child Safe Framework, this policy provides a framework that outlines the role of the Shire of Yilgarn in supporting local organisations to be child safe through access to resources, awareness raising and sharing relevant information.

#### Scope

This Child Safe Awareness policy applies to all employees, volunteers, trainees, work experience students, interns, and anyone else who undertakes work on behalf of the Shire of Yilgarn, regardless of whether their work relates to children or young people. It applies to occupants of the Shire of Yilgarn facilities and venues, including visitors, contractors and suppliers.

#### Responsibilities

The Shire of Yilgarn has a leadership role in our community to support relevant organisations to be child safe and promote child safe practices.

Although the Shire of Yilgarn is not legally responsible for providing oversight of compliance with child safe practices, it will take any reasonable steps to engage with persons who utilise Shire facilities, to operate in alignment with the Child Safe Awareness policy.

### Definitions

**Abuse:** is an act, or a failure to act, towards or on behalf of a child that may result in harm. It can occur on one (1) occasion or multiple occasions. Sometimes the impact of multiple events leads to harm that becomes cumulative in nature. Types of abuse include physical, emotional, sexual abuse, and neglect.

**Child/Children:** means a person under 18 years of age, and in the absence of positive evidence as to age, means a person who appears to be under 18 years of age.

**Child Safe Organisation:** means an organisation that:

- creates an environment where children's safety and wellbeing are at the centre of thought, values, and actions.
- places emphasis on genuine engagement with and valuing of children and young people.
- creates conditions that reduce the likelihood of harm to children and young people.
- creates conditions that increase the likelihood of identifying any harm, and
- responds to any concerns, disclosures, allegations, or suspicions of harm\*  
\*in the context of the Shire, this would involve referring concerns to the Department of Communities or WA Police to respond as appropriate.

**Child safe:** child safe means protecting the rights of children and young people to be safe by taking actions that can help prevent harm and abuse.

**Harm:** in relation to a child, means any detrimental effect of a significant nature on the child's wellbeing, whether caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.

**Wellbeing:** Wellbeing of children and young people includes the care, development, education, health and safety of children and young people.

### Policy Principles

The Shire of Yilgarn supports;

- The rights of children and young people being upheld.
- Children and young people being respected, listened to, and informed about their rights.
- Children and young people having the fundamental right to be safe and cared for
- Children and young people having the right to speak up, be heard and taken seriously without the threat of negative consequences.
- The safety and best interests of children and young people being a primary consideration when making decisions that concern them.
- Access to trusted and reliable information, including the National Principles for Child Safe Organisations, to help support organisations to understand what they must do to help reduce the risk of harm and abuse.
- Communities being informed and involved in promoting the safety and wellbeing of children and young people including protection from harm.
- Collaboration with the community and our partners to promote the safety, participation and empowerment of all children and young people.



### **Related Legislation**

- Corruption, Crime and Misconduct Act 2003
- Freedom of Information Act 1997
- National Principles for Child Safety Organisations
- Public Interest Disclosure Act 2003
- Work Health and Safety Act 2020
- Working with Children (Criminal Record Checking) Act 2004

### **Other Related Policies**

- Code of Conduct Employees
- Councillor Code of Conduct

### 5.14 Community Enhancement Fund (CEF)

|                         |                         |
|-------------------------|-------------------------|
| Section:                | General Administration  |
| Date Adopted:           | 19 June 2025            |
| Document Control:       | Reviewed September 2025 |
| Previous Policy Number: |                         |

#### PURPOSE AND BACKGROUND

The Shire of Yilgarn is committed to ensuring that large-scale renewable energy developments, including Wind Energy Facilities (WEFs, Solar Farms and Battery Energy Storage Systems (BESS)), and carbon sequestration developments (tree farms/plantations) deliver lasting positive outcomes for the local community. This Community Enhancement Fund (CEF) policy establishes a framework for proponents of such projects to share benefits with the host community, consistent with the Shire's strategic vision and best practices in Australia.

Unlike small, local or family businesses in regional communities, large scale developments generally do not return a significant proportion of their profits back into the community within which they were gained.

This Policy ensures that as large scale renewable energy and carbon sequestration projects proceed, they do so in partnership with the community through early engagement; benefit-sharing contributions and transparent governance, leaving a positive legacy in line with the Shire's strategic planning objectives.

#### SCOPE

This Policy applies to all large-scale renewable energy facilities and carbon sequestration facilities within the Shire of Yilgarn, including wind energy facilities (wind farms), utility-scale solar farms, large battery storage projects (BESS), typically those with a nameplate capacity exceeding 5 MW and carbon sequestering tree farms or plantations.

It is intended for use by Shire staff, Council, and developers (proponents) of renewable energy and carbon sequestration projects during project planning, approval, and operational phases.

This Policy sets out the establishment of a Community Enhancement Fund and details the expectations and requirements for proponent contributions towards the fund as a condition of Council support for such projects. Compliance with this Policy will be considered in Council's assessment of development applications and any related agreements with proponents.

### DEFINITIONS

**Australian Carbon Credit Unit (ACCU)** - a financial instrument awarded to eligible energy efficiency, renewable energy generation and carbon sequestration projects that result in a reduction of Greenhouse Gas (GHG) emissions. One ACCU represents the avoidance or removal of one tonne of carbon dioxide equivalent (tCO<sub>2</sub>-e) greenhouse gasses.

**Community Enhancement Fund (CEF)** – A fund to which the proponent contributes financially, for the benefit of the local community. Contributions are typically made annually over the life of the project and are used to support community projects, services, and infrastructure in accordance with this Policy.

**Life of the Project** – The expected operational lifespan of the project, assumed to be approximately 30 years (unless otherwise defined in approvals). CEF contributions are made for the duration of the project's operation.

**Nameplate Capacity** – The rated output capacity of a generator (in megawatts for wind/solar, or in megawatt-hours for battery storage if applicable). This is used as the basis for calculating CEF contributions. For hybrid projects, capacity is considered by each component (e.g. MW of wind, MW of solar, MWh of standalone storage).

**Shire** – Shire of Yilgarn

**Social License** – The ongoing acceptance and approval of a project by the local community and stakeholders. Earning a social license involves proactive community engagement, benefit-sharing, and responsible practices by the proponent to build trust and goodwill.

**Proponent** – The developer, operator, or owner of a large-scale renewable energy project (wind, solar, and/or battery) and/or carbon sequestration project (tree farm/plantation) in the Shire. This includes any company or entity seeking development approval for such projects.

### POLICY STATEMENT

The Shire of Yilgarn requires that all large-scale renewable energy and carbon sequestration projects contribute to a Community Enhancement Fund (CEF) to ensure the local community directly benefits from these developments. This Policy sets a consistent approach for negotiating, calculating, managing and disbursing CEF contributions.

Key principles of the Policy include:

### 1. Early Negotiation and Agreement

Proponents must engage with the Shire at an early stage (e.g. during feasibility or prior to lodgement of a development application) to negotiate a CEF contribution agreement. The aim is to reach an in-principle agreement on community contributions before development approval, providing certainty to both the community and the proponent. Early negotiation aligns with best practice which calls for collaboration between councils and developers on benefit-sharing programs ([Benefit-Sharing Guideline](#)). The agreed contribution should be formalised via a legal instrument (such as a voluntary planning agreement, deed of agreement, or memorandum of understanding) at development approval stage, ensuring it is binding for the project's life.

### 2. Contribution Formula

The CEF contribution will be generally negotiated and calculated based on the following:

#### Renewable Energy Projects:

Installed capacity of the project of each asset installed and located in the Shire of Yilgarn, using a rate per megawatt (MW) per annum (or per MWh for storage). As a minimum, the contribution shall be no less than the benchmark rates recommended in the New South Wales Government's 2023 Benefit Sharing Guideline for renewable energy projects, which are:

- \$1,050 per MW per annum for wind energy,
- \$850 per MW per annum for solar energy, and
- \$150 per MWh per annum for standalone battery projects.

#### Carbon Sequestration Projects:

- Estimated or contracted Australian Carbon Credit Units (ACCU) for project areas located in the Shire of Yilgarn. As no benchmark is set, a percentage of the estimated or contracted ACCU's will be utilised for negotiations for the contribution.  
or
- Percentage of capital expenditure for project.

The contribution amount agreed upon shall be indexed to CPI each year to maintain its real value over time, with the first year's rate typically based on the financial year of project commissioning. Contributions are expected on an annual basis for the full operational life of the project (indicatively 30 years), commencing from the start of commercial operations (or as otherwise negotiated). This long-term, CPI-indexed commitment ensures the fund grows over time and provides a reliable stream of community funding.

As the ACCU value can be volatile, to ensure carbon sequestration projects remain viable throughout the project life, where the ACCU methodology is utilised in calculating the contribution, it can either be indexed on CPI each year or indexed against the ACCU spot price average.

### 3. Minimum Contribution Levels

In relation to renewable energy projects, in all cases, the proponent's contribution must meet or exceed the Shire's minimum required level. The Shire will use the NSW guideline rates as a floor, not a ceiling ([Benefit-Sharing Guideline](#)). Proponents are encouraged to offer higher contributions or additional benefit-sharing measures where possible (especially if a project has higher impacts or to address specific community needs), but at a minimum the NSW guideline rates per capacity apply.

The Shire's preference is to calculate contributions on nameplate capacity; however, alternative formulas (such as a percentage of capital investment or revenue) may be considered if they deliver equal or greater community value over the project life. In the event that State policy or regulations (future State Planning Policy or legislation) mandate higher standard contributions, the greater requirement will prevail. This ensures that Yilgarn's community receives a fair share commensurate with projects in other regions and reflects the scale of development.

As there is little precedence set in relation to CEF contributions from Carbon Sequestration projects, there is currently no standard able to be applied. As such, negotiations between the Shire and proponents in these instances will be undertaken in good faith to ensure the precedence set is appropriate for the community and proponent.

### 4. Administration and Governance

The CEF is to be administered by the Shire of Yilgarn. Proponents will make annual payments to the Shire, to be held in a dedicated restricted cash reserve account established for the Community Enhancement Fund.

The Shire will disburse the funds in accordance with the *Local Government Act 1995* and relevant financial management regulations and audit requirements. By having the local government manage the fund, the Shire leverages existing governance systems, transparency mechanisms and community accountability measures.

Local governments are best positioned to understand local needs, coordinate projects, exercise sound governance and maximise returns on investment for community betterment.

The Shire's Community Strategic Plan will guide the decision making of the Council when deliberating on use of funds.

All CEF monies received will be accounted for in the Shire's annual budget (as restricted funds) and unspent funds will be carried forward in the reserve.

Recognition protocols will be established so that the proponent's contribution is acknowledged in Shire publications and at project openings, ensuring the proponent is credited for their community investment (thus supporting their Environmental Social & Governance (ESG) and social license objectives).

### **5. Eligible Uses of Funds and Thematic Priorities:**

CEF funds must be used for projects, programs, or initiatives that provide a public benefit and align with the Shire's Strategic Community Plan and associated integrated planning framework including the Corporate Business Plan, Long-Term Financial Plan, and other informing strategies.

The overarching goal is to fund long-term sustainable and high-value initiatives that deliver lasting legacy outcomes for the community, rather than one-off short-lived spending.

The Shire will utilise an Advisory Committee for advice on funding requests and opportunities. The Committee will identify priority themes for investment – for example: improvements to local sporting and recreation facilities, community health and wellbeing programs, education and training scholarships, environmental conservation or renewable energy initiatives, arts and cultural events, emergency services and disaster resilience, tourism development, and local infrastructure enhancement.

These thematic areas echo those identified as best practice for reinvesting renewable benefits in host communities. Each year, specific projects or grants under these themes will be selected for funding. The Shire will ensure that funded projects are distributed fairly across the community and where relevant across different localities within the Shire, so that those most impacted by the development share in the benefits.

Importantly, CEF funds are additional – they complement (but do not replace) normal government spending or other funding sources, thereby truly “enhancing” the community. Proponents are encouraged to participate in launch events or media for funded projects as part of recognition, under agreed protocols.

### **6. Suggested initial thematic approach areas of investment include:**

- Sport & Recreation: Enhancing sport & recreation facilities, the lifeblood of rural towns;
- Health and Wellbeing: Enhancing health and wellbeing generally;
- Education and Training: Scholarships and workforce development programs;
- Environmental Initiatives: Promoting renewable adoption and conservation; Arts, Culture & Events: Fostering vibrant regional communities;

- Disaster Resilience and Emergency Services: Strengthening emergency services; and
- Tourism Development: Investing in attractions to drive economic growth.

### **7. CEF Advisory Committee:**

To assist with decisions relating to the distribution of CEF monies, the Shire will establish a CEF Advisory Committee. The Committee would ideally comprise Shire representatives (elected members and/or officers), community members (sought by expressions of interest) and a representative (and proxy) of each of the contributing companies.

The committee's role is to provide input on funding priorities, assess grant applications or project proposals, and make recommendations to Council on the allocation of funds each year. The committee will operate under clear terms of reference as approved by Council, ensuring recommendations are transparent, fair and aligned with the fund's objectives.

The proponent's presence on the committee can help coordinate recognition and ensure their perspective is considered, while the majority Council and Community representation safeguards local interests. Meetings will be held at least annually (or as required) to plan and review fund distribution.

It should be noted, whilst the opinion of the Advisory Committee will be highly valued by the Shire of Yilgarn Council, the Committee does not have delegated authority and as such Council retains the authority to accept, amend or reject recommendations from the Committee and to make alternative decisions.

### **8. CEF Governance**

Annual Reporting on the CEF will be undertaken with the Shire publishing a summary each year of the fund's contributions received, projects funded (with amounts), and outcomes achieved. This report will be provided to the proponent and made available to the community, reflecting the principle that benefit-sharing arrangements should be transparent and publicly accessible ([Benefit-Sharing Guideline](#)).

The fund's management and accounts will also be subject to the Shire's normal audit process, with results reported as part of annual financial statements.

### **9. Alignment with Shire Plans and Community Input:**

All CEF-funded initiatives should support the broader development plans of the Shire. The advisory committee and ultimately Council must ensure that the use of funds complements the Shire's long-term infrastructure and service planning. For example, if the Strategic Community Plan, Long-Term Financial Plan (LTFP) or Asset



Management Plan identifies critical community infrastructure needs (such as upgrades to community halls or recreation centres), the CEF can co-fund those projects. Similarly, non-capital initiatives in the Strategic Community Plan – such as improving youth services, economic development, or environmental sustainability – can be resourced through the CEF.

By aligning expenditures with these plans, the fund delivers strategic value and avoids ad-hoc spending. The Shire's Strategic Community Plan, reviewed every two years with community input, provides a current snapshot of the community's needs, wants and expectations. Aligning with this Plan and the associated integrated planning framework ensures the CEF is responsive to local aspirations. This collaborative approach reflects that benefit-sharing must be community-focused and tailored to local needs ([Benefit-Sharing Guideline](#)).

Where a proponent has its own corporate social responsibility themes (e.g. Science, Technology, Engineering, and Mathematics (STEM) education, community health), these can be coordinated with Shire priorities to maximise impact.

### **10. Alternative Funding Models:**

Whilst the default position of this Policy is the Shire will manage the CEF, the Shire will consider alternative funding models on a case by case basis as proposed by the proponent.

For the Shire to consider an alternative funding model, the proposal must:

- Provide the equivalent level of funding to what would have been contributed under this Policy's formula (with the same indexation);
- Align with the Shire's strategic objectives and the needs of the Yilgarn community;
- Include the Shire in the governance or decision-making process; and
- Provide full transparency and reporting of expenditures to the Shire and community.

Essentially, the alternative funding model must mirror the intent of the CEF in scope and rigor. The Shire will only endorse such an arrangement if it is satisfied that the outcomes will be equal or better for the community.

If an alternative funding model is adopted, an agreement (or memorandum) must be in place detailing how funds will be allocated, how the Shire will participate in project selection and how reporting/recognition will occur.

The proponent should also demonstrate how the fund ties into their ESG commitments. Regular check-ins (e.g. annual meetings) between the Shire and proponent may be required to review the fund's performance. Notably, even under an alternative funding model, the Shire expects that key programs be coordinated with Council. This cooperative model follows the principle that benefit-sharing should be collaborative and centrally coordinated where possible ([Benefit-Sharing Guideline](#)), avoiding duplication or working at cross-purposes.



### **11. Financial Management and Reserves:**

All CEF funds received by the Shire will be placed in a restricted cash-backed reserve specifically created for the Community Enhancement Fund. This ensures the funds are quarantined for their intended purpose and not used for general expenditure. Interest earned on the reserve will be retained within the fund.

Unexpended funds in any given year will be carried forward to future years, building a cumulative balance if appropriate. The Shire, in liaison with the proponent, may choose to accrue funds over multiple years for larger projects of significant community benefit, rather than disbursing all funds every year. However, a general guideline is that funds should be put to use in a timely manner to benefit the community that is hosting the renewable development (unless saving for a planned large project).

The reserve will be managed in accordance with the Shire's financial policies and the *Local Government (Financial Management) Regulations 1996*, with annual reporting as noted. If the project terminates earlier than expected (e.g. decommissioning or sale), any remaining funds in the reserve will continue to be used for community benefit. In the case of project ownership transfer, the Shire will seek commitments that the contribution agreement is binding on successors. Should there be any dispute or default in payments, the Shire will refer to the agreement provisions for resolution, noting that consistent contributions are a core aspect of maintaining the project's social license in Yilgarn.

### **12. Recognition and Communication:**

The Shire will develop protocols to formally recognise the contributions made by renewable energy proponents through the CEF. This may include: signage at facilities or project sites acknowledging the proponent's community fund (e.g. "This project was funded by the Community Enhancement Fund contributed by [Company Name]"), media releases and stories highlighting the community outcomes enabled by the fund, and invitations for the proponent's representatives to attend and be acknowledged at community events related to CEF-funded initiatives.

Mutual recognition builds goodwill and encourages other developers to also contribute generously.

The Shire will maintain public registers of CEF contributions and will ensure the register is periodically communicated to the broader public. This transparency and promotion are consistent with maintaining public support for the industry and demonstrating that local communities can benefit from proponents who seek a social licence within the communities they operate in.

Through this Policy, the Shire of Yilgarn seeks to create a win-win outcome: proponents fulfill their corporate social responsibilities and gain community acceptance, while the community receives tangible and lasting benefits from the renewable energy and carbon offset transition. The Policy will be reviewed as needed

(for example, if State Government introduces new guidelines or if improvements are identified in implementation) to remain aligned with best practices and community expectations.

### **13.Exclusion Clause – Neighbour Benefit Schemes (NBS) Not Constituting Community Enhancement Fund Contributions**

Nothing in this Policy shall be construed to imply or permit that Neighbour Benefit Schemes (NBS), Near Neighbour Payments or similar arrangements between proponents and individual landholders or nearby residents constitute part of or can be offset against the required Community Enhancement Fund (CEF) contribution.

Such neighbour-specific payments are considered project-specific mitigation or social license costs incurred as part of the normal cost of gaining project approval and community acceptance and are intended to compensate directly impacted individuals, not the broader community.

The purpose of the CEF is to deliver broader legacy benefits to the entire host community, beyond those properties or individuals most proximate to infrastructure. The CEF is a public-good mechanism to fund strategic, equitable and transparent investments in community wellbeing, services, infrastructure and sustainability outcomes—not compensation payments for localised amenity impacts.

Accordingly:

- The value or extent of any Neighbour Benefit Scheme implemented by a proponent shall not be deducted from or used to offset the agreed CEF contribution;
- The CEF shall be calculated independently, based solely on the nameplate capacity and/or ACCU value and indexed benchmarks outlined in this Policy;
- Proponents are encouraged to implement both NBS and the CEF as complementary but separate streams of community engagement and investment.

This distinction protects the integrity, equity and transparency of the CEF and ensures that all residents, including those not in immediate proximity to infrastructure, share in the benefit of the renewable energy transition.

Sources:

- NSW Dept of Planning Benefit Sharing Guide (2024) ([Benefit-Sharing Guideline](#));

Appendices:

- Appendix 1 – Community Enhancement Fund (CEF) Procedural & Operational Guidelines ([Link](#))
- Appendix 2 – Community Enhancement Fund (CEF) Contribution Modelling Examples ([Link](#))
- Appendix 3 – Community Enhancement Fund (CEF) Advisory Committee – Terms of Reference ([Link](#))

The Document Owner shall ensure that this policy is reviewed at least annually.

### 6. DOCUMENT REVISION HISTORY:

| Revision Events |        |                                     |          |
|-----------------|--------|-------------------------------------|----------|
| Rev.            | Author | Changes                             | Date     |
| 01              | SB     | Initial version                     | 24.02.11 |
| 02              | JS     | Revised                             | 25.07.11 |
| 03              | JS     | Revised                             | 20.07.12 |
| 04              | VP     | Revised                             | 19.07.13 |
| 05              | VP     | Revised                             | 18.07.14 |
| 06              | EP     | Revised                             | 18.06.15 |
| 07              | BJ     | Revised                             | 15.09.16 |
| 08              | BJ     | Revised                             | 21.09.17 |
| 09              | PC     | Revised                             | 20.09.18 |
| 10              | PC     | Revised                             | 19.09.19 |
| 11              | PC     | Amended                             | 20.02.20 |
| 12              | PC     | Amended                             | 16.04.20 |
| 13              | PC     | Revised                             | 17.09.20 |
| 14              | PC     | Revised                             | 17.12.20 |
| 15              | PC     | Amended                             | 15.04.21 |
| 16              | NW     | Revised                             | 16.09.21 |
| 17              | NW     | Amended                             | 16.12.21 |
| 18              | NW     | Revised                             | 15.09.22 |
| 19              | NW     | Amended                             | 21.09.23 |
| 20              | NW     | Annual Review - Amended             | 19.09.24 |
| 21              | GB     | Addition of Policy 4.4, 4.5 and 4.6 | 21.11.24 |
| 22              | CW     | Amendment of Policy 4.5             | 20.02.25 |
| 23              | NW     | Addition of Policy 5.14             | 19.06.25 |
| 24              | NW     | Annual Review – Amended             | 18.09.25 |

# Councillor & Employee Declaration

I have read Council Policy Manual, and declare that I will observe and abide by the terms and condition outlined in this Policy.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Name (please print in blockletters): \_\_\_\_\_

Witnessed: \_\_\_\_\_

Dated: \_\_\_\_\_



# Shire of Yilgarn

## Council Policy Manual

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Field Code Changed

Field Code Changed

Document Owner **CHIEF EXECUTIVE OFFICER**

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| First Adopted:    | SEPT 2011             |
| Last Review Date: | SEPT 202 <del>5</del> |
| Next Review       | SEPT 202 <del>6</del> |

Deleted: 4

Deleted: 5

## 1 Members of Council

### 1.1 Delegates Moving Motions

|                         |                                                                                                              |
|-------------------------|--------------------------------------------------------------------------------------------------------------|
| Section:                | Members of Council                                                                                           |
| Date Adopted:           |                                                                                                              |
| Document Control:       | Amended September 2023<br><a href="#">Reviewed September 2024</a><br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | Council Policy 1.2                                                                                           |

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

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

### 1.2 WALGA – Nominations to Boards & Committees

|                         |                                                                                    |
|-------------------------|------------------------------------------------------------------------------------|
| Section:                | Members of Council                                                                 |
| Date Adopted:           |                                                                                    |
| Document Control:       | <a href="#">Reviewed September 2024</a><br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | Council Policy 1.3                                                                 |

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

### 1.3 Use of Council's Common Seal

|                         |                                                                                                              |
|-------------------------|--------------------------------------------------------------------------------------------------------------|
| Section:                | Members of Council                                                                                           |
| Date Adopted:           |                                                                                                              |
| Document Control:       | Amended September 2023<br><a href="#">Reviewed September 2024</a><br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | Council Policy 1.4                                                                                           |

**OBJECTIVE:**

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

**POLICY:**

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

**PROCESS:**

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

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

Shire President

Chief Executive Officer

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

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

### 1.4 Elected Members Entitlements

|                         |                                                                                                              |
|-------------------------|--------------------------------------------------------------------------------------------------------------|
| Section:                | Members of Council                                                                                           |
| Date Adopted:           |                                                                                                              |
| Document Control:       | Amended September 2023<br><a href="#">Reviewed September 2024</a><br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | Council Policy 1.5                                                                                           |

#### **INTRODUCTION:**

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

#### **PURPOSE:**

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

#### **ALLOWANCES:**

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

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

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

#### **REIMBURSEMENTS:**

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

The CEO is responsible for managing reimbursements.

### 1.5 Communications Policy

Deleted: Media

|                         |                                                                                      |
|-------------------------|--------------------------------------------------------------------------------------|
| Section:                | Members of Council                                                                   |
| Date Adopted:           |                                                                                      |
| Document Control:       | Amended Sept 2023<br><u>Reviewed September 2024</u><br><u>Amended September 2025</u> |
| Previous Policy Number: | Council Policy 1.6                                                                   |

#### PURPOSE:

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

Deleted: advisers

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

### 1. MEDIA COMMUNICATIONS

#### INTRODUCTION:

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

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

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

#### DEALING WITH MEDIA ENQUIRIES:

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

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

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

All staff are required to pass on important information to the Chief Executive Officer which

could be used as the basis for a press release or internal communication. The Chief Executive Officer will decide if the information warrants a media release and/or photo or other treatment.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Contractors or service providers employed by Council must refer all media enquiries relating

to Council to the Chief Executive Officer.

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

## **2. COMMUNITY ENGAGEMENT**

### **DEFINITIONS**

Community – those who live, work or recreate in the Shire of Yilgarn.

Community engagement – is any process “that involves the public in problem solving or decision-making and uses public input to make decisions”. (IAP2)

### **INTRODUCTION**

Community engagement may refer to a range of interactions of differing levels of engagement between the Shire and the community, including:

- Information sharing processes, to keep the community informed and promotes understanding.
- Consultation processes, to obtain feedback.
- Involving community members consistently throughout the process to ensure community concerns and aspirations are understood and considered.
- Collaborating with community members in each aspect of the decision making process.
- Empowering the community.

The Shire of Yilgarn is committed to strengthening the Shire through effective community engagement to share information, gather views and opinions, develop options, build consensus and make decisions.

Community engagement assists the Shire of Yilgarn to provide good governance and strong leadership, delivering better decisions to guide the Shire's priorities into the future.

This policy does not negate the requirement of the Shire to comply with statutory obligations.

To achieve meaningful community engagement, the Shire undertake the following:

- The Shire will provide information to the community in a timely manner.
- The Shire will communicate in a variety of formats ensuring that information is readily accessible to all people with differing abilities and cultural diversity.
- The community will be informed of the availability of community consultation and Shire information in different formats.
- The Council will endeavor to provide an adequate budget allocation for a diversity of communication tools that will ensure accessibility for people with differing abilities and communication requirements.
- The Shire will seek to communicate with a diversity of community groups to ensure information is readily available to all.
- Shire activities and events will be promoted across community groups and in a timely



manner to allow for optimal community engagement.

The following principles apply to community engagement undertaken by the Shire of Yilgarn:

|                                                   |           |                                                                                                                                                                                                                                                                 |
|---------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Focus and commitment</b>                       | <b>1</b>  | The purpose of each community engagement will be clearly scoped to determine how the engagement will add value to the Shire's decision-making process.                                                                                                          |
|                                                   | <b>2</b>  | Each community engagement will be planned to clarify the level of influence the participants will have over the decision they are being invited to comment on or participate in. The person or body who is responsible for the final decision will be notified. |
|                                                   | <b>3</b>  | The Shire is genuinely open to engaging with the community and committed to using a range of appropriate engagement methods.                                                                                                                                    |
| <b>Transparency and openness</b>                  | <b>4</b>  | All community engagement processes will be open and transparent.                                                                                                                                                                                                |
|                                                   | <b>5</b>  | Comment will be documented and analysed.                                                                                                                                                                                                                        |
|                                                   | <b>6</b>  | The Shire will seek to understand the concerns and interests of all stakeholders and provide opportunities for participants to appreciate each other's perspectives.                                                                                            |
| <b>Responsiveness and feedback</b>                | <b>7</b>  | The Shire will advise participants of progress on issues of concern and provide feedback in a timely manner on the decision made and the rationale for the decision will be communicated where necessary.                                                       |
|                                                   | <b>8</b>  | The best interest of the community will prevail over the individual or vested interests.                                                                                                                                                                        |
| <b>Inclusiveness, accessibility and diversity</b> | <b>9</b>  | Persons or organisations affected by or who have an interest in a decision will have an opportunity to participate in the community engagement process.                                                                                                         |
|                                                   | <b>10</b> | Community engagement process will be open to all those who wish to participate.                                                                                                                                                                                 |
| <b>Accountability</b>                             | <b>11</b> | The Shire will seek community engagement to enhance its decision-making, however, where the Shire is responsible and accountable for a given matter, it will accept its responsibility to make the final decision and provide leadership.                       |
| <b>Information</b>                                | <b>12</b> | Appropriate, accessible information will be available to ensure participants are sufficiently well informed and supported to participate in the process.                                                                                                        |
| <b>Timing</b>                                     | <b>13</b> | Community engagement will be undertaken early enough in the process to ensure that participants have enough time to consider the matter at hand and provide meaningful feedback.                                                                                |
|                                                   | <b>14</b> | All engagement processes will have timeframes that will be made clear to participants and adhered to by the Shire.                                                                                                                                              |

|                   |           |                                                                                                                             |
|-------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------|
| <u>Resources</u>  | <u>15</u> | <u>The Shire will allocate sufficient financial, human and technical resources to support community engagement.</u>         |
| <u>Evaluation</u> | <u>16</u> | <u>The Shire will monitor and evaluate processes to ensure the engagement being undertaken is meeting planned outcomes.</u> |

### 3. TYPES OF COMMUNICATION

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

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

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

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

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

#### **SOCIAL MEDIA**

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

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

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

- Only persons approved by the CEO are permitted to utilise the Shire's social media accounts;
- Those permitted to access Shire of Yilgarn social media accounts are to ensure posts are related to Shire business and operations only (such as road closures, shire events, public notices approved by the CEO);
- Language is to be non-offensive and a-political;
- Posts are not to mention members of the public, unless approved by the mentioned person or CEO;
- Should offensive comments be placed by community members, the posts are to be removed and/or all comments removed and ability to comments removed from post;

- Under no circumstances should the Shire accounts respond to comments on Shire posts, unless approved by the CEO.

### **COMMUNITY NEWSLETTER:**

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

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

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

The newsletter should carry a disclaimer in the following terms:

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

### **EMERGENCY COMMUNICATION:**

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

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

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

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

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

### 1.6 Related Parties Disclosures

|                         |                                                                                                              |
|-------------------------|--------------------------------------------------------------------------------------------------------------|
| Section:                | Members of Council                                                                                           |
| Date Adopted:           |                                                                                                              |
| Document Control:       | Amended September 2023<br><a href="#">Reviewed September 2024</a><br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | Council Policy 1.9                                                                                           |

#### INTRODUCTION:

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

#### PURPOSE:

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

#### BACKGROUND:

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

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

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

#### IDENTIFICATION OF RELATED PARTIES:

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

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

- An elected Council member.

- Key management personnel being a person employed under section 5.36 of the Local Government Act 1995 in the capacity of:
  - Chief Executive Officer
  - Executive Manager Corporate Services
  - Executive Manager Infrastructure
- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.
- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

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

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

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

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

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

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

undertake with council and are referred to as an Ordinary Citizen Transaction (OCT).

Where the Shire can determine that an OCT was provided at arm's length, and

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

### **DISCLOSURE REQUIREMENTS:**

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

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

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

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

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

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

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

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

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

#### **4. Confidentiality**

All information contained in a disclosure return, will be treated in confidence. Generally,

related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding,

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

5. **Materiality**

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

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

### 1.7 Council Forum / Briefing Session

|                         |                                                                                           |
|-------------------------|-------------------------------------------------------------------------------------------|
| Section:                | Members of Council                                                                        |
| Date Adopted:           |                                                                                           |
| Document Control:       | Amended September 2023<br><u>Reviewed September 2024</u><br><u>Amended September 2025</u> |
| Previous Policy Number: | Council Policy 1.10                                                                       |

That a Council Forum/Briefing Session be held every month, except January, prior to the Ordinary Meeting of Council commencing at 3.00pm.

Deleted: 4

The following Forum Procedure Applies Forum Procedure

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



### 1.8 Induction for Councillors

|                         |                                                                                    |
|-------------------------|------------------------------------------------------------------------------------|
| Section:                | Members of Council                                                                 |
| Date Adopted:           |                                                                                    |
| Document Control:       | <a href="#">Reviewed September 2024</a><br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | Council Policy 1.11                                                                |

#### OBJECTIVES:

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

#### POLICY STATEMENT:

##### Introduction

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

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

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

#### PRINCIPLES:

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

#### PROVISIONS:

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

### 1.9 Continuing Professional Development of Council Members

|                         |                                                                                            |
|-------------------------|--------------------------------------------------------------------------------------------|
| Section:                | Members of Council                                                                         |
| Date Adopted:           |                                                                                            |
| Document Control:       | Amended September 2023<br><u>Reviewed September 2024</u><br><u>Reviewed September 2025</u> |
| Previous Policy Number: | Council Policy 1.12                                                                        |

#### 1 General Purpose and Principles

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

#### 2 Induction and Regulatory Prescribed Training

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

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

### 3 Evaluation/Review

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

### 4 Professional Development

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

### 5 Oversight Committee

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

- This Policy;
- Its review and amendments from time to time;
- The process and outcome of the evaluation and review mentioned in paragraph 3 of this

Policy;

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

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

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

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

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

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

### 8 Policy Review/Amendment

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

### 1.10 Attendance at Events and Functions

|                         |                                                                                                         |
|-------------------------|---------------------------------------------------------------------------------------------------------|
| Section:                | Members of Council                                                                                      |
| Date Adopted:           |                                                                                                         |
| Document Control:       | Amended Sept 2023<br><a href="#">Reviewed September 2024</a><br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | Council Policy 1.13                                                                                     |

#### **Introduction**

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

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

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

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

#### **Definitions**

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

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

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

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

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

### 2. Attendance at pre-approved events

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

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

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

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

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

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

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

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

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

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

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

- a) presenting at an event
- b) participating as a member in a panel
- c) accepting an award on behalf of the Shire

- 2.5. In relation to attendance at a pre-approved event in accordance with parts 2.1 – 2.4 above, the following applies in respect to payment of tickets:

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



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

### 3. Attendance at events requiring approval

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

for example if food and alcohol included, or if the benefit is primarily for entertainment.

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

### 3.3. Approval is required in respect of:

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

## 4. Partners

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

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

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

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

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

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

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

- a) a description of the gift;

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

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

### 1.11 Risk Management Policy

|                         |                                                                                    |
|-------------------------|------------------------------------------------------------------------------------|
| Section:                | Members of Council                                                                 |
| Date Adopted:           |                                                                                    |
| Document Control:       | <a href="#">Reviewed September 2024</a><br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | Council Policy 1.14                                                                |

#### POLICY OBJECTIVES

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

#### POLICY STATEMENT

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

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

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

#### POLICY STATEMENT

The following points provide detail on the objective specifics:

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

#### KEY POLICY DEFINITIONS

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

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

**Note 2:** Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic,

organisation-wide, project, product or process).

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

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

### ROLES & RESPONSIBILITIES

The CEO is responsible for the:

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

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

### RISK ASSESSMENT AND ACCEPTANCE CRITERIA

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

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

### MONITOR & REVIEW

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

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

## RISK ASSESSMENT AND ACCEPTANCE CRITERIA

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

### Shire of Yilgarn Measures of Consequence

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

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

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



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

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

### 1.12 Conducting Electronic Meetings and Attendance by Electronic Means

|                         |                                         |
|-------------------------|-----------------------------------------|
| Section:                | Members of Council                      |
| Date Adopted:           | 19 September 2024                       |
| Document Control:       | <a href="#">Reviewed September 2025</a> |
| Previous Policy Number: |                                         |

#### Policy Objective

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

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

#### Definitions

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

#### Policy Statement

- Electronic Attendance at an In-Person Meeting [Administration Regulations 14C and 14CA]**
  - For efficiency and the avoidance of unnecessary inconvenience, Members are to submit requests for electronic attendance at the earliest opportunity, but in any case, requests must be received so that there is sufficient time for the request to be considered and the necessary technology and meeting protocols to be implemented.
  - A request for electronic attendance at an in-person meeting:
    - Is to be provided to the Mayor/President;
    - Where the Mayor/President is unavailable to approve a request, the request is to be considered by Council (the request is to be moved, seconded and approved);
    - Where the Mayor/President rejects a request, the requester may ask Council to reconsider the request; and
    - The Mayor/President may refer their own request to the Deputy Mayor/President, [acting under Section 5.34 of the Act]; or alternatively, may refer the request to Council for decision.

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

must first be approved by Council.

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

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

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

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

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

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

### 3. Participating in Meetings by Electronic Means

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

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

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

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

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

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

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

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

## 2 Bushfire

### 2.1 Bush Fire Advisory Committee Policy

|                         |                                                                                    |
|-------------------------|------------------------------------------------------------------------------------|
| Section:                | Bushfire                                                                           |
| Date Adopted:           |                                                                                    |
| Document Control:       | <a href="#">Reviewed September 2024</a><br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | Bushfire Policy 2.4                                                                |

#### **OBJECTIVE:**

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

#### **OPERATIONAL GUIDELINES**

##### **Name**

Shire of Yilgarn Bush Fire Advisory Committee.

##### **Governing Legislation**

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

##### **Membership**

Membership consist of:

##### ***VOTING MEMBERS:***

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

If dual positions, only one vote per individual.

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

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

##### **Vision**

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

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

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

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

### **Meetings**

#### *ANNUAL GENERAL MEETING*

The Annual general Meeting is to be held in April.

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

Note: The chairperson shall be the CBFCO

#### *COMMITTEE MEETINGS*

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

#### *QUORUM*

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

#### *VOTING*

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

#### *MINUTES*

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

#### *MEETINGS*

Meetings shall be generally open to the public.

#### *MEMBERS INTEREST TO BE DISCLOSED*

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

#### *SECRETARIAT*



## Council Policy Manual

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

### *CHAIRPERSON*

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

### *MEETING ATTENDANCE FEES*

Nil

### *DELEGATED AUTHORITY*

Nil



### 3 Finance

#### 3.1 Surplus Funds Investment

|                         |                                                                                    |
|-------------------------|------------------------------------------------------------------------------------|
| Section:                | Finance                                                                            |
| Date Adopted:           |                                                                                    |
| Document Control:       | <a href="#">Reviewed September 2024</a><br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | Finance Policy 3.2                                                                 |

##### **POLICY:**

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

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

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

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

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

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

##### **PROCESS:**

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

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

### 3.2 Resourcing Employee Entitlements

|                         |                                                                                    |
|-------------------------|------------------------------------------------------------------------------------|
| Section:                | Finance                                                                            |
| Date Adopted:           |                                                                                    |
| Document Control:       | <a href="#">Reviewed September 2024</a><br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | Finance Policy 3.3                                                                 |

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

The value of this Reserve must mirror the value of:

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

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

### 3.3 Reserve Portfolio Rationale

|                         |                                                                                    |
|-------------------------|------------------------------------------------------------------------------------|
| Section:                | Finance                                                                            |
| Date Adopted:           |                                                                                    |
| Document Control:       | <a href="#">Reviewed September 2024</a><br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | Finance Policy 3.4                                                                 |

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

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



## Council Policy Manual

### 3.4 Purchasing and Tendering

|                         |                                                                                                              |
|-------------------------|--------------------------------------------------------------------------------------------------------------|
| Section:                | Finance                                                                                                      |
| Date Adopted:           |                                                                                                              |
| Document Control:       | Amended September 2023<br><a href="#">Reviewed September 2024</a><br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | Finance Policy 3.5                                                                                           |

#### 1. PURCHASING

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

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

##### 1.1 OBJECTIVES

The Shire's purchasing activities will achieve:

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

##### 1.2 ETHICS & INTEGRITY

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

##### 1.3 VALUE FOR MONEY

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

## Council Policy Manual

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

### 1.3.1 Assessing Value for Money

Assessment of value for money will consider:

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

### 1.4 PURCHASING THRESHOLDS AND PRACTICES

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

#### 1.4.1. Policy Purchasing Value Definition

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

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

## Council Policy Manual

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

### 1.4.2. Purchasing from Existing Contracts

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

### 1.4.3. Table of Purchasing Thresholds and Practices

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

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

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

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



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

### 1.4.4 Exemptions

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

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

### 1.4.5 Inviting Tenders Under the Tender Threshold

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

This decision will be made after considering:

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

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

### 1.4.6 Other Procurement Processes

#### 1.4.6.1 Expressions of Interest

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

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

Request for Tender process, where the purchasing requirement is:

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

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

#### *1.4.6.2 Request for Proposal*

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

#### **1.4.7 Emergency Purchases**

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

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

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

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

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

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

### **1.4.9 Anti-Avoidance**

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

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

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

### **1.5 Variations**

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

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

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

## 2. SUSTAINABLE PROCUREMENT

### 2.1 LOCAL ECONOMIC BENEFIT

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

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

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

### 2.2 PURCHASING FROM DISABILITY ENTERPRISES

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

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

### 2.3 PURCHASING FROM ABORIGINAL BUSINESSES

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

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

A qualitative weighting will be used in the evaluation of quotes and tenders to provide advantages to businesses registered in the current Aboriginal Business Directory WA, in instances where not directly contracted.

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

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

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

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

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

### **3.1 OBJECTIVES**

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

Part of the consideration of establishing a panel includes:

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

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

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

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

Panels may be established for a maximum of three (3) years. The length of time of a

Local Panel is decided with the approval of the CEO.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

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

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

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

### 3.3 DISTRIBUTING WORK AMONGST PANEL MEMBERS

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

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

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

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

pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 1.4.3 of this Policy. When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

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

### 3.4 PURCHASING FROM THE PANEL

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

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

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

### 4. PURCHASING POLICY NON-COMPLIANCE

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

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

Where a breach is substantiated it may be treated as:

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

### 5. RECORD KEEPING

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





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### 3.5 Regional Price Preference

|                         |                                                                                    |
|-------------------------|------------------------------------------------------------------------------------|
| Section:                | Finance                                                                            |
| Date Adopted:           |                                                                                    |
| Document Control:       | <a href="#">Reviewed September 2024</a><br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | Finance Policy 3.5(A)                                                              |

#### OBJECTIVES

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

#### POLICY

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

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

##### Stipulated Area

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

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

##### Stipulated Area

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

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

##### Stipulated Area

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



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2.5% to all suppliers located within the Goldfields region

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

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

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

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

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

|                         |                                                                                    |
|-------------------------|------------------------------------------------------------------------------------|
| Section:                | Finance                                                                            |
| Date Adopted:           |                                                                                    |
| Document Control:       | <a href="#">Reviewed September 2024</a><br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | Finance Policy 3.7                                                                 |

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

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

Recovery Actions include:

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

### 3.7 Use of Council Transaction Card

|                         |                                                                                                              |
|-------------------------|--------------------------------------------------------------------------------------------------------------|
| Section:                | Finance                                                                                                      |
| Date Adopted:           |                                                                                                              |
| Document Control:       | Amended September 2023<br><a href="#">Reviewed September 2024</a><br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | Finance Policy 3.8                                                                                           |

#### PURPOSE:

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

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

#### SCOPE

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

#### DEFINITIONS

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

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

#### POLICY STATEMENT

#### MANAGEMENT OVERSIGHT AND REPORTING

##### Legislation

- 1 Section 6.5(a) of the *Local Government Act 1995* prescribes the Chief Executive Officer's (CEO) duty to ensure that proper accounts and records of the

transactions and affairs of the Local Government are kept in accordance with regulations.

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

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

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

### **Management Oversight**

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

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

### **Reporting**

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

### Misuse, Misconduct and Fraudulent Use

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

### PRINCIPLES FOR TRANSACTION CARD USAGE

#### Allowable Transactions

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

#### Prohibited Transactions

- The Shire of Yilgarn prohibits the use of Transaction Card facilities for:
  - Cash advances;
  - Incurring expenses which are personal or private (i.e. any expenditure which is not an approved Local Government activity);

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- Making deposits onto the Card, whether to offset misuse or otherwise;
  - Incurring Capital expenditure;
  - Incurring expenditure for goods or services which are subject to a current supplier contract;
  - Incurring expenses which are not in accordance with legislation, the Shire of Yilgarn Procurement of Goods and Services Policy, the Annual Budget and/or the conditions or limitations relevant to the individual Cardholder;
  - Splitting expenditure to avoid compliance with the Procurement of Goods and Services Policy or to negate limits or conditions applicable to the Cardholder; and
  - Incurring expenses for the primary purpose of obtaining personal advantage through the transaction (i.e. membership or loyalty rewards).
2. For clarity, Elected Members are prohibited from using Shire of Yilgarn Transaction Cards as the *Local Government Act 1995* does not provide authority for an Elected Member to incur liabilities on behalf of the Local Government. The Act limits Local Governments to only paying Elected Member allowances and reimbursing Elected Member expenses.

### Cardholder duty of care and responsible use obligations

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

### Transaction evidence

1. A sufficient transaction record must include the following minimum information:
  - Invoice and/or receipt that includes; the date, company name, address, ABN, amount and any GST amount included;

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- Where an invoice and/or receipt cannot be obtained, the Cardholder must provide a Statutory Declaration, in accordance with the *Oaths, Affidavits and Statutory Declarations Act 2005*, detailing the nature of the expense and sufficient information to satisfy the requirements of subclause (a) above.
- 2. Where a Transaction Card is used to incur an expense for hospitality, the transaction record must include for the purposes of Fringe Benefits Tax calculations and probity:
  - the number of persons entertained;
  - the names of any employees in that number; and
  - the purpose of providing the entertainment or hospitality.

### PROCEDURE FOR AUTHORISATION OF CREDIT CARD PURCHASES:

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

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

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

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

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

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

- ☐ Council Credit Card
- ☐ Council Fuel Card

Transaction Card Holders Name: .....

Transaction Card Holders Signature: .....

Date .....



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

|                         |                                                                                                              |
|-------------------------|--------------------------------------------------------------------------------------------------------------|
| Section:                | Finance                                                                                                      |
| Date Adopted:           |                                                                                                              |
| Document Control:       | Amended September 2023<br><a href="#">Reviewed September 2024</a><br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | Finance Policy 3.9                                                                                           |

#### OBJECTIVE:

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

#### 1. Rates

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

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

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

#### PROCEDURE:

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

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maximum period over which repayment will be permitted will be three months.

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

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

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

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

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

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

- to offset against the outstanding debt;
- e) Offset of any City contributions owing to the personal entity against, any outstanding debt;
- f) Report to the Council to consider cancellation of a Lease Agreement.

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

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

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

### 4. Application for Special Payment Arrangement

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

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

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

### 5. Interest on Overdue Monies

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

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

### 6. Financial Hardship Provisions

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

The Shire may:

- a. Identify ratepayers in financial hardship.
- b. Establish a payment plan if the ratepayer needs flexibility with paying rates or debts.
- c. Waive interest and additional charges.
- d. Suspend debt recovery while assessing the financial hardship application and if the ratepayer complies with the payment plan agreed with the Shire



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- e. Always maintain confidential communication.
- f. Assist the ratepayer to connect with financial support services provided by Federal and State Government agencies.

The Shire's financial hardship provisions are reviewed annually.

### **8. Complaints Process**

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

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



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### 3.9 Use of Shire Facilities by Service Providers

|                         |                                                                                    |
|-------------------------|------------------------------------------------------------------------------------|
| Section:                | Finance                                                                            |
| Date Adopted:           |                                                                                    |
| Document Control:       | <a href="#">Reviewed September 2024</a><br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | Finance Policy 3.10                                                                |

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

### 3.10 Timely Payment of Suppliers

|                         |                                                                                    |
|-------------------------|------------------------------------------------------------------------------------|
| Section:                | Finance                                                                            |
| Date Adopted:           |                                                                                    |
| Document Control:       | <a href="#">Reviewed September 2024</a><br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | Finance Policy 3.11                                                                |

#### OBJECTIVES

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

#### DEFINITIONS

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

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

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

#### POLICY

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

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



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### 3.11 Discretionary Capital Expenditure – Business Case

|                         |                                                                                    |
|-------------------------|------------------------------------------------------------------------------------|
| Section:                | Finance                                                                            |
| Date Adopted:           |                                                                                    |
| Document Control:       | <a href="#">Reviewed September 2024</a><br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | Finance Policy 3.13                                                                |

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

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

### 3.12 Supplier Onboarding

|                         |                                                                                    |
|-------------------------|------------------------------------------------------------------------------------|
| Section:                | Finance                                                                            |
| Date Adopted:           |                                                                                    |
| Document Control:       | <a href="#">Reviewed September 2024</a><br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | Finance Policy 3.14                                                                |

#### OBJECTIVES

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

#### STATEMENT

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

#### POLICY

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

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

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





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

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

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

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

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

## 4 Engineering

### 4.1 Crossovers

|                         |                                                                                    |
|-------------------------|------------------------------------------------------------------------------------|
| Section:                | Engineering                                                                        |
| Date Adopted:           |                                                                                    |
| Document Control:       | <a href="#">Reviewed September 2024</a><br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | Engineering Policy 5.1                                                             |

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

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

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

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

#### **Payments**

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

#### **MAJOR UPGRADES:**

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

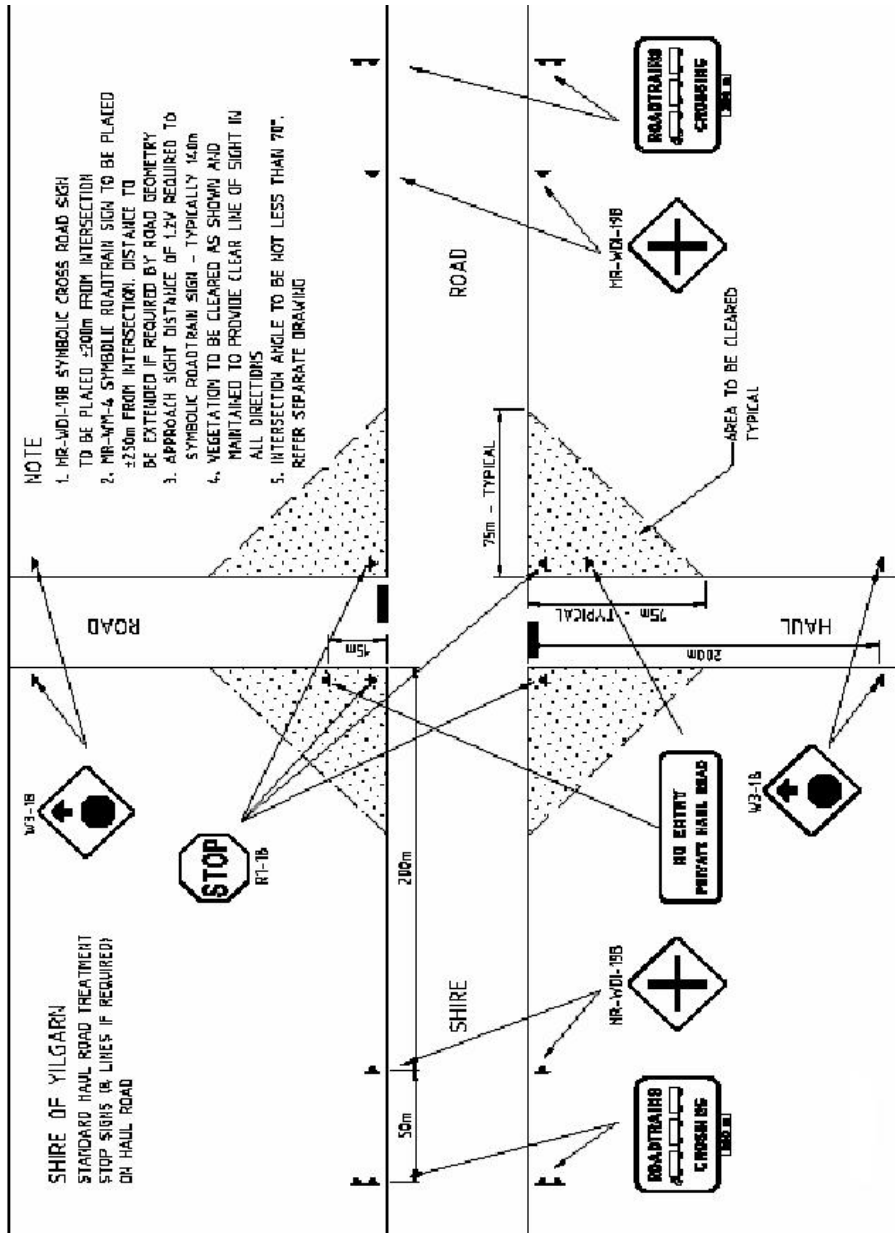
### 4.2 Traffic Intersection Management Plan (Private Haul Roads Intersecting with Roads Under Council Control)

|                         |                                                                                    |
|-------------------------|------------------------------------------------------------------------------------|
| Section:                | Engineering                                                                        |
| Date Adopted:           |                                                                                    |
| Document Control:       | <a href="#">Reviewed September 2024</a><br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | Engineering Policy 5.5                                                             |

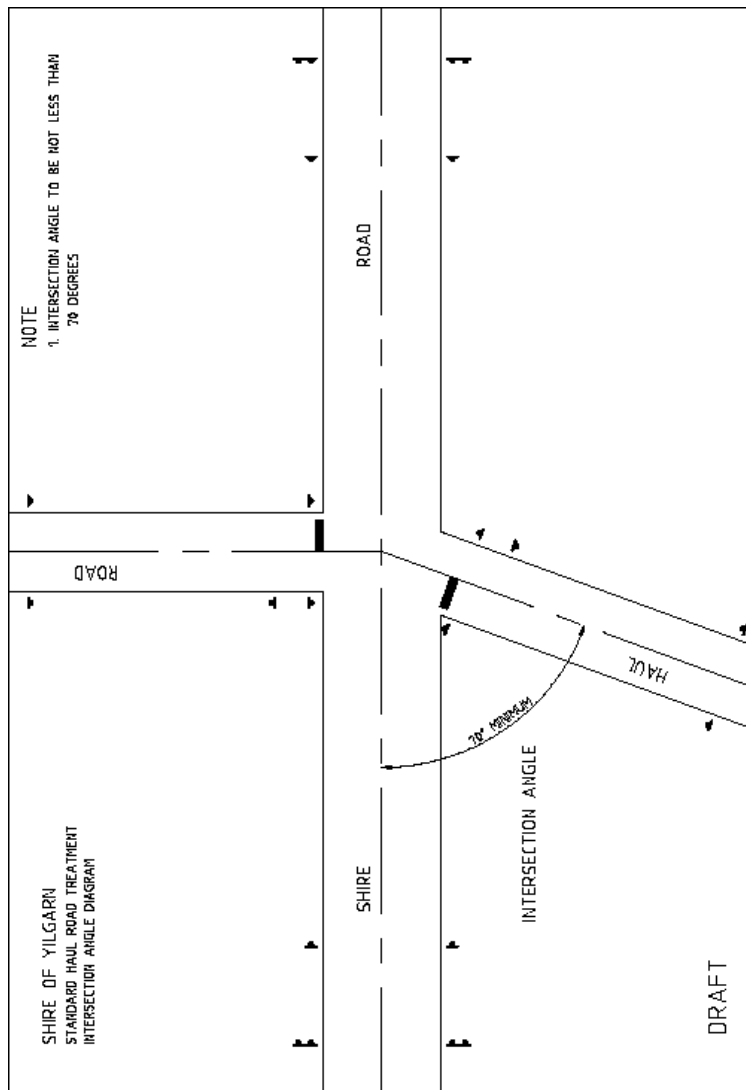
The following provisions may apply in respect to applications, however all applications are to be treated on their merits –

1. The applicant will require that all vehicles and operators of such vehicles routinely using the haul-road will be licensed in accordance with Department for Transport requirements. The applicant may infrequently seek to pass unlicensed vehicles across the intersection, but will only do so after obtaining any necessary permits, and will comply with all conditions imposed.
2. The intersection signage, geometry, and sight distance criteria will be maintained continuously.
3. The intersection will be inspected daily by the applicant and/or approved contractor personnel. The inspection will be documented and records of the inspection maintained. The inspection will identify any non-conformances against the criteria outlined in (2) above. Records will be forwarded to the Shire on a monthly basis.
4. The applicant, through its haulage contractors, will maintain to a high standard the intersection road surfaces and associated drains and signage at its cost. The standard maintained will allow safe passage of traffic which complies with signage on both affected roads. The applicant will liaise with Shire staff in relation to maintenance of all Council controlled roads approaching haul road intersections, and will, subject to on-going approval of the Shire, maintain the approaches for 250 metres from the commencement of the signage either side of the haul road.
5. The applicant will liaise regularly with the Shire to discuss and resolve any issues arising from the use of the roads.
6. The applicant will monitor dust generation 250 metres each side of the haul road and undertake watering if required. Saline water is prohibited on Council controlled roads.
7. The applicant, generally through its haulage contractor, will ensure that all haul road users are properly inducted, and receive specific instruction in relation to the haul road intersections.
8. Council in consultation with the applicant has the right to withdraw approval of haul roads crossing public roads under Council control if the above conditions are not adhered to.
9. Where appropriate, on haul roads crossing a Council road reserve, the provision of adequate lighting towers for night time operation be placed as an additional condition upon the applicant.

Attachment 1 – Sign description and layout



## Attachment 2 – Intersection Angles





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### 4.3 Roadside Memorials

|                         |                                                                                    |
|-------------------------|------------------------------------------------------------------------------------|
| Section:                | Engineering                                                                        |
| Date Adopted:           |                                                                                    |
| Document Control:       | <a href="#">Reviewed September 2024</a><br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | Engineering Policy 5.6                                                             |

That Council adopts Main Roads Western Australia's "Roadside Memorials Policy and Guidelines" as its Policy when receiving applications for the erection of memorials on Council controlled roads, subject to –

- Removal of any obligation on Council to provide or subsidise the materials, plants etc., used in any memorial; and
- The removal of the memorial after a period of 5 years.

### 4.4 Assessing Applications to Operate Restricted Access Vehicles

|                         |                                         |
|-------------------------|-----------------------------------------|
| Section:                | Engineering                             |
| Date Adopted:           | 21 November 2024                        |
| Document Control:       | <a href="#">Reviewed September 2025</a> |
| Previous Policy Number: |                                         |

#### INTRODUCTION

The Shire of Yilgarn seeks to achieve a sustainable road network that balances the needs of the community and the provision of an efficient freight network to support economic growth and development. The most recent RAV network routes for the Shire of Yilgarn can be found on the Main Roads WA Heavy Vehicles website

A Restricted Access Vehicle (RAV) is a vehicle that exceeds a statutory mass or dimension limit as prescribed in the Road Traffic (Vehicles) Regulations 2014. RAVs can only operate on roads approved by Main Roads, under either an Order (Notice) or a permit. A Notice is an instrument of approval that is published in the Government Gazette and grants access for certain types of RAVs on defined networks of roads. All RAVs require a permit unless they are authorised under a Notice.

There are three types of restricted networks; the Standard RAV Network, Concessional Loading RAV Network and the Tri – drive Restricted Access Vehicle Network.

Operators may apply to add or amend a RAV route. It is Main Roads WA policy to consult with Local Governments before adding or amending a RAV route. Local Governments may request that Main Roads WA consider certain conditions for the RAV route. Once a Local Government has provided their conditional approval for a RAV route, Main Roads WA conducts a route assessment and prepares a summary report. The Main Roads Heavy Vehicle Services (HVS) considers the application before the RAV Network is updated.

#### OBJECTIVE

The objective of this policy is to provide guidance to the Shire of Yilgarn Staff when assessing an application to add or amend a road on the Restricted Access Vehicle network.

#### DEFINITIONS:

**Restricted Access Vehicle (RAV):** A Restricted Access Vehicle (RAV) is a vehicle that exceeds any of the following:

- a width of 2.5 metres;
- a height of 4.3 metres;
- a length of 19 metres for a vehicle combination;
- a length of 12.5 metres for a rigid vehicle;
- a gross mass of 42.5 tonnes; or

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- any other mass or dimension limit prescribed in the Road Traffic (Vehicles) Regulations 2014.

**Notice:** A Notice (or Order) is an approval instrument published in the Government Gazette by the Commissioner of Main Roads that grants access or provides mass or dimension modifications to RAVs

**Permit:** A Permit is an approval instrument issued by the Commissioner of Main Roads to grant access or provide mass or dimension modifications to RAVs.

**Accredited Mass Management Scheme (AMMS):** AMMS is a Main Roads concessional loading scheme that allows vehicles to operate above statutory Mass Limits. Once a transport operator has the appropriate loading control method in place they can apply for an AMMS permit which allows them to operate at the higher mass limits. AMMS allows for three (3) concessional mass levels which provide up to an additional 3.5 tonnes per tri-axle and 1.0 tonne per tandem axle combination.

**CA07:** is a condition of access applied by Main Roads via a Restricted Access Vehicle (RAV) Permit or Order, which requires the Transport Operator to obtain a Letter of Agreement from the Local Government to access specific local roads. Without the Letter of Agreement, the Transport Operator is not meeting the condition of access and is consequently breaching the Permit or Order and not legally allowed access to the local road

### RELATED POLICIES

The following Local Government strategies and policies are relevant to this policy:

- Heavy Vehicle Road Improvement Contribution
- Road Construction Policy

### RELATED LEGISLATION

- Road Traffic (Vehicles) Regulations 2014
- Road Traffic (Vehicles) Act 2012 Road Traffic (Administration) Act 2008
- Road Traffic (Administration) Regulations 2014
- Road Traffic Code 2000 Land Administration Act 1997 (Sec 55)
- Local Government Act 1995 Main Roads Act 1930

### POLICY STATEMENT

#### Assessing a RAV Access Application

It is Main Roads' policy that support from the relevant road owner is obtained before an application for RAV access is assessed. Main Roads HVS will forward all applications to the road owner for support. If the Local Government is supportive of the application, then they must undertake a preliminary assessment before endorsing the application.

The Main Roads RAV Network Access Strategy is aimed at establishing and maintaining a Strategic Road Freight Network (SRFN). The SRFN consists of roads, agreed on by Main Roads and Local Government, which carry the bulk of freight vehicles. When considering access decisions, Local Governments should be mindful of network wide considerations



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relating to efficiency, connectivity, sustainability, asset protection public safety and public amenity. Where a more appropriate route is available, linking to the SRFN, it is reasonable to propose alternative routes to the applicant via the response to Main Roads WA. Approvals for RAV access outside of the SRFN should generally be limited to where access is required to a particular origin and / or destination or loading and unloading locations.

### Assessing Support

The Local Government must first determine if it supports the application. The assessment to determine support must be performed by a suitably qualified and experienced Local Government officer or consultant. The assessor must record the basis for the decision and these records should accompany the application when it is referred to Council for approval.

#### The following criteria should be considered.

1. Is the road identified as a link on the Strategic Road Freight Network on a regional or local plan?
2. What is the designated Main Roads hierarchy? See Hierarchy Definitions and recommended roles in relation to the RAV.
3. Does the route provide connectivity to activity centres?
4. Does the route provide connectivity to the State Road network?
5. Is the proposed RAV rating consistent with the connecting routes?
6. If the route crosses into adjacent Shires, have they been consulted?
7. Are there alternative routes that would be preferable for the RAV access?
8. Does the route impact community facilities e.g. schools, hospitals and town sites?
9. Will the proposed access impact public safety?
10. Is the proposed access likely to result in extraordinary damage to the road pavement? Consult the Local Government Heavy Vehicle Charging Policy.
11. Are there any bridges or other structures that are clearly below the standard required for the proposed access or likely to result in dangerous operating conditions?
12. Are there any known physical or topographical constraints?
13. Is the road listed in ROADS 2030?

Further to this, consideration needs to be given to the benefits of approving RAV access. While a RAV may be a larger vehicle, the routes are assessed to ensure the vehicle can operate safely amongst other traffic. Approving RAV access will potentially reduce vehicle movements for the same transport task, which in turn reduces congestion, emissions, noise, community impact and road wear.

### Preliminary Assessment

If the Local Government supports the application, then a preliminary assessment must be performed by the Local Government.

However, If the application is for a road on the Tandem Drive Network to be added to the Tri Drive or Concessional Networks then no preliminary assessment is required by the Local Government. Guidance on performing a preliminary assessment is provided by MR HVS Framework adding a Local Government Road to a Redistricted Access Vehicle Network.

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### The Guide states that the following criteria should be considered:

- An assessment of the road width to ensure the road is suitable for the level of RAV access being requested.
- An assessment of the steepness of longitudinal grades to ensure they are within the specified limits.
- An assessment of the stacking and sight distance of any railway level crossings on the route.
- Sight distances at intersections must be checked to ensure they comply with the guideline requirements

### Operating Conditions

#### Standard Operating Conditions:

Based on the Assessment of Support and the Preliminary Assessment, the Local Government may review their support for the application or recommend a selection of operating conditions to be applied as a condition of permit. Main Roads will apply all or some of the conditions below to very low traffic volume roads when the road's width does not meet the minimum requirements as shown in Appendix C.

These and other similar operating conditions may be applied to the assessment of other roads

1. When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover. Where RAVs are limited to 40km/h advisory signs must be installed for safety to other vehicles who may unexpectedly catch up a vehicle at night.
2. No operation on unsealed road segment when visibly wet, without Road Owners approval.
3. Headlights must be switched on at all times.
4. Speed restrictions. (\*40 km/h or 60 km/h in accordance with the Appendix C Low Volume Rural Road Minimum Widths of the Standard Restricted Access Vehicle (RAV) Route Assessment guidelines
5. Direct radio contact must be maintained with other RAVs to establish their position on or near the road (suggested UHF Ch 40).
6. Road not to be entered until driver has established by radio communication that there is no other RAV on the road travelling in the opposing direction.
7. Operation is not permitted while the school bus is operating on the road. Operators must obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop offs/ pickup have been completed on the road.
8. The Operator must obtain written approval from the Road Owner. The approval letter must be carried in the vehicle and produced upon request. Commonly referred to as a CA07 Condition

### Other Operating Conditions

The Local Government may consider the need for additional operating conditions for example:

- Road not to be used as a through route. For local delivery and pick up only. Driver must carry proof of local delivery or pick up.

- Empty travel only
- Single lane operation only
- Laden ascent travel only
- Speed restrictions
- Warning signs to be installed in accordance with Australian Standards and removed when haulage completed
- One truck movement at a time
- Truck entering signs to be erected by the Local Government and removed when not in use.
- Turning restrictions
- No operation during specified months or periods
- No operation on certain days e.g. Saturdays, Sundays or Public Holidays
- No movement permitted between specified times.

The Local Government must justify the need for the additional conditions, which will be approved and applied at Main Roads discretion. Only conditions applied by Main Roads are enforceable.

### **Restricted Local Access Period Permit**

If the road is deemed unsuitable for addition to the RAV network, the assessor may consider the alternative of recommending to Main Roads that the application be considered for "Restricted Local Access". The "Restricted Local Access" Period Permit provides access to the final destination of a particular transport task. This may include access to a farm gate, local business or pine plantation. A safety assessment is conducted by Main Roads taking into consideration the specific vehicle type and operation. The permit may be issued to a particular vehicle combination and/ or length with particular operating conditions. The assessor should consider the required operating conditions and make recommendations when referring the application back to Main Roads.

### **Timeframes**

The Local Government will endeavour to return the assessment to Main Roads within 4 weeks of receipt. Should Main Roads not receive support from the Local Government within three (3) months, Main Roads reserves the right to undertake an assessment of the road and add to the relevant network if deemed suitable without Local Government support.

### **Authority**

- Support of an application to amend a RAV Route is a decision of Council.
- Any applications seeking an increase to the already approved Accredited Mass Management Scheme will require a pavement assessment.
- Support of an application to amend the level of the Accredited Mass Management Scheme will be a decision of Council.

### Reference Material

The RAV assessment process is managed and approved by Main Roads Western Australia. This policy must be applied in accordance with the relevant Main Roads guiding documentation. The latest reference material is listed below however Main Roads may review and change the process from time to time and Officers applying this policy should ensure they have familiarised themselves with the latest guidelines. The Guidelines can be viewed on the Main Roads website under Heavy Vehicles, RAV Network Access.

1. Restricted Access Vehicles: Prime Mover, Trailer Combinations: Operating Conditions.
2. Framework – Adding a Local Government Road to a Restricted Access Vehicle Network
3. Guidelines for Approving RAV Access.
4. Framework for Using Consultants to Assess Local Government Roads for Inclusion on a Restricted Access Vehicle Network.
5. Standard Restricted Access Vehicle (RAV) Route Assessment Guidelines.
6. Tri – Drive Route Assessment Guidelines.
7. Concessional Loading Route Assessment Guidelines.

### Community Impacts

HVS will consult with the relevant Local Government and/or Main Roads Region for input in relation to potential adverse impacts on the local community that may result from approving RAV access.

### Rail Contestability

HVS will consult with the relevant Local Government and/or Main Roads Region for input in relation to potential adverse impacts on the local community that may result from approving RAV access.

### Other Road Users

Consideration must be given to the risks a RAV may pose to more vulnerable road users, such as the following:

- Pedestrians;
- Cyclists;
- Tourists and recreational users (who may be unfamiliar with the conditions);
- School buses, where the buses are dropping children adjacent to the road in a non-dedicated bus stop.

### Rural Road Minimum Width

|  | 60 to 70 km/h         |                  | 80 to 100 km/h        |                  |
|--|-----------------------|------------------|-----------------------|------------------|
|  | Carriageway Width (m) | Sealed Width (m) | Carriageway Width (m) | Sealed Width (m) |

#### 0 to 150 AADT / VPD\*\*\*

|                      |     |     |     |     |
|----------------------|-----|-----|-----|-----|
| RAVs Categories 2-4  | 7.6 | 3.3 | 7.9 | 3.4 |
| RAVs Categories 5-7  | 7.7 | 3.4 | 8.0 | 3.5 |
| RAVs Categories 8-10 | 8.2 | 3.8 | 8.6 | 3.9 |

#### 150 to 500 AADT / VPD

|                      |     |     |     |     |
|----------------------|-----|-----|-----|-----|
| RAVs Categories 2-4  | 7.6 | 5.6 | 7.9 | 5.9 |
| RAVs Categories 5-7  | 7.7 | 5.7 | 8.0 | 6.0 |
| RAVs Categories 8-10 | 8.2 | 6.1 | 8.6 | 6.4 |

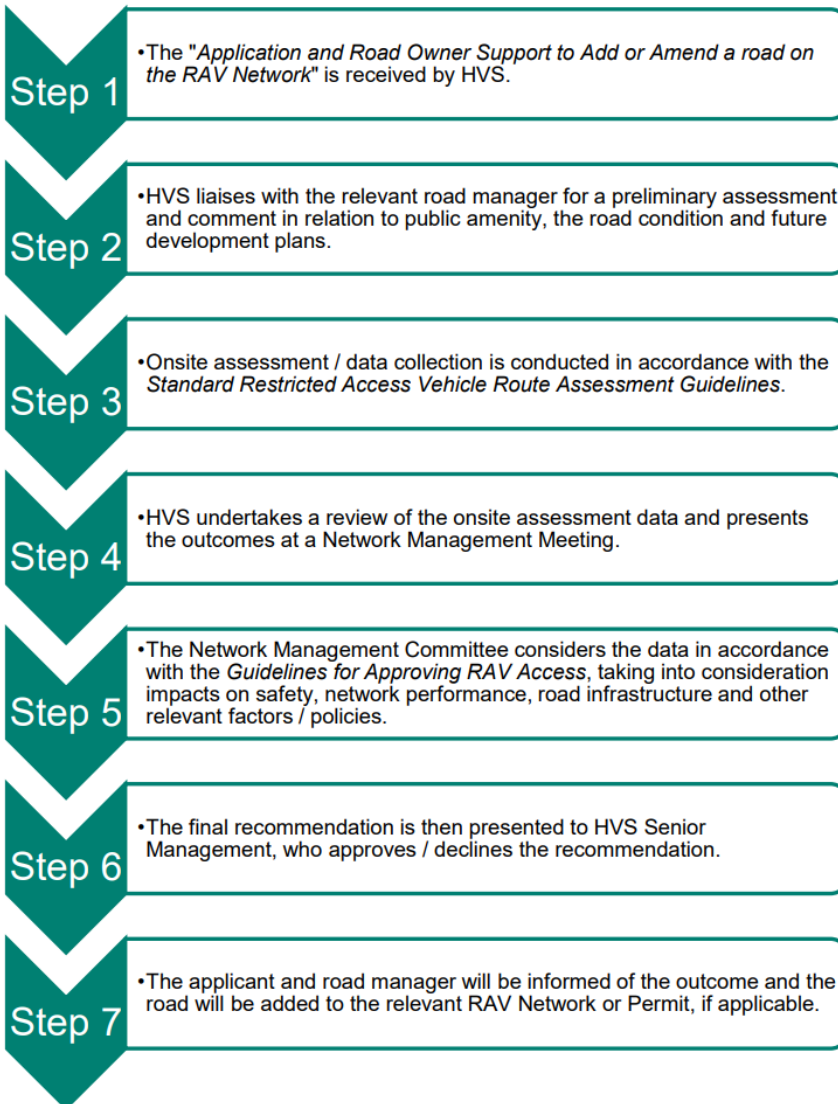
#### 500 to 1 000 AADT

|                      |     |     |     |     |
|----------------------|-----|-----|-----|-----|
| RAVs Categories 2-4  | 7.9 | 6.1 | 8.2 | 6.4 |
| RAVs Categories 5-7  | 8.0 | 6.2 | 8.3 | 6.5 |
| RAVs Categories 8-10 | 8.6 | 6.6 | 9.0 | 6.9 |

#### More than 1 000 AADT

|                      |      |     |      |     |
|----------------------|------|-----|------|-----|
| RAVs Categories 2-4  | 9.6  | 6.8 | 9.9  | 7.1 |
| RAVs Categories 5-7  | 9.7  | 6.9 | 10.0 | 7.2 |
| RAVs Categories 8-10 | 10.6 | 7.6 | 11.0 | 8.0 |

### Route Determination Process



### 4.5 Heavy Vehicle Road Usage Fee Policy

|                         |                                                         |
|-------------------------|---------------------------------------------------------|
| Section:                | Engineering                                             |
| Date Adopted:           | 21 November 2024                                        |
| Document Control:       | Amended February 2025<br><u>Reviewed September 2025</u> |
| Previous Policy Number: |                                                         |

#### INTRODUCTION

The serviceable life of a road is dependent on the quantity and type of heavy vehicle passes. A road will typically be designed to last for a defined time period (typically between 20 to 50 years) during which time it will be subjected to a predicted quantity of heavy vehicle passes. The road is designed and constructed to fit its intended purpose. If an industry or mining operation proposes a transport task that increases the volume of heavy vehicles well above the quantity that it was designed and constructed to carry, then the life of the road will be consumed at a much higher rate than anticipated.

The road will require additional maintenance and may fail prematurely leaving the local government with the cost to reconstruct the road. It is unreasonable for the community to bear this additional cost and the proponent should be charged at a fair rate to offset these costs.

#### PURPOSE

The policy is to present a methodology and framework for heavy vehicle charging for a defined task on a Local Government Road. This includes the calculation of heavy vehicle charges, qualifying scenarios, funding administration and development of agreements. This policy applies to all Mining and Extractive Industry operations within the Shire of Yilgarn.

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#### DEFINITIONS

**Agreement:** An agreement between the Shire of Yilgarn and a proponent defining the conditions of access including charges for a defined transport task

**Applicant:** The party that is requesting to use a road for a defined freight task

**Equivalent Standard Axle (ESA):** The number of standard axle loads which are equivalent in damaging effect on a pavement to a given vehicle or axle loading. Every vehicle combination can be expressed as a number of ESAs.

**Annual Design ESA (ADESA):** The predicted annual ESA that was used to design a road pavement structure. If this is unknown it may be estimated based on the average annual ESA from historic traffic counts or the annual ESA that would reasonably be expected for a particular Category of road under normal circumstances.

**Extraordinary Load:** An Extraordinary Load is defined as a freight task that will result in a significant increase in the ADESA resulting in damage to the road pavement and reduction in the structural design life of the road giving rise to extraordinary expenses as a result of increased routine and planned maintenance and premature failure necessitating rehabilitation or reconstruction of the road.

**Routine maintenance:** Unplanned activities that maintain the serviceability of the road e.g. repairing potholes, cleaning drainage structures, repairing edge breaks and sweeping pavements.

**Preservation:** Planned maintenance and rehabilitation that are designed to preserve or extend the serviceable design life of the road e.g. crack sealing, resealing with a bituminous sprayed seal, rehabilitation of gravel shoulders and replacing culverts and kerbs.

### **POLICY STATEMENT:**

#### **Statutory Power**

The Road Traffic (Administration) Act 2008 Part 7, s.132 and s.136 allows for the road authority to recover the expenses of damage to a road caused by heavy traffic. In particular; s.132 (2) states:

"Where it appears to the road authority that has functions in relation to the repair of road infrastructure that, having regard to the average expense of repairing road infrastructure in the vicinity, extraordinary expenses have been incurred by the road authority in repairing the road infrastructure because of damage caused by heavy traffic, the road authority may recover the amount of the expenses as may be proved to the satisfaction of the court to have been incurred by the road authority because of damage caused by heavy traffic."

Section 132(4) states: "A person against whom expenses are or may be recoverable under this section may enter into an agreement with the road authority for payment to it in respect of heavy traffic, and on making the payment as agreed the person is not to be subject to any proceedings under this section."

#### **Other Statutory Powers**

Revised State Planning Policy 3.6 – Development Contributions for Infrastructure, developed under the authority of Planning and Development Act 2005, Section 26

Local Government Act 1995 Part 6 – Financial Management, Div 5 – Financing Local Government Activities, Subdivision 2 – Fees and charges, 6.16 – Imposition of fees and charges.

#### **Application**

This policy applies to any party that plans to run a defined vehicle freight task on a Shire of Yilgarn Road(s). The task must be deemed to be of such a volume (extraordinary load) that it is likely to cause damage resulting in "extraordinary expenses", which is damage that is well beyond what would normally be anticipated for the category of road(s) concerned.

If the Local Government considers that the defined freight task is likely to also effect roads in adjacent Shire(s) it will notify them accordingly.

#### **Extraordinary Load**

An Extraordinary Load is defined as a task that will result in a significant increase in the Annual Design ESA (ADESA) and will result in damage to the pavement and reduction in the structural design life of the road leading to extraordinary expenses.

An Extraordinary Load is assigned a nominal value of an annual ESA for the category of road concerned. The Shire of Yilgarn may decide that a different percentage is more appropriate depending on the individual circumstances. The ADESA shall be determined using one of the



following methods:

- Historical pavement design information.
- Engineering assessment based on traffic counts, pavement structure and condition performance.

### Cost Calculation:

The relevant charge shall be calculated using the User Guide – Estimating the Incremental Cost Impact on Sealed or Gravel Local Roads from Additional Freight Tasks (WALGA & ARRB 2015). The Proponent shall provide the following information to the Local Government:

1. The type and axle configuration of the vehicles to be used for the task.
2. The annual freight tonnage for the task and the vehicle payload.
3. The number daily vehicle passes.
4. The duration of the task.
5. The task routing and distance.

### Negotiation

CEO is authorised to negotiate with the applicant for the Mining or Extractive Industry to determine alternative contribution arrangements provided that the CEO is satisfied that any alternative arrangements provide equivalent or better value to the Shire of Yilgarn

The following conditions may necessitate negotiation with the Proponent to adjust the calculated charge or to use an alternative methodology:

If the Category of road has been purposely constructed to a level that is markedly different to the ADESA, then an appropriate ADESA shall be determined using available engineering data and judgement. The road category shall also be appropriately adjusted for the determination of cost from the User Guide.

If the road is in a very poor or failed condition then the Local Government shall negotiate with the proponent on a strategy and cost to bring the road to a serviceable condition before calculating an annual charge.

The rates in the User Guide are current for 2015 and the Shire of Yilgarn and the proponent shall agree on a suitable method to calculate escalation.

If the proposed ESA are excessively above the limits in the User Guide or if for any other reason this method is deemed inappropriate then the Shire of Yilgarn may elect to calculate the charge using an alternative method.

Mines and Extractive Industry Heavy Haul Road designs will not be dependant on Annual Average Daily Traffic (AADT) within the Shire of Yilgarn. Designated haul roads are generally public roads and Council's decision will be based on other criteria including:

- Route: when considering new Mines or Extractive Industries, the Shire will identify the most appropriate route from the site to a state controlled road suitable for the transport of the material.
- Fitness for purpose: where the purpose for which the works are to be carried out are made clear, that works when completed will be reasonably fit for their intended purpose in respect to the design element of its work, particularly when considering key oversize / over mass routes and the level of RAV access that may be required, to provide an efficient freight network into the future.

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- **Design:** the Designer is to produce a road design and scope of works for the project that meets the fundamental design objectives. The Designer is responsible for all elements of the design and its fitness for purpose, unless the Council demands a specific treatment in the design. Any such instruction will be fully documented. This instruction will be documented in a design report for the project. Final approval for the design shall only be given by council when approved engineering drawings and specifications are to the satisfaction of the Shire.
- **Public Safety:** Public safety includes the safety of persons or property. This includes, but is not limited to, the safety of drivers and passengers of vehicles, the safety of persons such as pedestrians and people near the road-related area, and the safety of property such as vehicles and loads on or near the road-related area. Public safety is about ensuring that the use of a RAV does not cause harm to other people using the roads or to property on or near the road. All road users have a legitimate expectation that they can use the road without being put at unreasonable risk of harm by another road user. The Shire of Yilgarn adopts the Safe Systems approach, where applicable, when considering aspects of public safety and with the aim of safe travel on the public road network. This approach suggests (amongst other things) that road users will make mistakes, and vehicles and road infrastructure need to be 'forgiving' of them.
- **Construction:** All Road works are to be carried out in accordance with best accepted engineering practices to the complete satisfaction of the Shire. Mines and Extractive Industries to obtain all relevant titles and permits for any road upgrades. These may include any or all listed below.
  - Department of Water and Environmental Regulations,
  - Department of planning lands and heritage
  - Main Roads
  - Aboriginal Heritage Act,
  - Watercorp,
  - Western Power.
- **Creation of the asset:** Capital or new works are those works that create a new asset that did not previously exist, or works which upgrade or improve an existing asset beyond its existing capacity. A complete end to end process for the acquisition of assets, irrespective of how it is acquired, will be developed to ensure the information about the asset, the associated resources and management activities and financial accounting treatment is fully covered.

### Legal Expenses

Prior to commencing negotiations, the proponent must agree to cover any legal costs incurred by the Shire of Yilgarn in relation to said application and negotiations, should they arise.

### Recognition of Funds

Unless otherwise stipulated in a Road Use Agreement, any funds collected under the provisions of the Heavy Vehicle Road Usage Fee (HVRUF) will be recognised as general Municipal funds and may be disbursed in support of any of Council's projects or services.

With the above in mind, it should be recognised that wherever possible the funds collected are utilised in any or all of the following ways:

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1. Provision or upkeep of Staff housing and/or a Building Reserve allocation;
2. Replacement of Plant & Equipment and/or a Plant Reserve allocation;
3. As a funding source for Infrastructure maintenance or renewal and/or a HVRUF Reserve allocation.

### Agreement

The Shire of Yilgarn and proponent shall enter into an Agreement that includes the following:

- The type and axle configuration of the vehicles to be used for the task.
- The annual quantity of vehicle passes and the payload tonnage. If seasonal then this must be described
- The routing including return journeys.
- The duration of the task.
- The annual and unit rate charge and method of calculation.
- Payment terms and conditions.
- The obligations of the parties including works records, expenditure, evidence and audit requirements in relation to the determination of actual payload tonnages and notifications of changes to vehicles, payload or routing.
- Conditions on expiry of the agreement.
- Hours and conditions of operation.
- Breaches and terms of remedy for the Shire of Yilgarn and the Mining Extractive Industry.
- Any legal costs incurred for the establishment of a road user agreement will be paid by the applicant.

### Duties of Local Government

The Shire of Yilgarn will take all reasonable steps to keep the road in a serviceable condition for the duration of the agreement. The Shire of Yilgarn will keep records to ensure transparency of expenditure of all collected charges.

### Authority

The authority to enter into any agreement with a Mining Extractive Industry under this policy will need Council approval.

### References

1. WALGA & ARRB 2015, User Guide – Estimating the Incremental Cost Impact on Sealed or Gravel Local Roads from Additional Freight Tasks, WALGA, Perth, Western Australia.
2. ARRB Group 2015, Technical Basis for Estimating the Incremental Cost Impact on Sealed or Gravel Local Roads from Additional Freight Tasks, ARRB Group Project 009335 for WALGA, Perth, Western Australia

### 4.6 Road Construction Policy

|                         |                                         |
|-------------------------|-----------------------------------------|
| Section:                | Engineering                             |
| Date Adopted:           | 21 November 2024                        |
| Document Control:       | <a href="#">Reviewed September 2025</a> |
| Previous Policy Number: |                                         |

#### INTRODUCTION

The Local Government is responsible for the care, control and management of the local road network within its jurisdiction. This comes with the responsibility of ensuring that all works in the road reserve and on Local Government controlled property are approved and comply with the requirements of relevant legislation and governing documents. Any person planning to undertake such works should first contact the Local Government to obtain information on the relevant conditions and approval procedures.

The primary function of a road is to allow the transportation of people and goods from one place to another. At one end of the scale, regional roads provide a high degree of mobility, by safely and efficiently moving high volumes of traffic, often at high speeds, over relatively long distances. The function of local streets and rural roads is primarily to provide access to abutting properties and land uses and connectivity between local districts and to main roads. These types of roads are accepted as the responsibility of Local Government.

With the introduction of recent legislation Local Governments are now required to have Asset Management Plans to openly manage their infrastructure. These plans are to ensure that Councils are planning to maintain their assets adequately for the future, in particular the road network. This strategy is part of the Council's overall policy to introduce 'best practice' techniques in the routine maintenance of its infrastructure including sustainable upgrades as the demand increases.

#### PURPOSE

To assist in achieving a uniformity of road conditions and serve as a guideline to staff and Proponents when developing works programmes and assessing applications for new road or road improvements.

#### DEFINITIONS

##### Access Road

*Provide access to abutting properties with safety aspects having priority over the vehicle movement function.*

Minimum 8 metre gravel formation with a minimum 7.0 metre, wide paved running surface and 0.5 m shoulders within a minimum 20 metre, wide road reserve.

##### Industrial, Commercial and Thoroughfares

Pavements shall be subject to a minimum seal width of 7.2 metres between kerbs within a minimum 20 metre, wide road reserve. Unsealed gravel footpath on sides of the road to connect to existing footpaths where possible.

##### Local Distributer

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*Connect to other Regional Distributors and to Rural Access Roads but are designed for the efficient movement of people and goods within regional areas.*

Minimum 10 metre gravel formation with a minimum 7.0 metre, wide running surface and 1.5 m shoulders within a minimum 20 metre, wide road reserve.

### **Local Distributer of Regional Significance**

*Shall be defined as a road that provides a connection between inter – regional routes (State Roads) or between inter – regional routes (State Roads) and areas or towns of significant population.*

Minimum 10 metre gravel formation with a minimum 7.0 metre, wide sealed running surface and 1.5 m shoulders within a minimum 20 metre, wide road reserve.

This may require further development with additional seal width being provided as traffic volumes increase to improve safety; reduce maintenance costs; provide space for a stationary vehicle to stand clear of traffic lanes;

### **Road Upgrade Design Standards**

- a) The Guide to Road Design
- b) Part 2: Design Considerations and Part 8: Process and Documentation were incorporated into Part 1: Objectives of Road Design in March 2021.
- c) Guide to Pavement Technology Part 2: Pavement Structural Design
- d) Guide to Pavement Technology Part 4K: Selection and Design of Sprayed Seals

### **Rural Residential**

Pavements shall be subject to a minimum width of 7.2 metres within a minimum 20 metre, wide road reserve. Unsealed gravel footpath to one side of the road to connect to existing footpaths where possible.

### **Proponents**

*Any organisation seeking to upgrade roads of which are under the authority of the Shire of Yilgarn*

### **Subdivider**

Any organisation seeking to develop land of which creates additional Shire road assets or impacts on existing road assets of the Shire.

### **Town Streets**

*In urban areas, these roads can be high and low volume but are bicycle and pedestrian friendly, with aesthetics and amenity also important.*

These are defined in the Liveable Neighbourhoods Guide as Access Streets and Laneway/Service Lane. Town Access Streets Pavements shall be sealed with a minimum width of 7.2 metres between kerbs within a minimum 20 metre, wide road reserve.

The diameter between kerbs for a cul-de-sac shall be a minimum of 18.0 metres. ('T' turning heads are not acceptable) Concrete/asphalt footpath on at least one side of the road shall connect to existing footpaths.

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### PROVISION OF SUBDIVISIONAL ROADS AND ASSOCIATED CIVIL WORKS

#### Preliminary

- a) It is the responsibility of subdividers who have received conditional approval which includes the provision of roads and associated civil works to deliver to the Council's Chief Executive Officer (CEO) full drawings designs and information which would enable the CEO to make a decision on approving this work.
- b) A Consulting Engineer or qualified practicing Civil Engineer or person with relevant experience or qualification approved by the CEO, must be engaged to prepare detailed design drawings and specifications sufficient to show exact details of materials, locations (both horizontal and vertical) and construction methods of all physical features such as, but not limited to, roads, drainage, sewage, earthworks, landscaping, signage (regulatory and directional), guideposts and all necessary works.
- c) Plans need to be submitted to the CEO for approval following amendment and revision (if required).
- d) If the subdivider does not accept the Council's requirements the subdivider may appeal to the Minister for Planning and Infrastructure within 30 days. The State Administrative Appeals Tribunal is the sole arbiter on the matter as per the Local Government Miscellaneous Provisions Act, Clause 2.95. 1
- e) When an approved plan is available the subdivider may call tenders or engage a contractor of their choice.
- f) A bond to the value of 7.5% of the total cost of the work shall be paid to the Council to cover any defects which may arise in the first 12 months after clearance of the relevant Planning Commission condition(s) relating to roads and/or drainage, landscaping or any other details included within the Council or CEO approved plans or specifications. The bond may take the form of a payment to the Council or alternatively an irrevocable Bank Guarantee. Unused portions of the bond are refundable.
- g) If day to day site supervision is to be provided by the Consulting Engineer or Site Supervisor, the subdivider must pay to the Council an amount of 1½% of the total cost of construction as estimated by the Council, to cover the costs incurred by the Council through activities such as officer attendance at site meetings/inspections etc. If day to day site supervision is not provided by the Consulting engineer or Site Supervisor then the amount required is 3%.
- h) Public access to all or part of the roads as applicable within the subdivision will not be allowed until a certificate of completion from the Consulting Engineer is given and accepted by the CEO.
- i) Clearance of the subdivision by the CEO shall be granted at such time as the subdivisional civil works are fully completed, all other relevant conditions set by the Planning Commission are satisfied, supervision fee (1.5% or 3%) paid, and the 7.5% retention bond is in place as per clause (e) above. Clearance may also be granted to an uncompleted subdivision whereby bonds will be negotiated to cover the cost of the incomplete works or relevant conditions. This will be decided, at the discretion of the CEO, on a case, by case basis however generally bonds will only be permitted where

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the majority of the work or the majority of the relevant conditions set by the Planning Commission have been satisfied. Bonds will be held until such time as the outstanding issues are completed to the satisfaction of the CEO. The amount of the bond will be determined based on the value of the work subject to the bond plus 20%.

### Contributions to Upgrading Adjoining Feeder Roads

Subdivisions which increase the volume of traffic on the Councils controlled roads may attract a contribution from the subdivider for the upgrading of the Council managed road.

In instances where a subdivision attracts a road upgrading condition, the CEO shall specify and justify the work in the response to the Planning Commission. Depending upon the size and scale of the proposed subdivision the CEO is to either stipulate the specific road upgrading requirements (eg; upgrade 'x' road to 6m seal from intersection with 'y' road to entrance of proposed internal access road of subdivision) or a financial contribution towards the future upgrading of the subject road. In some instances, the size of the subdivision will generate such a significant increase in traffic volume on an existing road that a total (100%) contribution towards the upgrading of the road will be required. This is to allow appeal by the subdivider through the normal appeal process.

All financial contributions received from subdividers not expended in the same year as receipt are to be placed in reserve and quarantined for use on the nominated road

### CONSTRUCTION SPECIFICATIONS

#### General

All work should be carried out to the complete satisfaction of the Shire of Yilgarn in accordance with best accepted engineering practice. As a guide, proponents and developers should refer to the Road Upgrade Design Standards in the Definitions.

#### Design

A preliminary design for new or upgraded road construction work must be prepared by a qualified practicing Civil Engineer or suitably qualified or experienced person as approved by the CEO. The design should show longitudinal plans and cross sections of the proposed road(s), general specifications, levels, drainage, nature of soil and other such information to enable the CEO to make a decision on approving the work. It is important that subdividers establish road standards with the Shire before commencing design.

#### Design Drawings

Design drawings and specifications should be to the extent and in accordance with that recommended at Section 3 of the text 'Local Government Guidelines for Subdivisional Development'. However, as a minimum design drawings shall include plans and longitudinal sections generally at the scale of 1 in 1000. Levels should be reduced to AHD where possible.

### ROAD UPGRADE AND USE AGREEMENTS

Where Proponents are seeking to upgrade Shire managed roads for heavy haulage purposes, the following will apply:

## Council Policy Manual

- Prior to commencing negotiations, the Proponent must agree, in writing, to cover any legal and consultancy costs incurred by the Shire of Yilgarn in relation to said application and negotiations, should they arise.
- The Proponent will enter into a written agreement with the Shire of Yilgarn, detailing the responsibilities of both parties;
- The Proponent will incur all costs associated with the planning and construction of subject Shire road upgrades;
- The Shire reserves the right to determine the suitability of any consultant or contractor proposed by a Proponent to undertake the design and construction works, and where deemed unsuitable, require the Proponent to seek alternatives;
- The Proponent will pay a usage cost as per the Shire's HVRIC Policy;
- The Proponent will not commence construction works until such time as an agreement is in place, in keeping with this section;
- Haulage activities will not commence until such time as the approved construction works are implemented in full.

The above requirements may be amended upon written agreement, endorsed by the Shire of Yilgarn Council.

### ROAD IMPROVEMENTS BY OTHERS

Mines or Extractive Industry Heavy Haul Road designs will not be dependant, on **Annual Average Daily Traffic (AADT)** within the Shire of Yilgarn. Designated haul roads are generally public roads and Council's decision will be based on other criteria including:

- **Route:** when considering a Mines or Extractive Industries, the Shire will identify the most appropriate route from the site to a state, controlled road suitable for the transport of the material.
- **Fitness for purpose:** where the purpose for which the works are to be carried out are made clear, that works when completed will be reasonably fit for their intended purpose in respect to the design element of its work, particularly when considering key oversize / over mass routes and the level of RAV access that may be required, to provide an efficient freight network into the future.
- **Design:** the Designer is to produce a road design and scope of works for the project that meets the fundamental design objectives. The Designer is responsible for all elements of the design and its fitness for purpose, unless the Council demands a specific treatment in the design. Any such instruction will be fully documented. This instruction will be documented in a design report for the project. Final approval for the design shall only be given by council when approved engineering drawings and specifications are to the satisfaction of the Shire.



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- **Public Safety:** Public safety includes the safety of persons or property. This includes, but is not limited to, the safety of drivers and passengers of vehicles, the safety of persons such as pedestrians and people near the road-related area, and the safety of property such as vehicles and loads on or near the road-related area. Public safety is about ensuring that the use of a RAV does not cause harm to other people using the roads or to property on or near the road. All road users have a legitimate expectation that they can use the road without being put at unreasonable risk of harm by another road user. The Shire of Yilgarn adopts the Safe Systems approach, where applicable, when considering aspects of public safety and with the aim of safe travel on the public road network. This approach suggests (amongst other things) that road users will make mistakes, and vehicles and road infrastructure need to be 'forgiving' of them.
- **Construction:** All Road works are to be carried out in accordance with best accepted engineering practices to the complete satisfaction of the Shire. Mines and Extractive Industries to obtain all relevant titles and permits for any road upgrades. These may include any or all listed below.
  1. Department of Water and Environmental Regulations
  2. Department of Planning Lands and Heritage Act
  3. Main Roads
  4. Biodiversity Conservation Act and Regulations 2018
  5. Aboriginal Heritage Act 2018
  6. Watercorp
  7. Western Power
- **Creation of the asset:** Capital or new works are those works that create a new asset that did not previously exist, or works which upgrade or improve an existing asset beyond its existing capacity. A complete end to end process for the acquisition of assets, irrespective of how it is acquired, will be developed to ensure the information about the asset, the associated resources and management activities and financial accounting treatment is fully covered.

### Authority

The authority to enter into any agreement with a Mining or Extractive Industry under this policy will need Council approval.

### References

The Austroads Guide to Road Design  
Local Government Act 1995  
Local Government Guidelines for Subdivisional Development (Institute Public Works Engineers Western Australia)



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Department of Planning Lands and Heritage Act  
Local Government Miscellaneous Provisions Act  
Liveable Neighbourhoods Guide 2015  
Aboriginal Heritage Regulations 2018  
Biodiversity Conservation Act and Regulations 2018  
Freedom of Information Act 1994  
Public Interest Disclosure Act 2003

### 5 General Administration

#### 5.1 Council Operated Standpipes / Mt Hampton Dam and Dulyalbin Tank Facilities

|                         |                                                                                    |
|-------------------------|------------------------------------------------------------------------------------|
| Section:                | General Administration                                                             |
| Date Adopted:           |                                                                                    |
| Document Control:       | <a href="#">Reviewed September 2024</a><br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | General Administration Policy 6.2                                                  |

##### **COUNCIL OPERATED STANDPIPES:**

1. That Council abides by Water Corporation By-laws on water usage from standpipes being for the purposes of Drought Relief, Fire Fighting purposes and Remote Farms Water Supplies (domestic and stock).
2. In relation to use of water from standpipes for commercial usage, e.g. Spraying purposes, drilling companies, etc, Council continues to charge users at the appropriate rate. However, Council also encourages this practice to discontinue as Water Corporation water rates eventually will determine this usage.
3. That Council encourages all users of standpipes to provide their own water supplies where possible and that Council continually monitors the water usage from standpipes.
4. That Council maintains a card access controller or handwritten record book for the honest recording of water usage and purpose by landholders at each standpipe. Users are to be charged in accordance with the fees and charges set by Council and this policy.

##### **STANDPIPE CONTROLLERS**

1. Standpipes with card access controllers, are only accessible by individuals and companies who have been pre-approved and issued with one or more access cards;
2. Standpipe controllers are installed at the following standpipes: Beaton Rd, Garrett Rd, Koolyanobbing Rd, Bullfinch, Perilya, Moorine Rock, Noongar, Bodallin, Gatherer and Marvel Loch;
3. There are two types of standpipes available to the public in the Shire, being Low-Flow with a 25mm meter or less, or High-Flow, with a 40mm meter or higher. The rate per Kilolitre of water is dependent on the type of standpipe the water is taken from, with Low-Flow charged at a subsidised rate, and the High-Flow charged at a commercial rate, in line with the charge per Kilolitre applied by Watercorp. The rate per Kilolitre is set by the annual fees and charges;
4. Cards can either be pre-paid or post-paid. Post-paid accounts must have a direct debit set up with the Shire;
5. In the event a swipe card controller is not in operation at a standpipe, the honour book system will be utilised, with the amount deducted manually from the domestic users pre-

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paid card, or added to the relevant post-paid charges, as appropriate;

6. New or replacement cards will be at the cost of the user, unless stipulated otherwise by this policy. The fee is set by the fees and charges;
7. Application forms are available from the Shire administration office; and
8. In the event of bushfire or other emergency the standpipe controller will be switched to manual, either in person or remotely, to avoid delays in obtaining water for fire fighting or other relevant emergency.

### DOMESTIC WATER ACCESS CARDS

Individuals or organisations residing on rural farming properties are eligible to apply for a domestic water access card for use on access controlled standpipes.

The following conditions apply:

1. One domestic card issued, upon application, per inhabited dwelling located on a rural farming lot;
2. No fee will be charged for applications for domestic use cards, however replacement cards will be charged as per the current fees and charges;
3. Domestic users are encouraged to utilise the Low-Flow standpipes for their domestic water, however, should they access water via a High-Flow standpipe with a domestic card, the water will be charged at the High-Flow rate;
4. Upon 1st July each year, each domestic card will be credited with the funds required to withdraw \$1,200 of water; and
5. Funds remaining on the card at 30th June will not be rolled over into the next financial year.

### MT HAMPTON DAM AND DULYALBIN TANK FACILITIES:

The primary use of water from the Mt Hampton Dam and Dulyalbin Tank is for the purposes of Drought Relief, Fire Fighting and Remote Farm Water Supplies (domestic and stock use), other purposes are to be authorised by the CEO. It is acknowledged that water is extracted from these water supplies for spraying purposes.

Users will be required to record such usage in the record books provided at the facilities.

Appropriate signage will be installed at both facilities informing users of their obligations.

### 5.2 Complaints Handling

|                         |                                                                                                              |
|-------------------------|--------------------------------------------------------------------------------------------------------------|
| Section:                | General Administration                                                                                       |
| Date Adopted:           |                                                                                                              |
| Document Control:       | Amended September 2023<br><a href="#">Reviewed September 2024</a><br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | General Administration Policy 6.3                                                                            |

#### Objectives

The objectives of this policy are:

- To develop a structured systematic approach to dealing with complaints received by the Shire of Yilgarn from external persons.
- To assure the community that complaints may be made without fear of recrimination and that all complaints will be promptly dealt with and a (written if required) response will be given setting out the answer to the complaint providing reasons, where appropriate.
- To have complaints dealt with efficiently by an appropriate Officer with minimal referral.

#### Policy

- The Shire of Yilgarn recognises the right of its customers to make complaints about services or service delivery, and will make it a priority to address those complaints and rectify unsatisfactory consequences.
- The Council and its staff will be open and honest in its dealings with customers, and will explain in "plain English" why, for legislative/legal reasons, cost constraints or some other matter beyond its control, it is unable to act in accordance with a complainant's request.
- The Council recognises that good complaints handling is an integral part of customer service and provides an effective way of reviewing performance and monitoring standards.

#### Guidelines

- Any person or their representative can lodge a complaint.
- Complaints will be accepted in writing, in person, by email or by telephone. If a verbally received complaint relates to a third party or alleges a criminal offence, corruption or other serious matter, the receiving officer is to advise the complainant that the matter must be submitted in writing.
- Complainants are to be advised that anonymous complaints may not be processed as it is possible that they may be mischievous or vexatious. The receiving officer is to provide all relevant detail obtained from anonymous complainant, and provide to CEO or Executive manager for consideration.
- Complaints that are to be dealt with under this policy include, but are not necessarily limited to, expressions of dissatisfaction regarding;
  - a) decisions made by Council or staff;
  - b) inappropriate behaviour of staff or members such as rudeness, discrimination or harassment;
  - c) the standard of works or services provided by Shire.
  - d) the standard or condition of a facility provided by Shire.

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- e) failure of Council to comply with the Local Government Act, Council policies, Council's local laws and other laws administered by Council.
- The following issues shall not be regarded as complaints and shall not be dealt with under this policy:
  - a) requests for services;
  - b) requests for information or explanations of policies and/or procedures;
  - c) the lodging of a formal objection or appeal in accordance with the Local Government Act and other Acts or in accordance with Council policies or standard procedures;
  - d) the lodging of a submission in response to an invitation for comment.
- Complaints regarding elected members are to be directed to the CEO and Shire President. The CEO is responsible for the initial investigation and administrative responses. Matters that may require disciplinary action are to be referred to the Shire President and dealt with under the Council's Code of Conduct.
- Complaints from Councillors, the Ombudsman, the Local Government Department or from Members of Parliament shall be referred to, and dealt with by, the CEO unless the complaints relates to the CEO whereupon the complaint will be dealt with by the Shire President.
- When any complaint is made it shall be forwarded to the CEO, who may delegate the matter to an appropriate Officer.
- Where a complaint cannot be dealt with in a timely manner the complainant is to be advised of the reasons why and advised of the expected time frame.
- All complaints will be responded to by the CEO or relevant officer.
- Where a complaint has been investigated and found to be justified, the CEO or relevant officer who dealt with the complaint will ensure that the remedy is carried out, will advise the complainant that the Shire does acknowledge substance in the complaint and the specific action that will be taken by the Shire to respond to the circumstances of the complaint.
- The CEO shall establish and maintain an appropriate central record of all complaints.



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### Service Complaint

(Issues with ShireService)

This form can be used for an expression of dissatisfaction with the Council's policies, procedures, fees & charges, employees, its contractors or agents or the quality of the services and/or works it provides.

It is important to note that a complaint is not the same as a request for service, a request for information, an inquiry seeking clarification of an issue or seeking a review of a Council or Council Officer's decision or conditions relating to a decision.

Name of Complainant/s:

Address in Full:

Phone

Email: Complaint:

Preferred Solution:

Complainants' Signature:



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### 5.3 Assistance to State Representatives

|                         |                                                                                    |
|-------------------------|------------------------------------------------------------------------------------|
| Section:                | General Administration                                                             |
| Date Adopted:           |                                                                                    |
| Document Control:       | <a href="#">Reviewed September 2024</a><br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | General Administration Policy 6.4                                                  |

Residents of the Shire who are selected to represent the Shire or the State in national competition are eligible for a council contribution towards expenses of up to \$500.

The resident is required to put forward a written request for the financial assistance to Council attaching verification of being selected as a state representative.





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### 5.4 **Rescinded** - Community Engagement Policy

|                         |                                   |
|-------------------------|-----------------------------------|
| Section:                | General Administration            |
| Date Adopted:           |                                   |
| Document Control:       | <b>Rescinded September 2025</b>   |
| Previous Policy Number: | General Administration Policy 6.7 |

See Policy 1.5 – Communications Policy

#### **Deleted: DEFINITIONS¶**

Community – those who live, work or recreate in the Shire of Yilgarn.¶

¶  
Community engagement – is any process “that involves the public in problem solving or decision-making and uses public input to make decisions”. (IAP2)¶

¶  
Community engagement may refer to a range of interactions of differing levels of engagement between the Shire and the community, including:¶

¶  
Information sharing processes, to keep the community informed and promotes understanding.¶

Consultation processes, to obtain feedback.¶  
Involving community members consistently throughout the process to ensure community concerns and aspirations are understood and considered.¶

Collaborating with community members in each aspect of the decision making process.¶  
Empowering the community.¶

¶  
The Shire of Yilgarn is committed to strengthening the Shire through effective community engagement to share information, gather views and opinions, develop options, build consensus and make decisions.¶

¶  
Community engagement assists the Shire of Yilgarn to provide good governance and strong leadership, delivering better decisions to guide the Shire’s priorities into the future.¶

¶  
This policy does not negate the requirement of the Shire to comply with statutory obligations. The following principles apply to community engagement undertaken by the Shire of Yilgarn:¶

¶

### 5.5 Community Funding Program

|                         |                                                                   |
|-------------------------|-------------------------------------------------------------------|
| Section:                | General Administration                                            |
| Date Adopted:           |                                                                   |
| Document Control:       | Amended September 2024<br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | General Administration Policy 6.9                                 |

#### Objectives

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

#### Eligibility

- Funding is available for activities which will provide benefits directly/in-directly to the people of the Shire of Yilgarn.
- Only non-profit community organisations operating within the Shire of Yilgarn are eligible to apply.
- Organisations who have failed to acquit funds in the previous financial year will not be eligible for the future rounds of the funding program until the acquittal is received.

#### Categories

- Essential equipment/capital items (up to \$2,000) Types of equipment:
  - Ground maintenance equipment
  - Sporting equipment
  - Office equipment
  - Minor plant equipment
  - Minor building works

- Community / Sporting Event related Expenses (up to \$2,000)

Funding is available for event related expenses to help cover for, but not limited to, guest speakers, facilitators and other event hire costs. Written quotes must be provided at the time of application.

- Training & Travel Assistance for local officials/office bearers (up to \$500)

Funding is available to officials and/or office bearers of community organisations who are required to attend regional / state association organised seminars / courses/ meetings as part of their duties. Knowledge gained at these activities must then be used to assist the local community organisation in its continued development.

#### General Conditions

- Any improvements or additions made to Council assets require the written approval of the Shire
- Applications must be lodged and approved by the Shire of Yilgarn before the intended

### project begins

- Funds must be claimed by 30 June in the financial year in which they are assigned
- Any variation to the project cost after approval / commencement of the project will be solely at the community organisation's cost.
- Applicant organisations must provide their ABN in order to receive the complete amount funding (The Shire is required to withhold tax of 48.5% of the funding amount if an ABN is not provided).
- On project completion, applicant organisations must complete a grant acquittal form and present original receipts &/or invoices as proof of purchase.
- The project must not duplicate an existing service / facility / project.
- Funds must not be used for wages and salaries or general administration costs.
- A minimum of two quotes will be required if capital items are being purchased/hired.
- Applicants must provide a current financial statement of the organisation.
- Any unexpended funds are to be paid back to the Shire of Yilgarn by 30 June of the funding year.
  - Acquittals will still be required to provide proof of expenditure (copy of invoice or itemised receipt) and repayment if necessary for any unexpended funds.
  - In the event of the organisation/group failing to acquit after 2 years of grant approval, the organisation/group will be required to repay the granted funds in full (as per amount granted on the successful community funding program letter) to the Shire of Yilgarn.

### Timeframes

The Community Funding Program will be advertised on the Shire of Yilgarn's website, twice in the Crosswords (once in September and once in October) and information will be emailed to office bearers of eligible community groups and clubs once in September.

Applications open on the first Monday in October and close on the last Friday at 12.00pm in October each year.

Compliant applications to be presented to the Ordinary Council Meeting in November and all groups will be informed of the outcome within a week after the Council meeting.

Funding to be paid to successful recipients in December.

All funding must be acquitted by 30 June of the financial year.

### Responsibility

The Community Resource Centre Coordinator is responsible for the timely implementation of the Community Funding Program.

### Selection process

The CEO will assess all applications with the executive management team and make recommendations to council with the successful applications being endorsed by Council at its November ordinary meeting.

### 5.6 Rural Landfills

|                         |                                                                                    |
|-------------------------|------------------------------------------------------------------------------------|
| Section:                | General Administration                                                             |
| Date Adopted:           |                                                                                    |
| Document Control:       | <a href="#">Reviewed September 2024</a><br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | General Administration Policy 6.10                                                 |

The Shire operates a number of rural landfill sites, designed to accept small quantities of putrescible waste (Class II) from local residents only.

To restrict non-local persons and commercial entities from utilising these sites, the following appointments are made:

| Site                             | Appointment                                                                                                                                                                                             |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bodallin Rural Landfill Site     | Appointed for the depositing of putrescible waste (Class II) by residents of Bodallin townsite and surrounding Bodallin rural locations only, unless otherwise approved by the Shire of Yilgarn         |
| Bullfinch Rural Landfill Site    | Appointed for the depositing of putrescible waste (Class II) by residents of Bullfinch townsite and surrounding Bullfinch rural locations only, unless otherwise approved by the Shire of Yilgarn       |
| Marvel Loch Rural Landfill Site  | Appointed for the depositing of putrescible waste (Class II) by residents of Marvel Loch townsite and surrounding Marvel Loch rural locations only, unless otherwise approved by the Shire of Yilgarn   |
| Moorine Rock Rural Landfill Site | Appointed for the depositing of putrescible waste (Class II) by residents of Moorine Rock townsite and surrounding Moorine Rock rural locations only, unless otherwise approved by the Shire of Yilgarn |

Under the Litter Act 1979 Clause 23(b), a person who deposits waste on land that is not appointed commits an offence. Persons who deposit waste in breach of the above appointments are deemed to have breached the Litter Act 1979, and as such, are liable to applicable penalties under said Act.

### 5.7 Records Management

|                         |                                                                                   |
|-------------------------|-----------------------------------------------------------------------------------|
| Section:                | General Administration                                                            |
| Date Adopted:           |                                                                                   |
| Document Control:       | <a href="#">Reviewed September 2024</a><br><a href="#">Amended September 2025</a> |
| Previous Policy Number: | General Administration Policy 6.11                                                |

#### Policy Objective

The purpose of this policy is to provide guidance and direction on the creation and management of records and to clarify responsibilities for recordkeeping within the Shire of Yilgarn.

This policy and related recordkeeping guidelines are the framework for ensuring records are created and retained appropriately to meet accountability requirements, legislative compliance and adherence to best practice standards.

#### Policy statement

Records are recognised as an important information resource within the Shire of Yilgarn, and it is accepted that sound records management practices will contribute to the overall efficiency and effectiveness of the organisation.

The effective management of records will also:

- Protect the interests of the Shire of Yilgarn and the rights of its employees, customers and stakeholders
- Support informed decision making
- Provide evidence of achievements
- Increase efficiency in administration and service delivery across the organisation

#### 1 Ownership

All records created or received during the course of business belong to the Shire of Yilgarn not to the individuals who created them.

All contractual arrangements will ensure the Shire's ownership of records.

#### 2 Creation of Records

All employees, contractors and elected members will ensure that full and accurate records are created to provide evidence of business transactions and decisions and that these records will be registered in the Shire of Yilgarn's recordkeeping system.

#### 3 Capture and Control of Records

All records created and received in the course of Shire business will be captured at the point of creation (wherever possible), regardless of format, with required metadata into the recordkeeping system or appropriate business system.

Records created when using social media applications will also be captured in the Shire of Yilgarn's recordkeeping system.

Records will not be maintained in email folders, shared drives, personal drives, external storage media or personal cloud services (such as Dropbox, OneDrive, Box, Google Drive), as these lack the necessary functionality to protect business information and records over time.

#### **4 Security and Protection of Records**

Records will be maintained in a safe and secure environment ensuring their usability, reliability, authenticity and preservation for as long as they are needed.

Records will not be removed from the Shire's sites unless in accordance with the approved retention and disposal schedule, they are being transferred to the Shire's archive storage, or they are in the custody of an officer performing official business. It is preferred that wherever possible only copies of records are removed by those officers performing official business.

#### **5 Access to Records**

Access to the Shire's records by staff and contractors will be in accordance with designated access and security classifications and in accordance with the requirements of their role.

Access to the Shire's records by the general public will be in accordance with the *Local Government Act 1995* and the *Freedom of Information Act 1992*.

Access to the Shire's records by Elected Members will be via the Chief Executive Officer in accordance with the *Local Government Act 1995*.

#### **6 Appraisal, Retention and Disposal of Records**

All records kept by the Shire of Yilgarn will be disposed of in accordance with the General Disposal Authority for Local Government Records, published by the State Records Commission of Western Australia.

Staff and Elected Members must not personally undertake destruction of any records.

Records identified for destruction will be subject to review and approval by the Chief Executive Officer and Executive Manager Corporate Services.

Copies/duplicates may be disposed of after use by staff and Elected Members ensuring any such records that contain personally identifiable information or

information that is not publicly available are returned to the Chief Executive Officer or Executive Manager Corporate Services for secure disposal.

### 7 Roles and Responsibilities

#### 7.1 Elected Members

Elected Members will create and keep records of communications or transactions which convey information relating to the Shire's business or functions. These records will be forwarded to the Administrative Services Officer for capture into the Shire's recordkeeping system.

#### 7.2 Chief Executive Officer

The Chief Executive Officer will ensure there is a system for the capture and management of records that is compliant with the *State Records Act 2000* and best practice standards.

#### 7.3 Executive and Managers

Executive and managers will ensure that all staff (and contractors) under their supervision comply with this policy, associated records management procedures/guidelines and the Shire of Yilgarn's Recordkeeping Plan.

#### 7.4 All Staff

All staff (including contractors) will create and receive records relating to the business activities they perform and are required to:

- 7.4.1 Make records to document and support business activities.
- 7.4.2 Ensure that records are captured and registered into the recordkeeping system or appropriate business system
- 7.4.3 Ensure that records are secure at all times.

### 8 Legislation and Standards

Legislation and standards applicable to recordkeeping in Western Australian Local Government organisations include:

- 8.1 State Records Act 2000
- 8.2 Corruption and Crime Commission Act 2003
- 8.3 Criminal Code Act Compilation Act 1913
- 8.4 Electronic Transactions Act 2011
- 8.5 Evidence Act 1906
- 8.6 Freedom of Information Act 1992
- 8.7 Interpretation Act 1984
- 8.8 Local Government Act 1995
- 8.9 State Records Commission: Principles and Standards
- 8.10 Australian Standard on Records Management: AS ISO 15489

#### Definitions

##### 9.1 Record

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A record is information recorded in any form that is created, received and maintained by an organisation in the course of conducting its business activities and kept as evidence of such activity.

A record may have any or all of the following attributes:

- 9.1.1 Information which is of evidentiary or historical value and is not recorded elsewhere;
- 9.1.2 Formal communications and/or transactions between officers or between an officer and another party; or
- 9.1.3 It may document the rationale behind organisational policy, decisions or directives.

### 9.2 Ephemeral Records

Ephemeral records are duplicated records and/or those that have only short-term value to the Shire of Yilgarn, with little or no ongoing administrative, legal, fiscal, evidential or historical value. They may include insignificant drafts and rough notes, or records of routine enquiries.

### 9.3 Recordkeeping Plan

The Recordkeeping Plan ensures that records are created, managed and maintained over time and disposed in accordance with legislation. It is the primary means of providing evidence of compliance with the *State Records Act 2000*. All government organisations must have a Recordkeeping Plan that is approved by the State Records Commission.

### 9.4 General Disposal Authority (GDA)

The General Disposal Authority for Local Government records (the schedule) is designed to provide consistency throughout Local Government in disposal activities and decisions. It is a continuing authority for the disposal and archival of records which document a Local Government's operations.

### 9.5 Personally Identifiable Information (PII)

PII refers to information, or an opinion, that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual, whether the information or opinion is true or not; and whether the information or opinion is recorded in a material form or not.



### RECORDS MANAGEMENT

#### Guidelines for Elected Members

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##### Introduction

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

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

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

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

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

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

##### 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 organisation. **Government records** are those records created or received by a government organisation, or by an employee or contractor in the course of their work for that organisation.

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##### Why do I need to keep records?

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

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Government records include:

- Correspondence and communications
- File notes made after verbal communications, meetings, phone calls etc.
- Video and audio recordings
- Photographs

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

When to create and capture a record:

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

### Which records should be captured?

| YES – forward to your local government administration                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Communications</b> , such as: <ul style="list-style-type: none"> <li>• complaints and compliments</li> <li>• correspondence concerning corporate matters</li> <li>• submissions, petitions and lobbying</li> <li>• information for Council's interest relating to local government business activity and functions</li> </ul>           |
| <b>Lobbying</b> – correspondence or petitions, relating to lobbying matters                                                                                                                                                                                                                                                                |
| <b>Telephone, meetings and other verbal conversations</b> – regarding local government projects or business activities                                                                                                                                                                                                                     |
| <b>Social Media</b> – where the posts: <ul style="list-style-type: none"> <li>• create interest from the public or media</li> <li>• communicate decisions or commit the local government to an action</li> <li>• seek feedback</li> <li>• address issues of safety, and/or</li> <li>• relate to sensitive or contentious issues</li> </ul> |
| <b>Work diaries / Appointment books</b> – containing information that may be significant to the conduct of the elected member on behalf of the local government                                                                                                                                                                            |
| <b>Allowances, benefits and gifts records</b>                                                                                                                                                                                                                                                                                              |
| <b>Addresses / Speeches / Presentations</b> – delivered as part of an elected member's official duties                                                                                                                                                                                                                                     |

|                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>NO</b> – do not need to be forwarded to your local government                                                                                                                                                               |
| <b>Duplicate copies</b> – of Council meeting agenda, minutes and papers                                                                                                                                                        |
| <b>Draft documents or working papers</b> – which are already captured at the local government                                                                                                                                  |
| <b>Publications</b> – such as newsletters, circulars and journals                                                                                                                                                              |
| <b>Invitations</b> – to community events where an elected member is <i>not</i> representing Council or the local government                                                                                                    |
| <b>Telephone, meetings and other verbal conversations</b> which: <ul style="list-style-type: none"> <li>convey routine information only; <b>or</b></li> <li>do not relate to local government business or functions</li> </ul> |
| <b>Electioneering</b> – or party-political information                                                                                                                                                                         |
| <b>Personal records</b> – not related to an elected member's official duties                                                                                                                                                   |

### Confidential Documents / Records

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

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

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

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

### RECORDS MANAGEMENT

#### Guidelines for Staff

#### Introduction

The *State Records Act 2000* (the Act) governs recordkeeping within State and Local Government organisations in Western Australia. Under the Act, every employee of a government organisation (including temporary staff and contractors) will have some responsibility for creating and keeping records relating to their work.

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#### What is a record?

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

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#### Why do I need to keep records?

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

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#### What are my responsibilities as a government employee?

**Every employee** of a government organisation (including temporary staff, contractors and consultants) has a responsibility to create records of their work for the government organisation. While specific responsibilities will differ depending on the work role, employees should ensure that records of their activities, transactions and decisions are captured onto the official record.

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#### When should I create a record?

A record should be created when an activity or transaction takes place, or a decision is made, which relates to the organisation's business activity. If you are not sure whether to create a record, **ask yourself**:

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- Does the matter relate to my work?
- Did I write, receive or send this in the course of my work?
- Is action required?
- Is this something I have used to do my work or to reach a decision?
- Will I need this information again?
- Will someone else need this information at some stage?

If the answer is “**yes**” to any one of these questions, a record should be created.

Examples of records might include:

- Meeting agenda and minutes
- A file note of a meeting to discuss a specific issue
- A memo on a rate assessment noting a phone conversation
- An email from a manager, authorising purchase of an item
- A letter sent to a client in response to a query
- An email raising a workplace safety issue
- A social media post about changes to the organisation's services

### **What do I do with records once they are created?**

Records of business activity should be entered into Councils official recordkeeping system by the employee generating the record or forwarded to Councils Administrative Services Officer (ASO) for processing.

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

### **How long do I need to keep records?**

Records can only be disposed of in accordance with a disposal authority that has been approved by the State Records Commission. It is illegal to dispose of records unless authorized to do so.

### 5.8 Work Health and Safety

|                         |                                                                                           |
|-------------------------|-------------------------------------------------------------------------------------------|
| Section:                | General Administration                                                                    |
| Date Adopted:           |                                                                                           |
| Document Control:       | Amended September 2023<br><u>Reviewed September 2024</u><br><u>Amended September 2025</u> |
| Previous Policy Number: | Council Staff Policy 1.1                                                                  |

#### INTRODUCTION:

The Shire of Yilgarn provides roads, recreational facilities, funding for medical services, parks and gardens, street lighting, and waste collection amongst other community services and infrastructure. Our local government provides vital economic, social and environmental support for communities.

The Shire of Yilgarn recognises the importance of providing all employees, visitors and contractors with a safe and healthy work environment and is committed to the continuous improvement of occupational safety and health in the workplace.

#### OBJECTIVES:

This Work Health and Safety Policy aims to establish and maintain, so far as practicable, the highest standard of occupational safety and health for all employees.

~~The Shire's aim as an employer~~ is to prevent all occupational injuries and illness. ~~The Shire is committed to achieving~~ the objectives by:

- Providing and maintaining, so far as is practicable, workplaces, plant and systems of work so that employees, contractors and visitors are not exposed to hazards.
- Providing adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to identify and control the cause to reduce the level of risk in the workplace.
- Ensuring that management keeps work health and safety representatives, supervisors and staff up to date with information about any changes to the workplace which may affect safety and health.
- Consulting and cooperating with safety and health representatives and other employees regarding work health and safety at the workplace.
- Assisting the work health and safety Committee with the facilitation and communication between management and employees on safety and health matters.

The Shire of Yilgarn will implement and maintain an ongoing work health and safety program, including conducting regular inspections of the workplace, aimed at preventing accidents and incidents.

All Supervisors ~~s and Managers~~ are responsible and accountable for the safety of employees, contractors and company property under their control, as well as ensuring all applicable legislation, standards, procedures and safe work practices are followed at all times.

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All employees and contractors are expected to:

- Follow all organisational safety requirements and relevant legislation and supporting documentation.
- Maintain a clean and orderly work area.
- Report all hazards, injuries and safety incidents.
- Actively participate in safety improvement activities.

This policy will be reviewed annually in consultation with the OSH committee and in accordance with the Shire of Yilgarn's commitment to continuous improvement in safety management.

A safe and efficient place of work is our goal, and we must all be committed to reach this outcome.

### 5.9 Gratuity Payments to Council Employees/ Recognition of Long and Outstanding Service

|                         |                                                                                           |
|-------------------------|-------------------------------------------------------------------------------------------|
| Section:                | General Administration                                                                    |
| Date Adopted:           |                                                                                           |
| Document Control:       | Amended September 2023<br><u>Reviewed September 2024</u><br><u>Amended September 2025</u> |
| Previous Policy Number: | Council Staff Policy 1.3                                                                  |

#### OBJECTIVES:

This policy is designed to provide guidelines for gratuity payments to employees whose employment with the Shire of Yilgarn is finishing for reasons of resignation, redundancy or termination of employment.

#### POLICY STATEMENT:

##### Gratuity Payments

Council does not generally provide gratuity payments on termination of employment. However, Council reserves the right in cases of exceptional service to make a gratuity payment through the normal budget process in accordance with Section 5.50(1) & (2) of the Local Government Act 1995.

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##### Recognition of Long and Outstanding Services

When Long or Outstanding Service has been reached by an employee, the Chief Executive Officer informs Council, in order that the Long or Outstanding service may be recognised appropriately.



### 5.10 Acting Chief Executive Officer Appointment and Senior Employees

|                         |                                                                                            |
|-------------------------|--------------------------------------------------------------------------------------------|
| Section:                | General Administration                                                                     |
| Date Adopted:           |                                                                                            |
| Document Control:       | Amended September 2023<br><u>Reviewed September 2024</u><br><u>Reviewed September 2025</u> |
| Previous Policy Number: | Council Staff Policy 1.4                                                                   |

Senior Employees and Acting Chief Executive Officer Appointments pursuant to Section 5.37 of the Local Government Act 1995, the following employees are designated as senior employees:

- Executive Manager Corporate Services
- Executive Manager Infrastructure

For the purposes of Section 5.36(2) and 5.39C of the Act, Council has determined that the employees that are appointed in one of the above positions are suitably qualified to be appointed as Acting CEO by the CEO, from time to time, when the CEO is on periods of leave, subject to the following conditions:

- The CEO is not an interim CEO or Acting in the position;
- The term of appointment is no longer than 25 working days consecutive; and
- That the employee's employment conditions are not varied other than the employee is entitled at the CEO's discretion, no greater than the salary equivalent to that of the CEO during the Acting period.

In the case of the unavailability of the CEO due to an emergency to appoint an Acting CEO, the Executive Manager Corporate Services is automatically appointed as Acting CEO, on that Officer's salary, for up to 10 working days from commencement, and continuation is then subject to determination by the Council.

All other interim, Acting or CEO appointments to be referred to Council for consideration.

### 5.11 Council Christmas Function

|                         |                                                                                                              |
|-------------------------|--------------------------------------------------------------------------------------------------------------|
| Section:                | General Administration                                                                                       |
| Date Adopted:           |                                                                                                              |
| Document Control:       | Amended September 2023<br><a href="#">Reviewed September 2024</a><br><a href="#">Reviewed September 2025</a> |
| Previous Policy Number: | Council Staff Policy 1.12                                                                                    |

The Chief Executive Officer is authorised to approve Christmas functions for indoor and outdoor staff within the budget provision.



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### 5.12 Employee Training and Development

|                         |                                                                                           |
|-------------------------|-------------------------------------------------------------------------------------------|
| Section:                | General Administration                                                                    |
| Date Adopted:           |                                                                                           |
| Document Control:       | Amended September 2023<br><u>Reviewed September 2024</u><br><u>Amended September 2025</u> |
| Previous Policy Number: | Council Staff Policy 1.16                                                                 |

Council supports the CEO in providing training and development opportunities for all staff members, in line with their role within the organisation, possible progressions opportunities and within budget provisions.

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### 5.13 Child Safe Awareness

|                         |                               |
|-------------------------|-------------------------------|
| Section:                | General Administration        |
| Date Adopted:           | 19 September 2024             |
| Document Control:       | <u>Amended September 2025</u> |
| Previous Policy Number: | Council Staff Policy 1.16     |

#### Policy Statement

The Shire of Yilgarn supports and values all children and young people. The Shire of Yilgarn makes a commitment to support the safety and wellbeing of all children and young people, including protection from abuse. This Child Safe Awareness policy is one of the ways the Shire of Yilgarn demonstrates its commitment to being child safe and a zero-tolerance approach to child abuse.

This policy aims to reduce the risk of harm and child sexual abuse in our communities by encouraging child safe environments to be created and maintained. The Shire of Yilgarn is committed to encouraging local organisations to be child safe and ensure children are safe and empowered.

This Child Safe Awareness policy has been developed in response to recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse and recognises that the Shire of Yilgarn is uniquely placed within the local community to demonstrate leadership by supporting organisations to be child safe and to protect children and young people from harm and/or abuse. The Shire of Yilgarn will promote the safety and wellbeing of children across the community.

Consistent with the National Principles for Child Safe Organisations and Commonwealth Child Safe Framework, this policy provides a framework that outlines the role of the Shire of Yilgarn in supporting local organisations to be child safe through access to resources, awareness raising and sharing relevant information.

#### Scope

This Child Safe Awareness policy applies to all employees, volunteers, trainees, work experience students, interns, and anyone else who undertakes work on behalf of the Shire of Yilgarn, regardless of whether their work relates to children or young people. It applies to occupants of the Shire of Yilgarn facilities and venues, including visitors, contractors and suppliers.

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#### Responsibilities

The Shire of Yilgarn has a leadership role in our community to support relevant organisations to be child safe and promote child safe practices.

Although the Shire of Yilgarn is not legally responsible for providing oversight of compliance with child safe practices, it will take any reasonable steps to engage with persons who utilise Shire facilities, to operate in alignment with the Child Safe Awareness policy.

### Definitions

**Abuse:** is an act, or a failure to act, towards or on behalf of a child that may result in harm. It can occur on one (1) occasion or multiple occasions. Sometimes the impact of multiple events leads to harm that becomes cumulative in nature. Types of abuse include physical, emotional, sexual abuse, and neglect.

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**Child/Children:** means a person under 18 years of age, and in the absence of positive evidence as to age, means a person who appears to be under 18 years of age.

**Child Safe Organisation:** means an organisation that:

- creates an environment where children's safety and wellbeing are at the centre of thought, values, and actions.
- places emphasis on genuine engagement with and valuing of children and young people.
- creates conditions that reduce the likelihood of harm to children and young people.
- creates conditions that increase the likelihood of identifying any harm, and
- responds to any concerns, disclosures, allegations, or suspicions of harm\*  
\*in the context of the Shire, this would involve referring concerns to the Department of Communities or WA Police to respond as appropriate.

**Child safe:** child safe means protecting the rights of children and young people to be safe by taking actions that can help prevent harm and abuse.

**Harm:** in relation to a child, means any detrimental effect of a significant nature on the child's wellbeing, whether caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.

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**Wellbeing:** Wellbeing of children and young people includes the care, development, education, health and safety of children and young people.

### Policy Principles

The Shire of Yilgarn supports;

- The rights of children and young people being upheld.
- Children and young people being respected, listened to, and informed about their rights.
- Children and young people having the fundamental right to be safe and cared for
- Children and young people having the right to speak up, be heard and taken seriously without the threat of negative consequences.
- The safety and best interests of children and young people being a primary consideration when making decisions that concern them.
- Access to trusted and reliable information, including the National Principles for Child Safe Organisations, to help support organisations to understand what they must do to help reduce the risk of harm and abuse.
- Communities being informed and involved in promoting the safety and wellbeing of children and young people including protection from harm.
- Collaboration with the community and our partners to promote the safety, participation and empowerment of all children and young people.



## Council Policy Manual

### Related Legislation

- Corruption, Crime and Misconduct Act 2003
- Freedom of Information Act 1997
- National Principles for Child Safety Organisations
- Public Interest Disclosure Act 2003
- Work Health and Safety Act 2020
- Working with Children (Criminal Record Checking) Act 2004

### Other Related Policies

- Code of Conduct Employees
- Councillor Code of Conduct

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### 5.14 Community Enhancement Fund (CEF)

|                         |                                         |
|-------------------------|-----------------------------------------|
| Section:                | General Administration                  |
| Date Adopted:           | 19 June 2025                            |
| Document Control:       | <a href="#">Reviewed September 2025</a> |
| Previous Policy Number: |                                         |

#### PURPOSE AND BACKGROUND

The Shire of Yilgarn is committed to ensuring that large-scale renewable energy developments, including Wind Energy Facilities (WEFs, Solar Farms and Battery Energy Storage Systems (BESS)), and carbon sequestration developments (tree farms/plantations) deliver lasting positive outcomes for the local community. This Community Enhancement Fund (CEF) policy establishes a framework for proponents of such projects to share benefits with the host community, consistent with the Shire's strategic vision and best practices in Australia.

Unlike small, local or family businesses in regional communities, large scale developments generally do not return a significant proportion of their profits back into the community within which they were gained.

This Policy ensures that as large scale renewable energy and carbon sequestration projects proceed, they do so in partnership with the community through early engagement; benefit-sharing contributions and transparent governance, leaving a positive legacy in line with the Shire's strategic planning objectives.

#### SCOPE

This Policy applies to all large-scale renewable energy facilities and carbon sequestration facilities within the Shire of Yilgarn, including wind energy facilities (wind farms), utility-scale solar farms, large battery storage projects (BESS), typically those with a nameplate capacity exceeding 5 MW and carbon sequestering tree farms or plantations.

It is intended for use by Shire staff, Council, and developers (proponents) of renewable energy and carbon sequestration projects during project planning, approval, and operational phases.

This Policy sets out the establishment of a Community Enhancement Fund and details the expectations and requirements for proponent contributions towards the fund as a condition of Council support for such projects. Compliance with this Policy will be considered in Council's assessment of development applications and any related agreements with proponents.

### DEFINITIONS

**Australian Carbon Credit Unit (ACCU)** - a financial instrument awarded to eligible energy efficiency, renewable energy generation and carbon sequestration projects that result in a reduction of Greenhouse Gas (GHG) emissions. One ACCU represents the avoidance or removal of one tonne of carbon dioxide equivalent (tCO<sub>2</sub>-e) greenhouse gasses.

**Community Enhancement Fund (CEF)** – A fund to which the proponent contributes financially, for the benefit of the local community. Contributions are typically made annually over the life of the project and are used to support community projects, services, and infrastructure in accordance with this Policy.

**Life of the Project** – The expected operational lifespan of the project, assumed to be approximately 30 years (unless otherwise defined in approvals). CEF contributions are made for the duration of the project's operation.

**Nameplate Capacity** – The rated output capacity of a generator (in megawatts for wind/solar, or in megawatt-hours for battery storage if applicable). This is used as the basis for calculating CEF contributions. For hybrid projects, capacity is considered by each component (e.g. MW of wind, MW of solar, MWh of standalone storage).

**Shire** – Shire of Yilgarn

**Social License** – The ongoing acceptance and approval of a project by the local community and stakeholders. Earning a social license involves proactive community engagement, benefit-sharing, and responsible practices by the proponent to build trust and goodwill.

**Proponent** – The developer, operator, or owner of a large-scale renewable energy project (wind, solar, and/or battery) and/or carbon sequestration project (tree farm/plantation) in the Shire. This includes any company or entity seeking development approval for such projects.

### POLICY STATEMENT

The Shire of Yilgarn requires that all large-scale renewable energy and carbon sequestration projects contribute to a Community Enhancement Fund (CEF) to ensure the local community directly benefits from these developments. This Policy sets a consistent approach for negotiating, calculating, managing and disbursing CEF contributions.



Key principles of the Policy include:

### 1. Early Negotiation and Agreement

Proponents must engage with the Shire at an early stage (e.g. during feasibility or prior to lodgement of a development application) to negotiate a CEF contribution agreement. The aim is to reach an in-principle agreement on community contributions before development approval, providing certainty to both the community and the proponent. Early negotiation aligns with best practice which calls for collaboration between councils and developers on benefit-sharing programs ([Benefit-Sharing Guideline](#)). The agreed contribution should be formalised via a legal instrument (such as a voluntary planning agreement, deed of agreement, or memorandum of understanding) at development approval stage, ensuring it is binding for the project's life.

### 2. Contribution Formula

The CEF contribution will be generally negotiated and calculated based on the following:

#### Renewable Energy Projects:

Installed capacity of the project of each asset installed and located in the Shire of Yilgarn, using a rate per megawatt (MW) per annum (or per MWh for storage). As a minimum, the contribution shall be no less than the benchmark rates recommended in the New South Wales Government's 2023 Benefit Sharing Guideline for renewable energy projects, which are:

- \$1,050 per MW per annum for wind energy,
- \$850 per MW per annum for solar energy, and
- \$150 per MWh per annum for standalone battery projects.

#### Carbon Sequestration Projects:

- Estimated or contracted Australian Carbon Credit Units (ACCU) for project areas located in the Shire of Yilgarn. As no benchmark is set, a percentage of the estimated or contracted ACCU's will be utilised for negotiations for the contribution.  
or
- Percentage of capital expenditure for project.

The contribution amount agreed upon shall be indexed to CPI each year to maintain its real value over time, with the first year's rate typically based on the financial year of project commissioning. Contributions are expected on an annual basis for the full operational life of the project (indicatively 30 years), commencing from the start of commercial operations (or as otherwise negotiated). This long-term, CPI-indexed commitment ensures the fund grows over time and provides a reliable stream of community funding.

As the ACCU value can be volatile, to ensure carbon sequestration projects remain viable throughout the project life, where the ACCU methodology is utilised in calculating the contribution, it can either be indexed on CPI each year or indexed against the ACCU spot price average.

### 3. Minimum Contribution Levels

In relation to renewable energy projects, in all cases, the proponent's contribution must meet or exceed the Shire's minimum required level. The Shire will use the NSW guideline rates as a floor, not a ceiling ([Benefit-Sharing Guideline](#)). Proponents are encouraged to offer higher contributions or additional benefit-sharing measures where possible (especially if a project has higher impacts or to address specific community needs), but at a minimum the NSW guideline rates per capacity apply.

The Shire's preference is to calculate contributions on nameplate capacity; however, alternative formulas (such as a percentage of capital investment or revenue) may be considered if they deliver equal or greater community value over the project life. In the event that State policy or regulations (future State Planning Policy or legislation) mandate higher standard contributions, the greater requirement will prevail. This ensures that Yilgarn's community receives a fair share commensurate with projects in other regions and reflects the scale of development.

As there is little precedence set in relation to CEF contributions from Carbon Sequestration projects, there is currently no standard able to be applied. As such, negotiations between the Shire and proponents in these instances will be undertaken in good faith to ensure the precedence set is appropriate for the community and proponent.

### 4. Administration and Governance

The CEF is to be administered by the Shire of Yilgarn. Proponents will make annual payments to the Shire, to be held in a dedicated restricted cash reserve account established for the Community Enhancement Fund.

The Shire will disburse the funds in accordance with the *Local Government Act 1995* and relevant financial management regulations and audit requirements. By having the local government manage the fund, the Shire leverages existing governance systems, transparency mechanisms and community accountability measures.

Local governments are best positioned to understand local needs, coordinate projects, exercise sound governance and maximise returns on investment for community betterment.

The Shire's Community Strategic Plan will guide the decision making of the Council when deliberating on use of funds.

All CEF monies received will be accounted for in the Shire's annual budget (as restricted funds) and unspent funds will be carried forward in the reserve.

Recognition protocols will be established so that the proponent's contribution is acknowledged in Shire publications and at project openings, ensuring the proponent is credited for their community investment (thus supporting their Environmental Social & Governance (ESG) and social license objectives).

### **5. Eligible Uses of Funds and Thematic Priorities:**

CEF funds must be used for projects, programs, or initiatives that provide a public benefit and align with the Shire's Strategic Community Plan and associated integrated planning framework including the Corporate Business Plan, Long-Term Financial Plan, and other informing strategies.

The overarching goal is to fund long-term sustainable and high-value initiatives that deliver lasting legacy outcomes for the community, rather than one-off short-lived spending.

The Shire will utilise an Advisory Committee for advice on funding requests and opportunities. The Committee will identify priority themes for investment – for example: improvements to local sporting and recreation facilities, community health and wellbeing programs, education and training scholarships, environmental conservation or renewable energy initiatives, arts and cultural events, emergency services and disaster resilience, tourism development, and local infrastructure enhancement.

These thematic areas echo those identified as best practice for reinvesting renewable benefits in host communities. Each year, specific projects or grants under these themes will be selected for funding. The Shire will ensure that funded projects are distributed fairly across the community and where relevant across different localities within the Shire, so that those most impacted by the development share in the benefits.

Importantly, CEF funds are additional – they complement (but do not replace) normal government spending or other funding sources, thereby truly “enhancing” the community. Proponents are encouraged to participate in launch events or media for funded projects as part of recognition, under agreed protocols.

### **6. Suggested initial thematic approach areas of investment include:**

- Sport & Recreation: Enhancing sport & recreation facilities, the lifeblood of rural towns;
- Health and Wellbeing: Enhancing health and wellbeing generally;
- Education and Training: Scholarships and workforce development programs;
- Environmental Initiatives: Promoting renewable adoption and conservation; Arts, Culture & Events: Fostering vibrant regional communities;

- Disaster Resilience and Emergency Services: Strengthening emergency services; and
- Tourism Development: Investing in attractions to drive economic growth.

### **7. CEF Advisory Committee:**

To assist with decisions relating to the distribution of CEF monies, the Shire will establish a CEF Advisory Committee. The Committee would ideally comprise Shire representatives (elected members and/or officers), community members (sought by expressions of interest) and a representative (and proxy) of each of the contributing companies.

The committee's role is to provide input on funding priorities, assess grant applications or project proposals, and make recommendations to Council on the allocation of funds each year. The committee will operate under clear terms of reference as approved by Council, ensuring recommendations are transparent, fair and aligned with the fund's objectives.

The proponent's presence on the committee can help coordinate recognition and ensure their perspective is considered, while the majority Council and Community representation safeguards local interests. Meetings will be held at least annually (or as required) to plan and review fund distribution.

It should be noted, whilst the opinion of the Advisory Committee will be highly valued by the Shire of Yilgarn Council, the Committee does not have delegated authority and as such Council retains the authority to accept, amend or reject recommendations from the Committee and to make alternative decisions.

### **8. CEF Governance**

Annual Reporting on the CEF will be undertaken with the Shire publishing a summary each year of the fund's contributions received, projects funded (with amounts), and outcomes achieved. This report will be provided to the proponent and made available to the community, reflecting the principle that benefit-sharing arrangements should be transparent and publicly accessible ([Benefit-Sharing Guideline](#)).

The fund's management and accounts will also be subject to the Shire's normal audit process, with results reported as part of annual financial statements.

### **9. Alignment with Shire Plans and Community Input:**

All CEF-funded initiatives should support the broader development plans of the Shire. The advisory committee and ultimately Council must ensure that the use of funds complements the Shire's long-term infrastructure and service planning. For example, if the Strategic Community Plan, Long-Term Financial Plan (LTFP) or Asset

## Council Policy Manual

Management Plan identifies critical community infrastructure needs (such as upgrades to community halls or recreation centres), the CEF can co-fund those projects. Similarly, non-capital initiatives in the Strategic Community Plan – such as improving youth services, economic development, or environmental sustainability – can be resourced through the CEF.

By aligning expenditures with these plans, the fund delivers strategic value and avoids ad-hoc spending. The Shire's Strategic Community Plan, reviewed every two years with community input, provides a current snapshot of the community's needs, wants and expectations. Aligning with this Plan and the associated integrated planning framework ensures the CEF is responsive to local aspirations. This collaborative approach reflects that benefit-sharing must be community-focused and tailored to local needs ([Benefit-Sharing Guideline](#)).

Where a proponent has its own corporate social responsibility themes (e.g. Science, Technology, Engineering, and Mathematics (STEM) education, community health), these can be coordinated with Shire priorities to maximise impact.

### 10. Alternative Funding Models:

Whilst the default position of this Policy is the Shire will manage the CEF, the Shire will consider alternative funding models on a case by case basis as proposed by the proponent.

For the Shire to consider an alternative funding model, the proposal must:

- Provide the equivalent level of funding to what would have been contributed under this Policy's formula (with the same indexation);
- Align with the Shire's strategic objectives and the needs of the Yilgarn community;
- Include the Shire in the governance or decision-making process; and
- Provide full transparency and reporting of expenditures to the Shire and community.

Essentially, the alternative funding model must mirror the intent of the CEF in scope and rigor. The Shire will only endorse such an arrangement if it is satisfied that the outcomes will be equal or better for the community.

If an alternative funding model is adopted, an agreement (or memorandum) must be in place detailing how funds will be allocated, how the Shire will participate in project selection and how reporting/recognition will occur.

The proponent should also demonstrate how the fund ties into their ESG commitments. Regular check-ins (e.g. annual meetings) between the Shire and proponent may be required to review the fund's performance. Notably, even under an alternative funding model, the Shire expects that key programs be coordinated with Council. This cooperative model follows the principle that benefit-sharing should be collaborative and centrally coordinated where possible ([Benefit-Sharing Guideline](#)), avoiding duplication or working at cross-purposes.

### 11. Financial Management and Reserves:

All CEF funds received by the Shire will be placed in a restricted cash-backed reserve specifically created for the Community Enhancement Fund. This ensures the funds are quarantined for their intended purpose and not used for general expenditure. Interest earned on the reserve will be retained within the fund.

Unexpended funds in any given year will be carried forward to future years, building a cumulative balance if appropriate. The Shire, in liaison with the proponent, may choose to accrue funds over multiple years for larger projects of significant community benefit, rather than disbursing all funds every year. However, a general guideline is that funds should be put to use in a timely manner to benefit the community that is hosting the renewable development (unless saving for a planned large project).

The reserve will be managed in accordance with the Shire's financial policies and the *Local Government (Financial Management) Regulations 1996*, with annual reporting as noted. If the project terminates earlier than expected (e.g. decommissioning or sale), any remaining funds in the reserve will continue to be used for community benefit. In the case of project ownership transfer, the Shire will seek commitments that the contribution agreement is binding on successors. Should there be any dispute or default in payments, the Shire will refer to the agreement provisions for resolution, noting that consistent contributions are a core aspect of maintaining the project's social license in Yilgarn.

### 12. Recognition and Communication:

The Shire will develop protocols to formally recognise the contributions made by renewable energy proponents through the CEF. This may include: signage at facilities or project sites acknowledging the proponent's community fund (e.g. "This project was funded by the Community Enhancement Fund contributed by [Company Name]"), media releases and stories highlighting the community outcomes enabled by the fund, and invitations for the proponent's representatives to attend and be acknowledged at community events related to CEF-funded initiatives.

Mutual recognition builds goodwill and encourages other developers to also contribute generously.

The Shire will maintain public registers of CEF contributions and will ensure the register is periodically communicated to the broader public. This transparency and promotion are consistent with maintaining public support for the industry and demonstrating that local communities can benefit from proponents who seek a social licence within the communities they operate in.

Through this Policy, the Shire of Yilgarn seeks to create a win-win outcome: proponents fulfill their corporate social responsibilities and gain community acceptance, while the community receives tangible and lasting benefits from the renewable energy and carbon offset transition. The Policy will be reviewed as needed

(for example, if State Government introduces new guidelines or if improvements are identified in implementation) to remain aligned with best practices and community expectations.

### **13.Exclusion Clause – Neighbour Benefit Schemes (NBS) Not Constituting Community Enhancement Fund Contributions**

Nothing in this Policy shall be construed to imply or permit that Neighbour Benefit Schemes (NBS), Near Neighbour Payments or similar arrangements between proponents and individual landholders or nearby residents constitute part of or can be offset against the required Community Enhancement Fund (CEF) contribution.

Such neighbour-specific payments are considered project-specific mitigation or social license costs incurred as part of the normal cost of gaining project approval and community acceptance and are intended to compensate directly impacted individuals, not the broader community.

The purpose of the CEF is to deliver broader legacy benefits to the entire host community, beyond those properties or individuals most proximate to infrastructure. The CEF is a public-good mechanism to fund strategic, equitable and transparent investments in community wellbeing, services, infrastructure and sustainability outcomes—not compensation payments for localised amenity impacts.

Accordingly:

- The value or extent of any Neighbour Benefit Scheme implemented by a proponent shall not be deducted from or used to offset the agreed CEF contribution;
- The CEF shall be calculated independently, based solely on the nameplate capacity and/or ACCU value and indexed benchmarks outlined in this Policy;
- Proponents are encouraged to implement both NBS and the CEF as complementary but separate streams of community engagement and investment.

This distinction protects the integrity, equity and transparency of the CEF and ensures that all residents, including those not in immediate proximity to infrastructure, share in the benefit of the renewable energy transition.



## Council Policy Manual

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### Sources:

- NSW Dept of Planning Benefit Sharing Guide (2024) ([Benefit-Sharing Guideline](#));

### Appendices:

- Appendix 1 – Community Enhancement Fund (CEF) Procedural & Operational Guidelines ([Link](#))
- Appendix 2 – Community Enhancement Fund (CEF) Contribution Modelling Examples ([Link](#))
- Appendix 3 – Community Enhancement Fund (CEF) Advisory Committee – Terms of Reference ([Link](#))



The Document Owner shall ensure that this policy is reviewed at least annually.

### 6. DOCUMENT REVISION HISTORY:

| Revision Events |           |                                     |                 |
|-----------------|-----------|-------------------------------------|-----------------|
| Rev.            | Author    | Changes                             | Date            |
| 01              | SB        | Initial version                     | 24.02.11        |
| 02              | JS        | Revised                             | 25.07.11        |
| 03              | JS        | Revised                             | 20.07.12        |
| 04              | VP        | Revised                             | 19.07.13        |
| 05              | VP        | Revised                             | 18.07.14        |
| 06              | EP        | Revised                             | 18.06.15        |
| 07              | BJ        | Revised                             | 15.09.16        |
| 08              | BJ        | Revised                             | 21.09.17        |
| 09              | PC        | Revised                             | 20.09.18        |
| 10              | PC        | Revised                             | 19.09.19        |
| 11              | PC        | Amended                             | 20.02.20        |
| 12              | PC        | Amended                             | 16.04.20        |
| 13              | PC        | Revised                             | 17.09.20        |
| 14              | PC        | Revised                             | 17.12.20        |
| 15              | PC        | Amended                             | 15.04.21        |
| 16              | NW        | Revised                             | 16.09.21        |
| 17              | NW        | Amended                             | 16.12.21        |
| 18              | NW        | Revised                             | 15.09.22        |
| 19              | NW        | Amended                             | 21.09.23        |
| 20              | NW        | Annual Review - Amended             | 19.09.24        |
| 21              | GB        | Addition of Policy 4.4, 4.5 and 4.6 | 21.11.24        |
| 22              | CW        | Amendment of Policy 4.5             | 20.02.25        |
| 23              | NW        | Addition of Policy 5.14             | 19.06.25        |
| 24              | <u>NW</u> | <u>Annual Review – Amended</u>      | <u>18.09.25</u> |

## Councillor & Employee Declaration

I have read Council Policy Manual, and declare that I will observe and abide by the terms and condition outlined in this Policy.

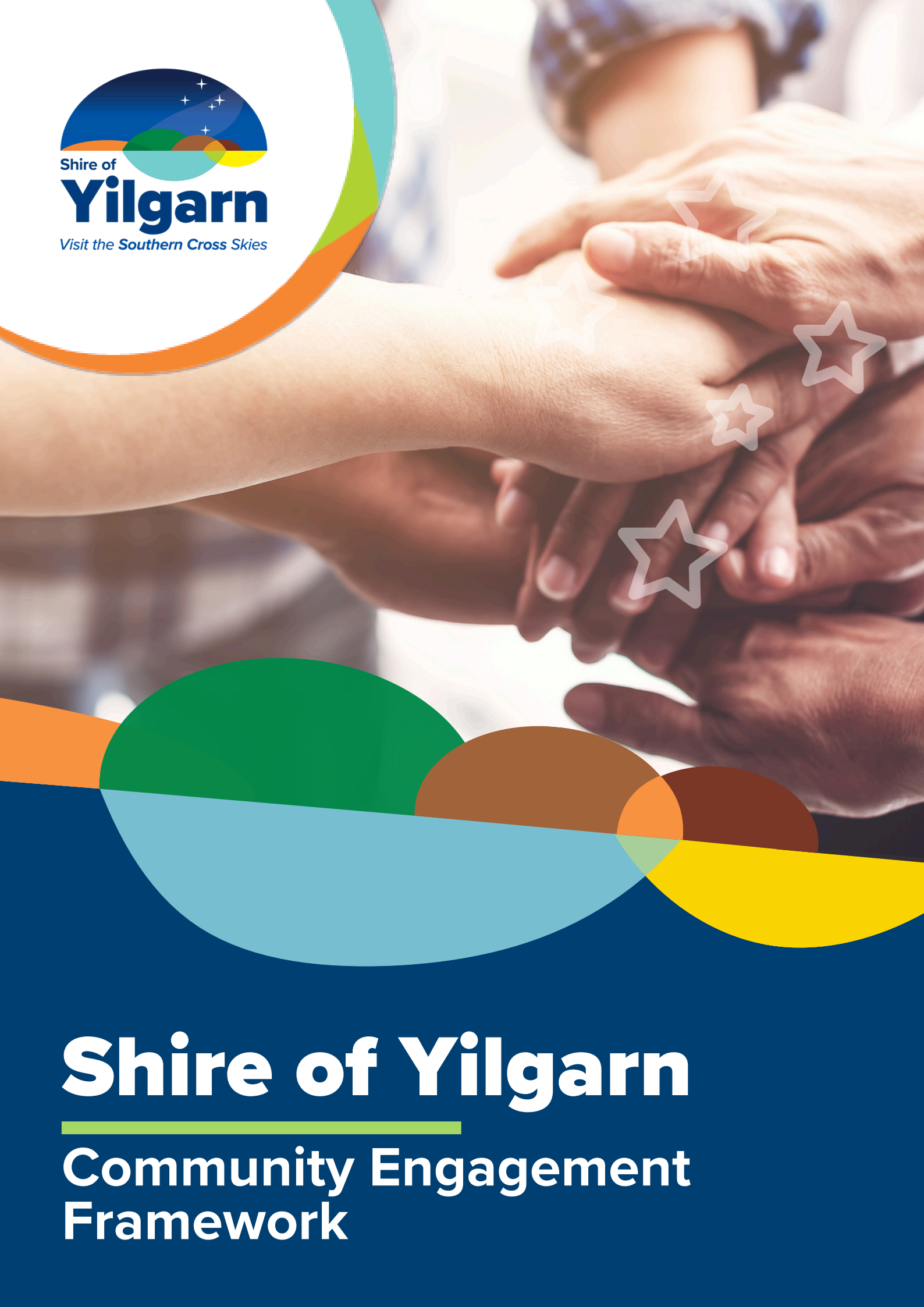
Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Name (please print in blockletters): \_\_\_\_\_

Witnessed: \_\_\_\_\_

Dated: \_\_\_\_\_



# Shire of Yilgarn

## Community Engagement Framework

# What is Community Engagement?

Community engagement is the process of working collaboratively with and through groups of people affiliated by geographic proximity, special interest, or similar situations to provide input that enhances decision making processes on issues that may impact on their well-being or interests. It can be used as a key method for navigating community priorities and it encompasses the way in which the Shire will inform, consult, engage and empower activity by the community.

Effective community engagement contributes to building trust between the community and the council and raises the quality of decision making which reflects the needs and aspirations of the community. Community engagement works best where it is an ongoing process enabling relationships and trust to build and strengthen over time, and strengthens representative democracy while building community capacity.

The International Association for Public Participation defines community engagement as ‘any process that involves the community and stakeholders in problem-solving or decision making and uses this input to inform decisions.

“Community engagement is the process of involving community members and stakeholders in problem-solving and decision-making, ensuring that their contributions are considered and integrated into the final outcomes.”



## The Framework

The Shire of Yilgarn's Community Engagement Framework revolves around the Shire of Yilgarn – Communications Policy which details how the Shire is to engage with the community.

## Why we engage

Community engagement is a statutory requirement under the Local Government Act 1995 and many other pieces of legislation, however the Shire of Yilgarn engages the community to:



**Inform**



**Consult**



**Involve**



**Collaborate**



**Empower**

to be best  
point of view.  
**Community**  
same locality

## When we engage

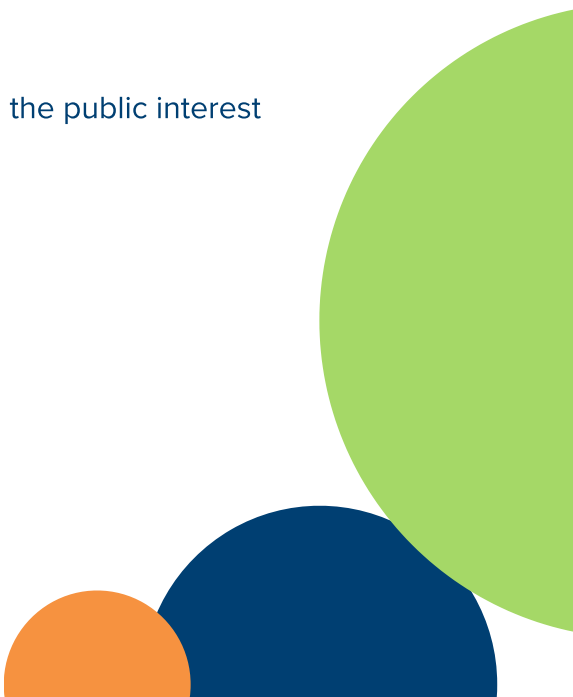
### **The Shire will engage when we need to:**

- Inform the community regarding Shire matters
- Consult the Community to obtain feedback
- Involve the Community in decisions
- To understand Community sentiment
- Collaborate on Community projects

### **The Shire also has a statutory requirement to engage with the community on the following:**

- Developing or reviewing the Strategic Community Plan
- Changes to Local Laws
- Applying differential rates
- Planning matters

### **There are however occasions where the community will not be actively consulted and will instead be informed of a decision. Examples include:**

- Environmental or health concerns
  - When the Shire is forced to act immediately
  - Where the Shire has a duty of care to make a decision in the public interest
  - Ongoing maintenance or servicing
- 



# Shire of Yilgarn

## *Community Engagement Framework*



## Who we engage

The Shire will engage with our local community and other key stakeholders as required.

The local community consists of groups and individuals. Within the Shire of Yilgarn, community engagement may be focused on a specific geographic location or a group with particular interests in the proposed activity or project, or the community as a whole.

The key stakeholders we engage with can be external or internal and whilst they form a part of the community, they are more likely to be impacted by a project due to a certain level of influence or interest.

We also engage with each other as Shire staff across the organisation, in order to seek feedback, inform projects and collaborate.



## How We Engage

Engagement ranges from informing the community to increase understanding, through to empowering the community to make the final decision and in some cases deliver on it.

The Shire is flexible in its approach to engagement by tailoring it to the community with whom we are engaging.

Some examples of engagement activities the Shire undertakes include:

| Avenue                              | Type of Engagement                                                                                                  | Community Engagement                                                                                                                          |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Council Meetings / Elector Meetings | <ul style="list-style-type: none"><li>- Inform</li><li>- Empower</li></ul>                                          | <ul style="list-style-type: none"><li>- Pose a question to Council.</li><li>- Lodge a petition.</li></ul>                                     |
| Committee Meetings                  | <ul style="list-style-type: none"><li>- Inform</li><li>- Involve</li><li>- Collaborate</li><li>- Empower</li></ul>  | <ul style="list-style-type: none"><li>- Nominate for Committee Member.</li><li>- Provide comments and feedback.</li></ul>                     |
| Public Workshops                    | <ul style="list-style-type: none"><li>- Consult</li><li>- Involve</li><li>- Collaborate</li><li>- Empower</li></ul> | <ul style="list-style-type: none"><li>- Provide comments and feedback.</li><li>- Provide direction on strategic plans and projects.</li></ul> |
| Surveys                             | <ul style="list-style-type: none"><li>- Consult</li><li>- Involve</li><li>- Collaborate</li><li>- Empower</li></ul> | <ul style="list-style-type: none"><li>- Provide comments and feedback.</li><li>- Provide direction on strategic plans and projects</li></ul>  |
| Shire website                       | <ul style="list-style-type: none"><li>- Inform</li></ul>                                                            |                                                                                                                                               |
| Social Media                        | <ul style="list-style-type: none"><li>- Inform</li></ul>                                                            |                                                                                                                                               |
| Crosswords                          | <ul style="list-style-type: none"><li>- Inform</li></ul>                                                            |                                                                                                                                               |
| Public Notices                      | <ul style="list-style-type: none"><li>- Inform</li></ul>                                                            |                                                                                                                                               |
| Notice Boards                       | <ul style="list-style-type: none"><li>- Inform</li></ul>                                                            |                                                                                                                                               |
| Emergency Information Line          | <ul style="list-style-type: none"><li>- Inform</li></ul>                                                            |                                                                                                                                               |
| Whispir messaging system            | <ul style="list-style-type: none"><li>- Inform</li></ul>                                                            |                                                                                                                                               |



# Our Commitment to Community Engagement

Throughout the entire community engagement process, Shire of Yilgarn staff will carefully consider the scope and objectives of the project, as well as the stakeholders and community members that may be impacted at various levels.

The Shire continuously seeks to engage with the Community and irrespective of any formal community engagement being undertaken, welcomes feedback, comments concerns or recognition at any time.

Community members and stakeholders are encouraged to contact the Shire via the following methods to engage with us:

-  Email: [yilgarn@yilgarn.wa.gov.au](mailto:yilgarn@yilgarn.wa.gov.au)
-  Phone: 08 9049 1001
-  In Person: 23 Antares Street, Southern Cross
-  Post: PO Box 86, Southern Cross WA 6426





*Visit the **Southern Cross Skies***

- ✦ **Southern Cross** ✦ **Bullfinch**
- ✦ **Bodallin** ✦ **Marvel Loch**
- ✦ **Moorine Rock**

Licence

(Land and Buildings)

Lot 990 Arcturus St, Southern Cross

**Water Corporation (Licensor)**

**Shire of Yilgarn (Licensee)**

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Date ►

Between the parties

---

|           |                                                                                                                                                                                                                                             |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Licensors | <b>Water Corporation</b><br>ABN 28 003 434 917, a body corporate established under the <i>Water Corporations Act 1995</i> (WA), of John Tonkin Water Centre, 629 Newcastle Street, Leederville, Western Australia 6007<br><b>(Licensor)</b> |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|          |                                                                                                                                 |
|----------|---------------------------------------------------------------------------------------------------------------------------------|
| Licensee | <b>Shire of Yilgarn</b><br>ABN 58 923 991 148 of 23 Antares Street, Southern Cross, Western Australia 6426<br><b>(Licensee)</b> |
|----------|---------------------------------------------------------------------------------------------------------------------------------|

|           |                 |
|-----------|-----------------|
| Guarantor | Not Applicable. |
|-----------|-----------------|

---

Recitals

---

This deed witnesses as follows:

---

### Grant of Licence

- 1 The Licensor grants to the Licensee a licence to use the Premises.
- 2 The Licensee accepts the Licence from the Licensor.



## Reference Table

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|        |                                                                                                                                                                                                                                                                                                                                                                                        |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Item 1 | <b>DATE</b>                                                                                                                                                                                                                                                                                                                                                                            |
| Item 2 | <b>LICENSOR</b><br><b>Water Corporation ABN 28 003 434 917</b> , a body corporate established under the <i>Water Corporations Act 1995</i> (WA), of 629 Newcastle Street, Leederville, Western Australia<br><br><b>Address for Service</b><br>Attention: Manager, Property Management<br>629 Newcastle Street<br>Leederville WA 6007<br>Email: leasingrequests@watercorporation.com.au |
| Item 3 | <b>LICENSEE</b><br><b>Shire of Yilgarn ABN 58 923 991 148</b><br><b>Address for Service</b><br>23 Antares Street, Southern Cross, Western Australia 6426<br>Email: emcs@yilgarn.wa.gov.au                                                                                                                                                                                              |
| Item 4 | <b>GUARANTOR</b><br>Not Applicable.                                                                                                                                                                                                                                                                                                                                                    |
| Item 5 | <b>LAND</b><br>Lot 990 on Deposited Plan 36620 and being the whole of the land in Certificate of Title Volume 2228 Folio 114, more particularly known as 43 Procyon Street, Southern Cross                                                                                                                                                                                             |
| Item 6 | <b>PREMISES</b><br>That part of the Land shown hatched on the Plan including all buildings and structures on the Premises known as 43 Procyon Street, Southern Cross                                                                                                                                                                                                                   |
| Item 7 | <b>PERMITTED USE</b><br>Storage of materials for municipal works.                                                                                                                                                                                                                                                                                                                      |

- Item 8**                    **LICENSOR'S PROPERTY**
- Any and all improvements, chattels and other things owned or used by the Licensor from time to time, in or on the Premises.
- Item 9**                    **TERM**
- 5 years, commencing on the Commencement Date and expiring on the Termination Date
- Item 10**                  **COMMENCEMENT DATE**
- 1 September 2024
- Item 11**                  **TERMINATION DATE**
- 31 August 2029
- Item 12**                  **OPTION**
- 5 years
- Item 13**                  **LICENCE FEE**
- (a) \$7,817.50 per annum plus GST payable on an annual basis
- (b) Payment Dates: The first day of September each year of the Term
- Item 14**                  **REVIEW DATES**
- (a) CPI Review Dates**
- Not Applicable
- (b) Fixed Review Dates and Fixed Percentage**
- On each anniversary of the Commencement Date during the Term and any future term unless that date is a Market Review Date.
- 3% per annum.
- (c) Market Review Dates**
- On the Commencement Date of the Further Term
- (d) CPI Market Review Dates**
- The date of commencement of any option term granted under clause 22.

**Item 15                    OPERATING EXPENSES**

The proportion that the area of the Premises bears to the area of the Land vested in the Licensor in respect of which the Operating Expenses are incurred.

**Item 16                    PUBLIC LIABILITY INSURANCE AMOUNT**

\$20,000,000 or such higher amount as the Licensor may, from time to time, reasonably require.

**Item 17                    BANK GUARANTEE AMOUNT**

Not Applicable.

**Item 18                    ADDITIONAL TERMS**

Not Applicable

# Terms and Conditions

These terms and conditions are incorporated into, and form part of, the Licence and are referred to as the **Terms and Conditions** which expression refers to all of the terms set out in this section of the Licence.

## 1 Definitions and Interpretation

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### 1.1 Definitions

In the Licence, the Reference Table and the Terms and Conditions:

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Authorisation</b> | includes: <ul style="list-style-type: none"><li>• any consent, registration, filing, agreement, notice of non-objection, notarisation, certificate, licence, approval, permit, authority or exemption from, by or with; and</li><li>• in relation to anything which an Authority may prohibit or restrict within a specific period, the expiry of that period without intervention or action or notice of intended intervention or action.</li></ul> |
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| <b>Authority</b> | any governmental or other public body, local authority, local government, or other authority of any kind. |
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| <b>Bank</b> | an authorised deposit-taking institution as defined in the <i>Banking Act 1959</i> (Cth), the Reserve Bank of Australia or a state bank. |
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| <b>Bank Guarantee</b> | a guarantee by a Bank acceptable to the Licensor to pay the Bank Guarantee Amount to the Licensor without reference to the Licensee that is: <ul style="list-style-type: none"><li>• in respect of all the Licensee's obligations under this Licence and any storage licence, car parking licence or other agreements ancillary to this Licence;</li><li>• unconditional and irrevocable;</li><li>• assignable;</li><li>• without an expiry date; and</li><li>• otherwise in a form and substance reasonably acceptable to the Licensor.</li></ul> |
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| <b>Bank Guarantee Amount</b> | the amount set out in Item 17 of the Reference Table. |
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| <b>body corporate</b> | includes a <b>company</b> and a <b>corporation</b> as those expressions are defined in section 9 of the <i>Corporations Act 2001</i> (Cth). |
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|                 |                                                                           |
|-----------------|---------------------------------------------------------------------------|
| <b>Building</b> | the building and any fixed improvements on the Land (if any) and of which |
|-----------------|---------------------------------------------------------------------------|

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the Premises form all or part, including an extension or alteration to the Building.

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| <b>Business Day</b> | a day on which trading banks are open for general banking business in Perth, not being a Saturday, Sunday or a public holiday in Perth. |
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| <b>Commencement Date</b> | the date of commencement of the Licence specified in Item 10 of the Reference Table. |
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| <b>Contaminated</b> | has the meaning given to that term in the CSA and “ <b>Contaminate</b> ” and “ <b>Contamination</b> ” have corresponding meanings. |
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| <b>Cost</b> | a cost, charge, expense, outgoing, payment, fee or other expenditure of any nature. |
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| <b>CPI</b> | the Consumer Price Index (All Groups) for Perth, published by the Australian Bureau of Statistics. If the CPI no longer exists, it means an index that the Licensor decides reflects the changes in the cost of living in Perth. |
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| <b>CPI Market Review Dates</b> | the date or dates set out in Item 14 of the Reference Table. |
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| <b>CPI Review Date</b> | the date or dates set out in Item 14(a) of the Reference Table. |
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|------------|-----------------------------------|
| <b>CSA</b> | Contaminated Sites Act 2003 (WA). |
|------------|-----------------------------------|

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|-----------------------------------|-------------------------------------------------------------------------------|
| <b>Current Market Licence Fee</b> | the best annual Licence Fee that can reasonably be obtained for the Premises. |
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| <b>Event of Default</b> | any of the events specified in clause 16. |
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| <b>Facility</b> | a lavatory, sink, drain, main, pipe or other water, sewerage or plumbing facility, and a gas or electrical fitting or appliance in or on the Land. |
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| <b>Financial Year</b> | <p>the period:</p> <ul style="list-style-type: none"><li>• commencing on the Commencement Date and ending on the next 30 June;</li><li>• of each 12 months commencing on 1 July until the next 30 June during the Term; and</li><li>• commencing on 1 July immediately preceding the expiration of the Term and ending at the expiration of the Licence.</li></ul> |
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| <b>Fixed Review Dates</b> | the date or dates set out in Item 14(b) of the Reference Table.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Fixed Percentage</b>   | the percentage set out in Item 14(b) of the Reference Table.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Guarantor</b>          | each person named as a guarantor in Item 4 of the Reference Table and any other person or persons named in the Licence as a guarantor or guarantors of the Licensee's obligations under the Licence.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Insolvency Event</b>   | <p>the happening of any of the following events in relation to the Licensee:</p> <ul style="list-style-type: none"> <li>• an application is made to a court for it to be wound up or for the appointment of a provisional liquidator;</li> <li>• a meeting is convened to place it in voluntary liquidation or to appoint an official manager or an administrator or a controller of any of its assets;</li> <li>• the appointment of a liquidator, provisional liquidator, or administrator, receiver or receiver and manager of any of its assets, or a controller of any of its assets;</li> <li>• it is wound up or dissolved;</li> <li>• it proposes to enter into or enters into any form of arrangement (formal or informal) with its creditors or any of them;</li> <li>• it is, or is to be regarded as being under section 585 of the <i>Corporations Act 2001</i> (Cth) unable to pay its debts;</li> <li>• it becomes an insolvent under administration as defined in section 9 of the <i>Corporations Act 2001</i> (Cth); or</li> <li>• it commits an act of bankruptcy or the Licensee's estate comes within the operation of any Law relating to bankruptcy.</li> </ul> |
| <b>Insurable Event</b>    | fire, storm and tempest, flood, impact, malicious damage, loss of licence fee and any risk required by the Licensor to be insured against.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Item</b>               | a clause in the Reference Table.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Land</b>               | the land described in Item 5 of the Reference Table.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Law</b>                | any legislation, statute, regulations, rule, proclamation, ordinance, by-law, code or local law.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Licence</b>            | this Licence which incorporates these Terms and Conditions and the Reference Table, as varied, supplemented, replaced, or extended from time to time as permitted by the Licence, and includes every deed varying the Licence.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Licence Fee</b>        | the annual licence fee for the Premises stated in Item 13(a) of the Reference Table.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|                                |                                                                                                                                                                                                                                                                                                           |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Licensee</b>                | the person referred to as the licensee in Item 3 of the Reference Table.                                                                                                                                                                                                                                  |
| <b>Licensee's Contribution</b> | the Licensee's Proportion of the Operating Expenses.                                                                                                                                                                                                                                                      |
| <b>Licensee's Property</b>     | all buildings, improvements, other fixtures and any plant or equipment, fittings, furniture and furnishings or other property not owned by the Licensor and which the Licensee constructs on, or fixes to, the Premises or brings on to the Premises.                                                     |
| <b>Licensee's Proportion</b>   | the proportion of the Operating Expenses payable by the Licensee as set out in Item 15 of the Reference Table, or if no proportion is mentioned, the proportion that the area of the Premises bears to the area of the Land held by the Licensor in respect of which the Operating Expenses are incurred. |
| <b>Licensee's Visitors</b>     | each of the Licensee's officers, employees, agents, contractors, service suppliers, sub-contractors, customers and other visitors and any other person who at any time is on the Premises with or without the consent of the Licensee.                                                                    |
| <b>Licensor</b>                | the Water Corporation as referred to as the licensor in Item 2 of the Reference Table and its successors in whom the Land is vested.                                                                                                                                                                      |
| <b>Licensor's Property</b>     | all the plant and equipment, fixtures, fittings, furniture and furnishings including curtains, blinds and lights in, or fixed to, the Premises which are not the Licensee's Property, including (but not limited to) those items (if any) listed in Item 8 of the Reference Table.                        |
| <b>Loss</b>                    | includes any loss, claim, liability, damage, injury (whether to person or property, including the death of any person), cost or expense (whether in the nature of economic loss or loss of profits or otherwise) of any kind or nature whatsoever.                                                        |
| <b>Market Review Date</b>      | the date or dates set out in Item 14(a) of the Reference Table.                                                                                                                                                                                                                                           |
| <b>notice</b>                  | includes a request, demand, consent, approval or other communication to, or by, a party to the Licence.                                                                                                                                                                                                   |
| <b>officer</b>                 | in relation to a body corporate, means an officer for the time being of that body corporate as defined in section 9 of the <i>Corporations Act 2001</i> (Cth).                                                                                                                                            |
| <b>Operating Expenses</b>      | <p>the total of any amounts paid or payable by the Licensor in respect of a Financial Year for items of expenditure in connection with the operation and maintenance of the Premises including but not limited to:</p> <p>(a) Rates, Taxes, charges, fees and impositions payable to any</p>              |

Authority for the Land or the Premises including:

- (1) rates and charges for sewerage, supply of water and removal of waste; and
- (2) unless otherwise payable by the Licensee to the Licensor under a separate agreement, levies payable in relation to car parking spaces on the Land to any Authority under any Law,

but not including any income tax or capital gains tax which the Licensor must pay;

- (b) strata levies or other strata company fees or charges;
- (c) Cost of insurance premiums and related Costs and charges for insurance cover taken out by the Licensor for or covering the Premises or the Licensor's use and management and including insurance cover for Insurable Events and other usual risks and any increase in premiums due to the Licensee's use of the Premises;
- (d) reasonable Cost of management and administration of the Land and Premises including:
  - (1) fees and other amounts paid to managing agents engaged by the Licensor including the cost of obtaining reports, certificates and other determinations in respect of the Premises but excluding fees paid for leasing premises to new lessees;
  - (2) fees and other amounts paid to a building manager, caretaker or administrator; and
  - (3) salaries and direct overheads in respect of staff employed by the Licensor to manage and administer the Premises and this Licence including with other land owned by the Licensor;
- (e) accountancy and audit Costs relating to Operating Expenses (if applicable);
- (f) Cost for:
  - (1) repairing, maintaining, lighting and operating the Land and the Premises (including air-conditioning and toilets) excluding items of a structural nature;
  - (2) maintaining, repairing and replacing notice boards and signs;
  - (3) landscaping, gardening and providing outdoor plants;
  - (4) controlling and eradicating insects and pests;
  - (5) regulating traffic;
  - (6) providing security services and caretaking services;
  - (7) maintaining and repairing car parking areas (including kerbing, guttering and driveways) and other similar areas of the Premises or the Land;
  - (8) supplying, operating, maintaining, repairing and replacing Services including fees paid for Service contracts and specialist contractors and all meter installation costs, data and telephone connection charges and rents;
  - (9) cleaning the Building and the Premises;
  - (10) safety and environmental audits of the Building and the Premises and complying with requirements of any Authority in relation to the certification of essential services to the Premises; and



- (11) engaging independent contractors and employing staff and leasing or hiring equipment to carry out any of the tasks stated in this definition.

|                          |                                                                                                                                                                                                                                                                                                 |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>parties</b>           | the Licensor, the Licensee and the Guarantor (if any) and <b>party</b> is a reference to any of them.                                                                                                                                                                                           |
| <b>Payment Dates</b>     | the Commencement Date and each of the dates stated in Item 13(b) of the Reference Table as the dates on which the Licence Fee is due to be paid or, if no date is mentioned, the first day of each month.                                                                                       |
| <b>Permitted Use</b>     | the use of the Premises referred to in Item 7 of the Reference Table.                                                                                                                                                                                                                           |
| <b>Plan</b>              | the plan of the Premises attached to, and forming part of, the Licence.                                                                                                                                                                                                                         |
| <b>Power</b>             | includes a right, power, authority, discretion, remedy or privilege.                                                                                                                                                                                                                            |
| <b>Premises</b>          | the premises the subject of the Licence (including additions) as described in Item 6 of the Reference Table together with the Licensor's Property in, or forming part of, those premises.                                                                                                       |
| <b>Rates</b>             | any rates, levies and other charges imposed by an Authority in relation to the Premises or the Land or any property which includes the Premises or the Land.                                                                                                                                    |
| <b>Reference Table</b>   | the reference table headed <b>Reference Table</b> attached to, and incorporated into, the Licence.                                                                                                                                                                                              |
| <b>Reserve</b>           | where the Premises is a reserve (as defined in the <i>Land Administration Act 1997 (WA)</i> ) or portion of such a reserve which has been placed under the care, control and management of the Licensor pursuant to the <i>Land Administration Act 1997</i> , that reserve.                     |
| <b>Review Dates</b>      | each of the dates (if any) from which the Licensor may vary the Licence Fee as mentioned in Item 14 of the Reference Table.                                                                                                                                                                     |
| <b>Security Interest</b> | any interest in or right over property which secures the payment of a debt or other monetary obligation or the compliance with any other obligation, and includes mortgages, charges and security interests under the <i>Personal Property Securities Act 2009 (Cth)</i> .                      |
| <b>Services</b>          | all or any services and utilities running through, or servicing, the Premises, including electricity, gas, oil, fuel, water, telecommunications or other like commodity, Facility or service, and also any air-conditioning equipment, power, water, sewerage, gas and fire sprinkler services. |

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Taxes</b>            | state land tax, metropolitan region improvement tax and every tax charge or duty, including transfer duty and fines or penalties imposed by an Authority in relation to the Licence, the Land or the Premises or any property which includes the Land or the Premises.                                                                                                                                                                                                                           |
| <b>Term</b>             | the term for which the Premises are occupied by the Licensee as specified in Item 9 of the Reference Table, including every renewed or extended term of the Licence.                                                                                                                                                                                                                                                                                                                             |
| <b>Termination Date</b> | <p>each of the following:</p> <ol style="list-style-type: none"> <li>1 if the Term is terminated prior to the Termination Date, the date on which the term is terminated;</li> <li>2 if paragraph (1) does not apply, the later of: <ul style="list-style-type: none"> <li>• the Termination Date referred to in Item 11 of the Reference Table; and</li> <li>• the date of expiry of any period of notice given by the Licensor to the Licensee terminating the Licence.</li> </ul> </li> </ol> |
| <b>Valuer</b>           | <p>a valuer who:</p> <ol style="list-style-type: none"> <li>(a) is licensed under the <i>Land Valuers Licensing Act 1978</i> (WA);</li> <li>(b) is a fellow or associate of the Australian Property Institute Limited (WA office) of not less than 5 years standing; and</li> <li>(c) has had not less than 5 years practical experience in Western Australia in the valuation of properties of the same general classification as the Premises.</li> </ol>                                      |

## 1.2 Interpretation

In the Licence, unless the context otherwise requires:

- (a) headings, underlining and numbering are for convenience only and do not affect the interpretation of the Licence;
- (b) the singular includes the plural and vice versa;
- (c) a gender includes every gender;
- (d) the word **person** includes a firm, company, partnership, joint venture, association, corporation or other body corporate or an Authority, the person's executors, administrators, successors, assigns, substitutes and persons who take by novation and, where the context permits, the employees, agents, contractors and invitees of that person;
- (e) references to parts, clauses, schedules, attachments, annexures and parties are reference to parts and clauses of, and parties to, the Licence;
- (f) a reference to a statute, regulation, proclamation, ordinance or by-law includes its amendments and replacements, and a reference to a statute includes every regulation, proclamation, ordinance or by-law issued under that statute;
- (g) a reference to an agreement includes an undertaking, deed, agreement, guarantee or legally enforceable arrangement or understanding, whether or not in writing;

- (h) a reference to a document includes an agreement in writing, or a certificate, notice, instrument or other document of any kind and includes every permitted amendment, variation or supplement to, or replacement or novation of, that document;
- (i) where a day on or by which a thing is required to be done is not a Business Day, that thing is to be done on or by the next Business Day;
- (j) an obligation, representation or warranty in favour of 2 or more persons is for the benefit of them jointly and severally;
- (k) an obligation, representation or warranty on the part of 2 or more persons binds them jointly and severally;
- (l) each obligation of the Licensor or the Licensee to the other of them has effect as a covenant;
- (m) the word 'including' in any form is not a word of limitation;
- (n) in the interpretation of the Licence, no rules of construction apply to the disadvantage of a party because that party was responsible for the drafting of the Licence or of a part of the Licence;
- (o) a reference in the Licence to a sub-clause or paragraph is a reference to a sub-clause, or paragraph of the clause or definition in which the reference occurs;
- (p) a reference to the Licence includes the Licence, the Reference Table and the Terms and Conditions;
- (q) a reference to the Licensor includes any person authorised by the Licensor to represent the Licensor in connection with the Licence;
- (r) when a party is required not to do something, this includes not allowing the thing to be done;
- (s) a reference to a right includes a remedy, power or discretion; and
- (t) the expression:
  - (1) comply with includes observe and perform;
  - (2) permit includes suffer or cause including by way of omission; and
  - (3) provisions include provisions, terms conditions, obligations, requirements, agreements, representations, warranties, covenants, stipulations, obligations and undertakings.

## 2 Grant of Licence

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### 2.1 Grant

The Licensor grants to the Licensee a non-exclusive licence to use the Premises on the conditions in this licence for the Term commencing on the Commencement Date and terminating on the earlier of:

- (a) the Termination Date; or
- (b) the earlier termination of this Licence.

### 2.2 Holding Over

- (a) If the Licensee continues to occupy the Premises with the consent of the Licensor after the Termination Date, the Licensee occupies the Premises as a monthly licensee.

- (b) The terms of the monthly licence are the terms of this Licence which apply on the Termination Date modified so as to apply to a monthly licence, except that:
  - (1) the Licence Fee is increased by 5%; and
  - (2) either party may terminate the monthly licence on any day by giving not less than 10 Business Days' notice to the other.

## 2.3 Licence only

The Licence:

- (a) does not create an interest in the Land;
- (b) confers no right of exclusive occupation of the Premises to the Licensee and the Licensor may, at any time and at all times and from time to time, exercise all of its rights in respect of the Premises including rights to use and possess and enjoy the whole or any part of the Premises, save only in so far as those rights:
  - (1) prevent the operation of the Licence and rights with respect to the Premises; and
  - (2) are inconsistent with the express provisions of the Licence; and
- (c) is granted subject at all times to the right of the Licensor to utilise the Land and the Premises for the purposes for which the Land and the Premises are held by the Licensor.

## 2.4 No caveats

The Licensee must not lodge or attempt to lodge any caveat over the Land or the Premises to protect any interest or purported interest of the Licensee under or relating to this Licence.

# 3 Licence Fee

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## 3.1 Payment of Licence Fee

- (a) The Licensee is to pay the Licence Fee to the Licensor by equal payments as stated in the Licence.
- (b) The first payment is due on the Commencement Date and later payments are due on each Payment Date during the Term.
- (c) If necessary, the Licensor and Licensee must apportion the first and last instalments of the Licence Fee on a daily basis.

## 3.2 Variation of Licence Fee

If a date or dates are set out in Item 14 of the Reference Table, the Licence Fee will vary with effect from each of the Review Dates in accordance with the relevant method set out in clauses 3.3 to 3.6.

## 3.3 CPI Review Method

On each CPI Review Date, the Licence Fee is to be adjusted by CPI as follows:

$$R = \frac{CR \times CCPI}{PCPI}$$

Where:

- R** = the adjusted Licence Fee payable from and including the relevant CPI Review Date
- CR** = the Licence Fee payable (or which but for any Licence Fee free or Licence Fee reduced period would have been payable) for the review period immediately preceding the CPI Review Date in question;
- CCPI** = the CPI as last published prior to the relevant CPI Review Date;
- PCPI** = the CPI as last published prior to the immediately preceding Review Date (or, in the case of the first review, as last published prior to the Commencement Date)

### 3.4 Market Review Method

- (a) On each Market Review Date, the Licensor is to notify the Licensee in writing (**Licensor's Notice**) of the amount which the Licensor considers to be the Current Market Licence Fee for the Premises.
- (b) The amount specified in the Licensor's Notice will be the Licence Fee to apply from the relevant Market Review Date unless the Licensee notifies the Licensor in writing (Licensee's Notice) within 10 Business Days after the Licensor serves the Licensor's Notice on the Licensee that the Licensee disputes the amount specified in the Licensor's Notice.
- (c) If the Licensee serves a Licensee's Notice on the Licensor, the parties must attempt to resolve the dispute about the amount within 10 Business Days of service of the Licensee's Notice on the Licensor.
- (d) If the Licensor and the Licensee have not agreed upon the Current Market Licence Fee to apply from the relevant Market Review Date within the period specified in clause 3.4(c), the Current Market Licence Fee to apply from the relevant Market Review Date is to be determined in the manner specified in clauses 3.4(e) to (k) inclusive.
- (e) The Licensor and the Licensee must confer in good faith with a view to agreeing on and appointing a Valuer within 15 Business Days after service of the Licensee's Notice on the Licensor.
- (f) If the Licensor and the Licensee fail to agree on and appoint a Valuer within the period specified in clause 3.4(e), either party may request the current Chair of the Australian Property Institute Limited (WA office) to appoint, within 10 Business Days, a Valuer to determine the Current Market Licence Fee to apply from the relevant Market Review Date.
- (g) The Valuer appointed under this clause will act as an expert and not as an arbitrator.
- (h) The cost of the Valuer is to be borne and paid by the parties in equal shares.
- (i) Either party may make submissions to the Valuer not later than 10 Business Days after the Valuer accepts the appointment to act.
- (j) The Valuer's determination is final and binding on the Licensor and the Licensee.
- (k) The Valuer must:
  - (1) determine the Current Market Licence Fee within one month of accepting the appointment to act; and

- (2) give written detailed reasons for the determination and specify the matters to which the Valuer had regard for the purposes of making the determination (for example: submissions of the parties).
- (l) Until the Current Market Licence Fee is agreed or determined under this clause 3.4, the Licensee must continue to pay the Licence Fee payable immediately before the relevant Market Review Date.
- (m) On or before the next Payment Date following agreement or determination of the Current Market Licence Fee under this clause 3.4, the Licensee must pay to the Licensor the difference between:
  - (1) what the Licensee has paid on account of the Licence Fee; and
  - (2) the Licence Fee payable,
 for the period from and including the relevant Market Review Date to (but excluding) that day.
- (n) Despite anything to the contrary expressed in or implied by this licence:
  - (1) time is not of the essence in the giving of the Licensor's Notice; in particular, the Licensor is not, by reason of its failure to give a Licensor's Notice upon or within any time period after a Market Review Date, to forfeit its right to have the Licence Fee reviewed as at that Market Review Date.
  - (2) time is of the essence for the giving of the Licensee's Notice and the implementation by the Licensee of any of the subsequent review procedures contemplated by these provisions.

### **3.5 CPI market review**

On each CPI Market Review Date the Licence Fee is to be adjusted to the greater of:

- (a) CPI in accordance with clause 3.3; and
- (b) market value in accordance with clause 3.4.

### **3.6 Fixed review**

On each Fixed Review Date, the Licence Fee will be increased by the Fixed Percentage, to an amount represented by A in the formula:

$$A = (B \times C) + B$$

Where B is the Licence Fee payable for the year immediately preceding the relevant Fixed Review Date; and

C is the Fixed Percentage.

### **3.7 Licence Fee not less after review**

Despite anything in the previous provisions, the Licence Fee payable after a Review Date shall not be less than the Licence Fee payable immediately prior to the Review Date.

### **3.8 Reviews with Alternatives**

Unless otherwise provided for in clause 3.5 as a CPI Market Review Date, where in this Licence, any Review Date shall be two or more of a Market Review Date, a CPI Review Date and a Fixed Review Date, then the Licence Fee payable from such Review Date shall be the higher or highest of the reviewed Licence Fee calculated in accordance with clauses 3.3, 3.4 and 3.6 as appropriate.

### **3.9 Omitted Reviews**

A failure by the Licensor to review the Licence Fee at any Review Date shall not prejudice the Licensor's right to review the Licence Fee at any other Review Date as though such failure had not occurred.

## **4 Charges and Taxes**

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### **4.1 Licensee to pay Rates and Taxes**

The Licensee is to pay to the relevant Authority all Rates and Taxes which are assessed or imposed by an Authority in respect of the Premises before they become overdue.

### **4.2 Licensee's proportion**

- (a) If any Rates or Taxes are assessed or imposed in respect of other property as well (which includes the Premises or the Land) and not only in respect of the Premises, the Licensee is to pay a proportion of those Rates and Taxes to the Licensor within 10 Business Days after the Licensor requests payment.
- (b) The proportion is the proportion the area of the Premises bears to the area of the property the subject of the assessment or imposition.

### **4.3 Application of clauses 4.1 and 4.2**

Clauses 4.1 and 4.2 do not apply to any Rates and Taxes included in the Operating Expenses.

## **5 Operating Expenses**

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### **5.1 Payment of Licensee's Contribution**

The Licensee must pay the Licensee's Contribution to the Licensor within 10 Business Days after the Licensor requests payment.

### **5.2 Estimated contribution to Operating Expenses**

- (a) The Licensor may require the Licensee to pay the Licensor's estimate of the Licensee's Contribution to the Licensor by equal monthly instalments in advance on each Payment Date.
- (b) In this event, the Licensor must give notice to the Licensee of the Licensor's estimate of the Operating Expenses and the estimated Licensee's Contribution for each Financial Year.
- (c) The Licensor may vary an estimate at any time by notice to the Licensee, including if the Licensor does not have enough information to make an estimate in respect of an item of Operating Expenses when the Licensor's estimate of Operating Expenses is given to the Licensee.
- (d) The Licensee must continue paying the Licensee's Contribution at the rate last notified by the Licensor until the Licensor notifies the Licensee of a varied estimate.

### **5.3 Actual Operating Expenses and final adjustment**

- (a) If clause 5.2 applies, the Licensors must give notice to the Licensee of the actual Operating Expenses and the actual Licensee's Contribution for a Financial Year as soon as reasonably practicable after the end of that Financial Year.
- (b) If the amount paid by the Licensee for the Financial Year:
  - (1) is less than the actual amount payable, the Licensee must pay the difference to the Licensors; or
  - (2) is greater than the actual amount payable, the Licensors must pay the difference to the Licensee,in each case, on the next Payment Date after the Licensors notify the Licensee of the actual amounts.
- (c) For the month in which the Termination Date or the date of earlier termination of this Licence falls, the adjustment referred to in clause 5.3(b) must be made within 10 Business Days after the Licensors' notice to the Licensee.

### **5.4 Variation of area**

If there is a variation of any area relevant to the calculation of the amount of the Licensee's Proportion:

- (a) the Licensee's Proportion must be correspondingly varied from the date the variation of the area takes effect; and
- (b) the Licensors must notify the Licensee of the variation of the Licensee's Proportion and the effective date of the variation as soon as reasonably practicable.

### **5.5 Separately assessed Operating Expenses**

If any item of Operating Expenses is attributable or assessed solely in respect of the Premises, the Licensors must exclude that item of Operating Expenses from the Operating Expenses for which other occupiers of the Land are liable and issue the Licensee a tax invoice for payment on demand, and the Licensee must pay the whole of that item of Operating Expenses before those charges become overdue.

## **6 Service Charges**

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### **6.1 Generally**

Subject to clause 6.2, the Licensee must pay all charges for Services which are imposed in respect of the Premises including:

- (a) Costs for the usage and supply of a Service; and
- (b) the Cost of installing, repairing, maintaining or replacing any meter, conduit or other equipment necessary to use a Service required by the Licensors (acting reasonably) or requested by any relevant Authority.

either to the supplier before those charges become overdue or to the Licensors within 10 Business Days after the Licensors request payment.

### **6.2 Bulk supply of Services**

- (a) If the Licensors supply a Service to the Licensee, or a supplier supplies Services to the Licensee through the Licensors or otherwise invoices the



Licensor for Services whether solely for the Services supplied to the Licensee, as part of any services supplied to the Licensor, or otherwise:

- (1) the Licensee must pay to the Licensor for the supply of that Service to the Premises, the amount which the person supplying that Service to the Licensor would require the Licensee to pay for that Service if the supplier had supplied that Service direct to the Licensee as determined by the Licensor; and
  - (2) the Licensee must pay any account rendered by the Licensor for a Service on demand and if the Licensee fails to so pay within 10 Business Days of demand being made, the Licensor:
    - (A) may terminate the supply of that Service until that account is paid in full; and
    - (B) will not be liable to the Licensee for any Loss suffered by the Licensee as a result of the Licensor terminating the supply of that Service.
- (b) The provisions of clause 6.2(a)(1) also apply to any Service if the Licensor elects to include charges for that Service as part of the Operating Expenses.

## 7 No Dealings

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### 7.1 No interest to be created

The Licensee must not:

- (a) deal with the Licence or the Premises in any way including by way of assignment, transfer or sublicence;
- (b) give any person any right or interest in the Licence or the Premises, including a Security Interest, or allow any person to use or occupy the Premises without the Licensor's consent; or
- (c) use this Licence as security or grant a Security Interest in respect of the Licence, the Premises or the Licensee's Property.

### 7.2 Licensee remains liable

- (a) The Licensee and Guarantor (if any) are not released and remain fully liable under the Licence after any assignment or sublicence and even if the Licensee ceases to occupy or use the Premises for any reason with or without the Licensor's consent.
- (b) The Licensor will not be required to return to the Licensee the Bank Guarantee after any assignment or sublicence except in accordance with clause 25.3.

### 7.3 Change in control

- (a) If the Licensee is a company, any change in control of the Licensee, or if the Licensee is a subsidiary, any change in control of its holding company must be treated as the creation of a right or interest in the Licence or the Premises prohibited by clause 7.1.
- (b) In this clause:
  - (1) **control** means control of the composition of the board of directors or control of more than 50% of the shares with the right to vote at general meetings of the company or control of more than 50% of the units in any unit trust or scheme of which the Licensee is trustee; and

- (2) words defined in the *Corporations Act 2001* (Cth) have the meanings given to them in that Act.

## 8 Use of Premises

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### 8.1 Permitted Use

The Licensee may only use the Premises for the Permitted Use and the Licensee is not to use the Premises for any other purpose unless the Licensor consents in writing.

### 8.2 Increase in Licence Fee on change of use

If at any time the Licensee requests the Licensor to change the Permitted Use, the Licensor may, as a condition of agreeing to that request require the Licence Fee to be increased from a date (after the Licensee's request) stipulated by the Licensor.

### 8.3 No warranty by Licensor

- (a) The Licensor does not give any warranty of any kind that the Premises are suitable for any purposes for which the Licensee intends to use them.
- (b) To the extent permitted by law, any warranty in relation to the Premises which is implied by law is excluded and does not apply to the Licence.

## 9 Insurances

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### 9.1 Licensee to effect insurances

The Licensee must maintain with an insurer of good repute which conducts business in Australia and is approved in writing by the Licensor, insurance for the following:

- (a) public liability insurance in an occurrence based policy for not less than the sum stated in Item 16 of the Reference Table;
- (b) the Licensee's Property for the full insurable replacement value;
- (c) all plate or float glass in the Premises against breakage;
- (d) workers compensation; and
- (e) any other insurances required by any Law or by the Licensor as a result of the Licensee's use of the Premises.

### 9.2 Licensee's obligations

In respect of those insurances the Licensee must:

- (a) if requested by the Licensor, note the interest of the Licensor;
- (b) deposit certificates of currency with the Licensor;
- (c) pay each premium before the due date and, when asked by the Licensor, produce receipts for the payments;
- (d) if requested by the Licensor, provide the Licensor a copy of the current insurance policy issued by the insurer; and

- (e) give notice to the Licensor immediately if an event occurs which may give rise to a claim under any of the insurances or which could adversely affect any of them or if any insurance is cancelled.

### **9.3 Restrictions on Licensee's activities**

Unless the Licensor consents, the Licensee is not to:

- (a) do or allow anything to be done which adversely affects any insurance taken out by the Licensor in connection with the Premises or which may increase the premium on that insurance;
- (b) store or use inflammable, volatile or explosive substances on the Premises except those normally used in the Licensee's business for the Permitted Use, and unless details have been provided to the Licensor and such storage or use complies in every respect with the requirements of any applicable Laws or any relevant Authority; or
- (c) settle or compromise any claim under any policy of insurance relating to the Premises.

## **10 Indemnities and Exclusions**

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### **10.1 Licensee's Risk**

- (a) The Licensee enters the Premises and the Land and occupies and uses the Premises, the Building and the Land at the Licensee's own risk.
- (b) The Licensee has satisfied itself that the Premises, the Building and the Land are sufficient for the Licensee's purpose.

### **10.2 Indemnity by the Licensee**

- (a) The Licensee indemnifies the Licensor against any Cost, Loss or other liability resulting from:
  - (1) any damage to the Premises or other property; or
  - (2) the death of, or injury to, that person,  
caused or contributed to by:
    - (3) the Licensee's use of the Premises, the Building and the Land;
    - (4) the Licensee's fraud, misconduct, dishonesty or breach of any law;
    - (5) any failure by the Licensee to observe and perform the Licensee's obligations under the Licence;
    - (6) any act, omission, negligence or default of the Licensee or the Licensee's Visitors; or
    - (7) any danger created by the Licensee or the Licensee's Visitors.
- (b) It is not necessary for the Licensor to incur any expense or make any payment before enforcing this right of indemnity.

### **10.3 Licensor not liable**

The Licensor is not liable for any Cost, Loss or other liability resulting from any accident, loss of life, injury, damage, malfunction or other event in, or affecting, the Premises

unless caused by the negligence of the Licensor or any employee or agent of the Licensor.

## 11 Compliance with Laws and Requirements

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- (a) The Licensee is to comply with all:
  - (1) requirements of any Authority and all Laws in connection with the Premises, the Permitted Use, the Licensee's Property and the Licensee's business; and
  - (2) relevant Australian Standards applicable to the Building and the requirements of the Licensor's insurers.
- (b) The Licensee must obtain and comply with all necessary approvals from any relevant Authority, including planning approvals, for the Permitted Use.

## 12 Maintenance, Repair and Alteration

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### 12.1 Condition on Commencement Date

The Licensee acknowledges that the Premises were in good and substantial repair and condition on the Commencement Date.

### 12.2 Maintenance and repair

The Licensee must:

- (a) repair and maintain the Premises in good and substantial repair and condition (subject to fair wear and tear);
- (b) maintain all firebreaks around the boundaries within the Premises in accordance with all Laws and otherwise to the satisfaction of the Licensor;
- (c) promptly repair any damage to the Premises caused by the Licensee or the Licensee's Visitors except when the damage is the result of an Insurable Event, the insurance money is payable by the Licensor's insurer and the Licensee pays the Licensor's insurance excess;
- (d) promptly replace lightglobes and damaged glass in the Premises, including plate glass and exterior windows, with glass of the same or similar quality to that in place on the Commencement Date;
- (e) repair and maintain all signs in, or attached to, the Premises in good condition;
- (f) repair and maintain any Facility on the Premises in a clean and free flowing condition and in good working order; and
- (g) keep the Licensee's Property in good repair and condition.

### 12.3 Fences

Without limiting clause 12.2, the Licensee is responsible for:

- (a) all fences (if any) now or hereafter permitted to be erected or constructed on the boundaries of the Premises including compliance with the requirements under the *Dividing Fences Act 1961* (WA);
- (b) the maintenance of those fences in a good order and condition; and

- (c) any required relocation or re-establishment of such fences at the termination of the Term or any renewed term or early termination of the Licence.

## **12.4 No interference with Services**

The Licensee is not to modify or interfere with the Services, including any drainage or water supply Facilities serving the Premises or any equipment connected to those Facilities.

## **12.5 Structural work**

The Licensee must carry out work of a structural nature which is necessary to comply with clause 12.2(c) (subject to the exception stated in that clause) or because of the Licensee's use of the Premises, but the Licensee is not required to carry out any other structural work.

## **12.6 Notice of damage**

The Licensee must inform the Licensor of damage to the Premises or the defective operation of any of the Services immediately after the Licensee becomes aware of it.

## **12.7 Alterations to the Premises**

The Licensee may not make any alteration or addition to the Premises unless the Licensor consents. The Licensor may impose conditions on its consent.

## **12.8 Damage to the Premises**

The Licensee is not to cause or allow damage to be caused to the Premises.

## **12.9 Building work**

In carrying out its obligations to keep the Premises in good repair and condition, and when making any alterations or additions to the Premises the Licensee must:

- (a) comply with the requirements of any Authority and all Laws and Australian Standards which apply to the work;
- (b) before carrying out any building work, obtain:
  - (1) the Licensor's approval to the plans and specifications for the work; and
  - (2) all necessary approvals from any relevant Authority;
- (c) carry out the work in a safe and proper manner; and
- (d) comply with any other requirement of the Licensor.

# **13 Cleaning**

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The Licensee must:

- (a) keep the Premises clean and free from rubbish, vermin, pests and noxious weeds; and
- (b) comply with the Licensor's directions for the disposal of rubbish and if no directions are given, the Licensee must store the rubbish in a proper hygienic manner within the Premises and attend to its prompt disposal.

## 14 Licensee's General Obligations

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### 14.1 Positive obligations

The Licensee must:

- (a) only use the Premises for the Permitted Use, or any other use to which the Licensor consents;
- (b) conduct the Licensee's business in the Premises in a safe and proper manner;
- (c) securely lock all exterior doors and windows in the Premises when the Premises are not occupied;
- (d) immediately deliver to the Licensor copy of every notice received by the Licensee relating to the Premises;
- (e) immediately notify the Licensor if the Licensee becomes aware of any damage or threat to the Premises and comply with the Licensor's directions for the purpose of protecting property or person in the Premises;
- (f) comply with fire drills and emergency procedures when requested by the Licensor;
- (g) obtain, maintain and obey all Authorisations required to carry on the Permitted Use in the Premises, including those required for environmental matters and matters concerning trade waste and dangerous goods;
- (h) comply with the requirements of all Laws, Authorisations and relevant Authorities from time to time in respect of, or which affect the use of, the Premises or which impose any duty or obligations on the owner, occupier or user of the Premises;
- (i) notify and provide full details to the Licensor as soon as the Licensee knows of any:
  - (1) injury, death in, or loss or damage to, the Premises or Land (including any fencing or gates); or
  - (2) likely cause of danger or risk to any person in the Premises or Land;
- (j) obey any Law (including, but not limited to, Environmental Laws) or proper notice from any Authority requiring the Licensee to do anything concerning:
  - (1) the Premises;
  - (2) the Permitted Use;
  - (3) the health and safety of people using the Premises; or
  - (4) this licence.

### 14.2 Negative obligations

In connection with the Premises, the Licensee is not to, and is not to allow anyone else to:

- (a) do or permit to be done, either expressly or impliedly, anything which is dangerous, offensive or a nuisance, or that may interfere with, anyone;
- (b) interfere with, or obstruct access to, the Services or the Facilities;
- (c) use the Facilities in or near the Premises, including the toilets and drains, for any improper purpose;
- (d) locate any signs, notices or advertisements or fix blinds or awnings outside the Premises or on the inside of the windows or doors of the Premises without the Licensor's consent;

- (e) hold an auction, bankruptcy, fire or closing down sale;
- (f) permit any other person to use or to carry on business on the Premises; or
- (g) use the Premises as a residence;
- (h) put any sign or advertisement outside the Premises unless the Licensee obtains the Licensor's consent;
- (i) use the Premises in a way that interferes with the usual operation of Services which the Licensor supplies to the Premises or interferes with other users or occupiers of the Land;
- (j) cause (whether by act or omission) any damage to the Premises, the Building or Land, or any danger or injury to, or death of, any person in or on the Premises, the Building or Land;
- (k) store or use dangerous substances on the Premises unless the storage and use of such substances is reasonably incidental to the Permitted Use and unless details have been provided to the Licensor and such storage or use complies in every respect with the requirements of any applicable Laws or any relevant Authority;
- (l) obstruct, disturb or interfere with the Licensor or any of the Licensor's employees, agents, contractors, service suppliers, sub-contractors, customers and other visitors and any other person who at any time is on the Premises or the Land with the Licensor's consent, whether in respect of any operations or business that the Licensor may from time to time conduct on the Land or otherwise.

### **14.3 Licensee and Licensee's Visitors must comply with Rules and Regulations**

- (a) The Licensee must, and must ensure that each of the Licensee's Visitors must promptly and fully comply with any rules, regulations, guidelines or directions that the Licensor may from time to time notify to the Licensee in writing relating to the use or occupation of the Premises or the Land, including any requirements as to any of the following:
  - (1) management, and control of the Licensor's operations;
  - (2) access or security; or
  - (3) health or safety**(Rules and Regulations).**
- (b) The Licensor is not liable for any Loss arising out of non-enforcement of the Rules and Regulations.

## **15 Licensor's General Rights and Obligations**

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### **15.1 Licensor may enter Premises**

The Licensor may at any time:

- (a) inspect the state of repair and condition of the Premises;
- (b) install, maintain, repair or alter the Services, the Facilities or the Premises;
- (c) inspect the Premises for compliance with the Licensee's obligations under the Licence;

- (d) carry out structural alterations or other works to the Premises required by an Authority;
  - (e) carry out repairs, maintenance or alterations to the Licensor's infrastructure or any item of property belonging to the Licensor on the Premises or the Land;
  - (f) remove harmful substances;
  - (g) stop any actual or potential damage to the Premises or the Land from occurring; and
  - (h) comply with Laws, Authorisations or the requirements of any Authority that are not the Licensee's responsibility under the Licence,
- without affecting the Licensee's obligations under the Licence.

## 15.2 Acknowledgement

Whenever possible, the Licensor will, as a matter of courtesy, provide the Licensee with reasonable notice of the Licensor's requirement to carry out any of the matters listed in clause 15.1. However, the Licensee acknowledges the Licensor is under no obligation to give any notice of those matters as the Licensee has no exclusive right to possession of the Premises.

## 15.3 Licensor may rectify

- (a) The Licensor may do anything which should have been done by the Licensee under the Licence but which has not been done or has not been done properly.
- (b) The Licensee must pay any Costs incurred by the Licensor in taking action under this clause within 10 Business Days after the Licensor requests.

## 15.4 Termination before end of Term

- (a) Subject to clause 15.4(b) and despite any other provision of the Licence, the Licensor may terminate the Licence before the end of the Term by giving the Licensee written notice (**Licensor's Notice**).
- (b) The Licensor may only terminate the Licence under clause 15.4:
  - (1) for the purposes of:
    - (A) installing, operating, repairing, servicing or maintaining any of the Services or the Facilities; or
    - (B) complying with any requirement, notification or order of any Authority, and
  - (2) if the only reasonable way the Licensor can comply with and complete works under clause 15.4 is to terminate the Licence.
- (c) The termination is to take effect on the date specified in the Licensor's Notice (**Early Termination Date**).
- (d) The Early Termination Date must be at least 3 months after the date of the Licensor's Notice.
- (e) On the Early Termination Date, the Licence will terminate and the Licensee, and any sublicensee or occupier of the Premises, is to give up vacant possession of the Premises to the Licensor in accordance with clause 18.
- (f) The Licensee remains liable for the payment of Licence Fee and to comply with its other obligations under the Licence until the Early Termination Date, and in the case of obligations which are expressed to survive the termination of the Licence, until they have been met.



- (g) The Licenser will not, in any circumstances, be liable for any Loss sustained by the Licensee or any person claiming under, or through, the Licensee as a result of, or arising directly or indirectly in any way from, the termination of the Licence under this clause 15.4 except in relation to any liability for misrepresentation or fraud.

## **16 Default**

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### **16.1 Events of Default**

An Event of Default occurs if:

- (a) the Licensee repudiates or commits a fundamental breach of the Licence;
- (b) the Licence Fee and any other monies are at any time unpaid for 10 Business Days after becoming due, whether formally demanded or not;
- (c) the Licensee does not comply with any of its other obligations under the Licence;
- (d) a judgment, order or a Security Interest is enforced, or becomes enforceable, against the Licensee's interest in the Licence, Premises or the Licensee's Property; or
- (e) an Insolvency Event occurs in respect of the Licensee.

### **16.2 Licenser's right to terminate**

If an Event of Default occurs, the Licenser may terminate the Licence by notice in writing to the Licensee.

### **16.3 Indemnities**

- (a) The Licensee indemnifies the Licenser against any Cost, Loss or other liability resulting from an Event of Default or if the Licence is terminated by the Licenser for any reason (except under clause 15.4) including in each case, legal costs and expenses relating to those matters.
- (b) This indemnity is not affected by the Licenser accepting a repudiation of the Licence by the Licensee.

### **16.4 Interest on overdue money**

- (a) The Licensee must pay interest on any amount payable by the Licensee under the Licence from the date the amount becomes due for payment until it is paid.
- (b) The interest must be paid on demand and is to be calculated on daily balances.
- (c) The rate to be applied to each daily balance is the rate charged from time to time by Bankwest (a division of the Commonwealth Bank of Australia ACN 123 123 124) or such other Bank as the Licenser elects on overdraft accommodation for amounts less than \$100,000.

## 17 Environmental Protection

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### 17.1 Definitions

In this clause:

**Clean Up**

includes any measures:

- (a) to remediate, remove, disperse, dispose of, abate, neutralise or treat anything the subject of any Contamination, any Environmental Complaint, any Discharge or any Environmental Event;
- (b) to restore the Environment to a state as close as practicable to the state it was in immediately before the occurrence of:
  - (1) any Contamination;
  - (2) any Discharge;
  - (3) any Environmental Complaint; or
  - (4) any Environmental Event;
- (c) subject to the results of any appeal rights exercised by the Licensee, to restore the Environment to a state specified in any Environmental Complaint;
- (d) to assess the nature and extent of the damage and risk caused by any Contamination, any Discharge or Environmental Event;
- (e) to take any measurement, recording or sample or to prepare any report, plan, drawing or other document or to make any inspection, calculation, test or analysis or to do anything that may be required or necessitated by or specified in any Environmental Complaint;
- (f) to retain any consultant, contractor, expert, agency or person at the cost of the Licensee or person required to comply with any Environmental Complaint; and
- (g) to determine the most appropriate action to take in relation to measures set out in paragraphs (a), (b), (c), (d), (e) and (f).

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**Discharge**

any emission, leak, spill, release, escape or discharge of any substance or noise onto or from the Premises.

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**Environment**

has the same meaning as under the *Environmental Protection Act 1986* (WA).

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**Environmental Audit**

the total assessment of the nature and extent of any harm or detriment caused to or the potential risk of any possible harm or detriment which may be caused to the Environment by any Contamination, any Discharge, any Environmental Event, use, process or activity, substance (including any chemical substance) or noise and must include an assessment of any one or more of the following:

- (a) the condition of the Premises and any other improvements, plant or machinery on the Premises;
-

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   | <ul style="list-style-type: none"> <li>(b) the operating procedures undertaken by the Licensee on the Premises; and</li> <li>(c) the reporting and management and monitoring systems adopted by the Licensee in relation to its undertaking upon the Premises.</li> </ul>                                                                                                                                                                                                                            |
| <b>Environmental Audit Report</b> | <p>a report prepared pursuant to an Environmental Audit which must include:</p> <ul style="list-style-type: none"> <li>(a) an evaluation of the environmental quality of the relevant segment of the Environment;</li> <li>(b) an assessment of whether any Clean Up is required to that segment of the Environment; and</li> <li>(c) if any Clean Up is necessary in the opinion of the person undertaking the Report, any recommendations relating to the carrying out of the Clean Up.</li> </ul> |
| <b>Environmental Complaint</b>    | any complaint, whether written or oral, received by the Licensee from any person pursuant to an Environmental Law or any Environmental Licence in respect of the Premises, or otherwise received in relation to any environmental matter concerning the Premises.                                                                                                                                                                                                                                    |
| <b>Environmental Event</b>        | any event arising out of the use, operation or occupation of the Premises which creates any actual or potential impact on the Environment.                                                                                                                                                                                                                                                                                                                                                           |
| <b>Environmental Law</b>          | <ul style="list-style-type: none"> <li>(a) all Laws concerning environmental matters including the <i>Environmental Protection Act 1986 (WA)</i>, the <i>Rights in Water and Irrigation Act 1914 (WA)</i>, the <i>Dangerous Goods Safety Act 2004 (WA)</i> and the CSA; and</li> <li>(b) any common law relating to the Environment.</li> </ul>                                                                                                                                                      |
| <b>Environmental Licence</b>      | Environmental and related licences, consents, approvals and permits including licences issued and approvals granted by the relevant Minister under the <i>Environmental Protection Act 1986 (WA)</i> , licences issued under the <i>Rights in Water and Irrigation Act 1914 (WA)</i> and licences issued under the <i>Dangerous Goods Safety Act 2004 (WA)</i> .                                                                                                                                     |

## 17.2 Licensee not to permit Contamination

The Licensee must not:

- (a) and must ensure that the Licensee's Visitors do not:
  - (1) Contaminate the Premises; or
  - (2) cause or contribute to any Discharge or Environmental Event in, on or in respect of, the Premises; and
- (b) permit the Premises to be Contaminated, nor permit to occur any Discharge or Environmental Event in, on, or in respect of, the Premises.

### **17.3 Licensee's environmental obligations**

The Licensee must, at the Licensee's cost:

- (a) duly and punctually comply with and observe all Environmental Laws relating to the Premises or the use of the Premises;
- (b) duly and punctually comply with all notices received by the Licensor or the Licensee under any Environmental Law or any Environmental Licence in respect of the Premises;
- (c) be responsible for any breach of any Environmental Law or Environmental Licence arising out of any use or occupation of the Premises by the Licensee or any of the Licensee's Visitors, or which occurs during the Term, or which is caused or contributed to by the Licensee or any of the Licensee's Visitors whenever occurring;
- (d) promptly notify the Licensor of any Environmental Complaint;
- (e) promptly notify the Licensor of any Contamination, Discharge or Environmental Event;
- (f) be responsible for and promptly undertake the Clean Up of any Contamination or Discharge and of anything arising out of an Environmental Event which occurs during the Term or which is caused or contributed to by the Licensee or any of the Licensee's Visitors whenever occurring; and
- (g) if required by the Licensor, undertake an annual Environmental Audit and an Environmental Audit at the end of the Term and must:
  - (1) provide the Licensor with a copy of the instructions and scoping documents provided to or received from the auditor prior to the commencement of work and take into account any reasonable comments or requests of the Licensor in respect of the same;
  - (2) provide the Licensor with a copy of an Environmental Audit Report; and
  - (3) be responsible for and undertake any Clean Up identified in the Environmental Audit Report.

### **17.4 Environmental Indemnity**

The Licensee indemnifies the Licensor against any Loss the Licensor suffers, incurs or is liable for arising out of, connected with or in respect of any of the matters referred to in any of clauses 17.2 and 17.3.

## **18 Licensee's Obligations on Termination**

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### **18.1 Use of Premises**

- (a) The Licensee's rights to use the Premises cease on the Termination Date, and the Licensee shall not use the Premises for any purpose, or occupy the Premises after that date.
- (b) The Licensee shall remove the Licensee's Property and repair any damage caused by such removal immediately on the termination of the Licence except that when the termination is before the end of the Term, the Licensee is to remove the Licensee's Property and repair any damage caused by such removal within 3 days after the termination.

## **18.2 Licensee to leave property required by Licensor**

The obligation to remove the Licensee's Property in clause 18.1 does not apply to any buildings, improvements or other fixtures which the Licensor requires, by notice to the Licensee, not to be removed.

## **18.3 Removal of Licensee's Property**

If the Licensee does not comply with clause 18.1, the Licensor may remove the Licensee's Property from the Premises and either, store it at the risk and cost of the Licensee, or treat the Licensee's Property as abandoned and deal with it in any manner the Licensor chooses.

## **18.4 Risk**

The Licensee's Property remains at the Licensee's risk at all times before and after the termination of the Licence, except for any property which the Licensor requires not to be removed under clause 18.2, which is at the Licensor's risk after termination of the Licence.

## **18.5 Condition of the Premises**

On termination of the Licence, the Licensee must leave the Premises in good and substantial repair and condition and in a good state of decoration in accordance with the obligations of the Licensee under the Licence.

## **18.6 Failure to comply**

If the Licensee does not comply with any obligation in this clause 18 or any other of the Licensee's obligations due at the end of the Licence:

- (a) the Licensor may undertake any necessary works and the Licensee must pay the Licensor's costs of doing so; and
- (b) the Licensee must continue to pay the Licence Fee (increased by 5%) and other monies payable by the Licensee immediately before the Termination Date or earlier termination of the Licence, calculated on a daily basis until the date the Licensor has completed any necessary works.

# **19 Damage or Destruction**

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## **19.1 Licensor's right to terminate or reinstate**

If any part of the Premises is damaged or destroyed so that the whole or a substantial part is unfit for use by the Licensee, the Licensor must give a notice to the Licensee within 2 months after the damage or destruction which either:

- (a) terminates the Licence on a date that is not less than 1 month after the date the Licensee receives the notice and not more than 4 months after the damage or destruction occurred; or
- (b) informs the Licensee of the Licensor's intention to make the Premises fit for use by the Licensee.

## **19.2 Licensee's right to terminate**

If the Licensor gives a notice under clause 19.1(b) and does not make the Premises fit for use by the Licensee within a reasonable time, having regard to the extent of the damage and the time required to obtain all necessary approvals and to carry out the necessary work:

- (a) the Licensee may give the Licensor a notice of the Licensee's intention to terminate the Licence if the Licensor does not make the Premises fit for use by the Licensee within 1 month after the date the Licensor receives the notice; and
- (b) if the Licensor does not make the Premises fit for use by the Licensee within that period the Licensee may terminate the Licence by a further notice to the Licensor.

## **19.3 No other liability**

Neither the Licensee nor the Licensor is liable to the other solely because of the termination of the Licence under this clause 19.

## **19.4 No obligation to reinstate**

Nothing in this clause imposes an obligation on the Licensor to repair or reinstate the Premises.

# **20 Costs, Expenses, Duties and Fees**

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## **20.1 Costs and expenses**

The Licensee must pay or reimburse the Licensor on demand for all the Licensor's costs and expenses in relation to:

- (a) the instructions for and the negotiation, preparation, execution and duty endorsement of the Licence and any extension, variation or surrender of the Licence;
- (b) termination of the Licence by the Licensor following an Event of Default;
- (c) obtaining or giving any consent or approval under the Licence; and
- (d) any act or omission by the Licensee causing Loss, cost or expense to the Licensor,

including in each case, the Licensor's legal costs and expenses and consultants' and agents' fees on a full indemnity basis.

## **20.2 Duties and fees**

The Licensee must pay or reimburse the Licensor on demand for all transfer duty, taxes and fees (including fines and penalties in respect of any of them except if the Licensor caused the fine or penalty to be incurred) which may be payable in connection with the Licence or any variation, extension, transfer, sublicense or surrender of the Licence.

## 21 Notices

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### 21.1 Form and address

A notice or other communication given by a party under this Licence:

- (a) must be in writing;
- (b) may be given by the relevant party or any authorised officer of that party or its solicitor or agent; and
- (c) is sufficiently served on a party if:
  - (1) left at the address of the addressee;
  - (2) sent by regular or priority post, or by express post, or by registered post to the address of the addressee; or
  - (3) in the case of service on the Licensee, sent by email to the Licensee's email address,

in each case as set out in Item 2, Item 3 or Item 4 of the Reference Table or to any other postal or Licensee's email address or previously notified to the sender.

### 21.2 Receipt

A notice is taken to be received:

- (a) if left at the address of the addressee, at the time it is left;
- (b) if sent by regular or priority post, or by express post, or by registered post, on the third day after posting; and
- (c) if sent by email to the Licensee, at the time the email was sent, unless:
  - (1) the sender is aware that the transmission is impaired; or
  - (2) it is sent:
    - (A) after 5.00pm; or
    - (B) on a day which is not a Business Day

in the place of receipt, in which case it is taken as having been given at 9.00am on the next Business Day in the place of receipt.

## 22 Option to Extend the Licence

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### 22.1 Option

If in the Reference Table, the Licensor gives the Licensee the option to extend the Licence for any additional term specified in the Licence the option is exercisable by the Licensee giving written notice to the Licensor not earlier than 6 months and not later than 3 months before the end of the Term unless otherwise stated in the Reference Table.

### 22.2 Loss of option

If, when the Licensee notifies the Licensor or, at the end of the Term, an Event of Default has occurred and it has not been remedied or waived, the option to extend the Licence ceases to have effect and the Licensee ceases to be entitled to an extension of the Licence.

## **22.3 Terms of extension**

The extension of the Licence is to be on the same terms as the Licence except that:

- (a) the Licence Fee applicable at the commencement date of the extended licence is to be the same as the Licence Fee payable under the Licence immediately before the end of the Term unless the commencement date is also a Review Date, in which case, the Licence Fee is subject to review on that date by the method set out in the Licence; and
- (b) any option to extend the Licence included in the Licence but which has been exercised does not apply.

## **22.4 Documentation**

- (a) The Licensee is to promptly sign a deed of extension of licence or new licence, to be prepared by the Licensor or its solicitors, when requested by the Licensor.
- (b) Clause 20 relating to costs, expenses, duties and fees applies in relation to that document.

# **23 Trust**

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## **23.1 Capacity**

If the Licensee is the trustee of a trust, whether or not the Licensor is aware of that fact, the Licensee enters into the Licence in the Licensee's own capacity and in the Licensee's capacity as trustee of the trust, and the Licensee's liability under the Licence is not limited in any way.

## **23.2 Licensee's warranties**

Without limiting clause 23.1, if the Licensee is the trustee of a trust, the Licensee warrants to the Licensor that at the Commencement Date and at all times during the Term:

- (a) the Licensee is, and will be, the only trustee of the trust;
- (b) no action has been taken or proposed, or will be taken or proposed, to remove the Licensee as trustee of the trust;
- (c) the Licensee must provide to the Licensor a copy of the trust deed and other documents relating to the trust, and that such documents produced to the Licensor from time to time disclose all the terms of the trust;
- (d) the Licensee has power under the trust deed to enter into the Licence and the Licensee has entered into the Licence for the benefit of the beneficiaries of the trust;
- (e) the Licensee has, and will have, a right to be fully indemnified out of the assets of the trust in respect of obligations incurred under the Licence;
- (f) the assets of the trust are, and will be, sufficient to satisfy that right of indemnity and all other obligations in respect of which the Licensee has a right to be indemnified out of those assets;
- (g) the Licensee is not, and will not be, in default under the trust deed;
- (h) no action has been taken or is proposed, or will be taken or proposed, to terminate the trust;



- (i) the Licensee has complied, and will comply, with the Licensee's obligations in connection with the trust; and
- (j) the Licensor's rights under the Licence rank, and will rank, in priority to the interests of the beneficiaries of the trust.

### **23.3 Licensee's obligations**

The Licensee:

- (a) at the Licensor's request, must promptly exercise the Licensee's right of indemnity from the assets of the trust and the beneficiaries of the trust in respect of obligations incurred by it under the Licence;
- (b) must duly and punctually comply with the Licensee's obligations as trustee of the trust;
- (c) has not done or permitted to be done, and must not, without the prior written consent of the Licensor do or permit to be done, anything which:
  - (1) effects the retirement, removal or replacement of the Licensee as trustee of the trust;
  - (2) could restrict the Licensee's right of indemnity from the assets of the trust in respect of obligations incurred by the Licensee under the Licence;
  - (3) could restrict the ability of the Licensee to comply with the Licensee's obligations under the Licence;
  - (4) effects a variation of the trust deed, the termination of the trust or the resettlement of the trust.

## **24 Guarantee and Indemnity**

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### **24.1 Application**

This clause applies if any Guarantor is a party to the Licence.

### **24.2 Guarantor's obligations**

In consideration of the Licensor entering into the Licence at the Guarantor's request, the Guarantor:

- (a) unconditionally and irrevocably guarantees to the Licensor the due and punctual payment by the Licensee to the Licensor of all amounts payable by the Licensee under the Licence and the due compliance by the Licensee with all the Licensee's other obligations under the Licence; and
- (b) as separate undertakings:
  - (1) unconditionally and irrevocably indemnifies the Licensor against all Loss, liability, cost or expense incurred or suffered by the Licensor arising from, or in connection with, any Event of Default or as a consequence of a disclaimer of the Licence on insolvency or bankruptcy of the Licensee; and
  - (2) as principal debtor agrees to pay to the Licensor on demand a sum equal to the amount of any Loss, liability, cost or expense described in clause 24.2(b)(1).

### **24.3 Duration and application**

This guarantee and indemnity:

- (a) continues in full force and effect until the Licensee complies with all its obligations under the Licence;
- (b) extends to all variations, extensions of the Licence and any new Licence of the Premises; and
- (c) extends to claims by the Licensor for Loss arising from the repudiation of the Licence or breaches of the terms of the Licence by the Licensee, including the Licensor re-entering or terminating the Licence.

### **24.4 Waiver**

The Guarantor waives:

- (a) all the Guarantor's rights as a surety in respect of this guarantee and indemnity; and
- (b) any right the Guarantor may have of first requiring the Licensor to commence proceedings or enforce rights against the Licensee before claiming under this guarantee and indemnity.

### **24.5 No prejudice to rights**

The liability of the Guarantor and the rights of the Licensor under this clause are not prejudiced or otherwise affected by anything which might otherwise affect them in law or in equity, including one or more of the following:

- (a) the Licensor granting time or other concession to, or compromising with, or partially releasing in any way, the Licensee or the Guarantor;
- (b) acquiescence, delay, acts or omissions by the Licensor;
- (c) a variation of the Licence with or without the consent of the Guarantor;
- (d) the death, dissolution or other incapacity of the Licensee or a Guarantor;
- (e) an Insolvency Event occurs in respect of the Licensee or a Guarantor;
- (f) the fact that a Guarantor may never execute the Licence or that the execution of the Licence by a Guarantor is void or voidable;
- (g) the invalidity or unenforceability of an obligation or liability of the Licensee under the Licence;
- (h) the disclaimer of the Licence by a liquidator or trustee of the Licensee; or
- (i) the Licensor releasing, disposing of, or dealing in any other way with, any other Security Interest it may hold given by the Licensee or any other guarantor.

### **24.6 Restriction on Guarantor's claims**

The Guarantor may not, without the prior written consent of the Licensor:

- (a) raise a set-off or counterclaim against the Licensee in reduction of the Guarantor's liability under this clause;
- (b) prove or claim in any bankruptcy, liquidation, composition, arrangement or assignment of, or in relation to, the Licensee until the Licensor has received 100 cents in the \$ in respect of the money owing by the Licensee under the Licence; and the Guarantor holds in trust for the Licensor any proof or claim and any dividend received by it; or

- (c) claim to be entitled by way of contribution, indemnity, subrogation, marshalling or otherwise to the benefit of any other Security Interest held by the Licensor in connection with the Licence.

## **24.7 Licensor's rights**

If a claim that a payment to the Licensor in connection with the Licence is void or voidable under laws relating to insolvency or protection of creditors is upheld, conceded or compromised, the Licensor is immediately entitled as against the Guarantor to the rights to which it would have been entitled under this clause if all or part of the payment had not been made.

## **24.8 Costs and expenses**

The Guarantor agrees to pay to the Licensor on demand the Licensor's costs and expenses, including legal costs and expenses relating to any action in connection with this guarantee and indemnity, including its enforcement.

# **25 Bank Guarantee**

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## **25.1 Application**

This clause applies if there is a Bank Guarantee Amount stated in Item 17 of the Reference Table.

## **25.2 Bank Guarantee**

- (a) The Licensee must give the Bank Guarantee to the Licensor on or before the Commencement Date.
- (b) The Licensor may, without notice to the Licensee, recover from the Bank Guarantee any Cost incurred or Loss suffered by the Licensor if the Licensee breaches this Licence.
- (c) The Licensee must either replace the Bank Guarantee or the proportion of the Bank Guarantee recovered by the Licensor in accordance with clause 25.2(b) within seven days of receiving notice from the Licensor to do so.
- (d) If the amount of the Bank Guarantee required under this Licence increases as a result of an increase in Licence Fee or other monies payable by the Licensee under this Licence then the Licensee must deliver to the Licensor a replacement or additional Bank Guarantee for that increased amount within ten Business Days of the date of the Licensor's demand.
- (e) If:
  - (1) the Licensor recovers from the Bank Guarantee for part of the Bank Guarantee Amount only; and
  - (2) the issuer pays the whole of the Bank Guarantee Amount to the Licensor,

the Licensor may apply the money to any debt owed by the Licensee to the Licensor and otherwise hold the overpayment as security for the Licensee's compliance with its obligations under this Licence until the Licensee has provided a replacement Bank Guarantee, and is not in any way obliged to hold any excess funds in trust or on behalf of the Licensee.

## 25.3 Return of the Bank Guarantee

Unless the Licensor is entitled to exercise the Licensor's rights under clause 25.2, and subject to the Licensee complying with its obligations under clauses 17 and 18, the Licensor must return the Bank Guarantee to the Licensee within four months after the expiry or termination of this Licence.

## 25.4 Change of Licensor

If the Licensor deals with the Licensor's interest in the Land so that another person becomes the Licensor:

- (a) the Licensor may assign the Bank Guarantee or any guarantee and indemnity to that other person;
- (b) the Licensor has no personal liability to the Licensee for returning the Bank Guarantee;
- (c) the Licensee must either:
  - (1) enter into any document that the Licensor reasonably requires to effect or to perfect an assignment of the Bank Guarantee or any guarantee and indemnity to that other person; or
  - (2) provide a replacement Bank Guarantee in favour of that other person.

# 26 Goods and services tax

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## 26.1 Construction

In this clause 26:

- (a) unless there is a contrary indication, words and expressions which are not defined in this document but which have a defined meaning in the GST Law have the same meaning as in the GST Law;
- (b) **GST Law** has the same meaning given to that expression in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth) or, if that Act does not exist for any reason, means any Act imposing or relating to the imposition or administration of a goods and services tax in Australia and any regulation made under that Act; and
- (c) references to GST payable and input tax credit entitlements include:
  - (1) notional GST payable by, and notional input tax credit entitlements of the Commonwealth, a State or a Territory (including a government, government body, authority, agency or instrumentality of the Commonwealth, a State or a Territory); and
  - (2) GST payable by, and the input tax credit entitlements of, the representative member of a GST group of which the entity is a member.

## 26.2 Consideration GST exclusive

All consideration, whether monetary or non-monetary, payable or to be provided under or in connection with this document is exclusive of GST (**GST-exclusive consideration**).

## 26.3 Payment of GST

If GST is payable on any supply made by:

- (a) a party; or
- (b) an entity that is taken under the GST Law to make the supply by reason of the capacity in which a party acts,

(**Supplier**) under or in connection with this document, the recipient of the supply, or the party providing the consideration for the supply, must pay to the Supplier an amount equal to the GST payable on the supply.

## 26.4 Timing or GST payment

The amount referred to in clause 26.3 must be paid in addition to and at the same time and in the same manner (without any set-off or deduction) that the GST-exclusive consideration for the supply is payable or to be provided.

## 26.5 Tax invoice

The Supplier must deliver a tax invoice or an adjustment note to the recipient of a taxable supply before the Supplier is entitled to payment of an amount under clause 26.3.

## 26.6 Adjustment event

If an adjustment event arises in respect of a supply made by a Supplier under or in connection with this document, any amount that is payable under clause 26.3 will be calculated or recalculated to reflect the adjustment event and a payment will be made by the recipient to the Supplier or by the Supplier to the recipient as the case requires. However, the Supplier is not required to make any payment to the recipient if, at the time the payment would otherwise be required, a time limit has expired or there is another limitation preventing the supplier from being entitled to claim, or from claiming a corresponding credit or refund in respect of that payment.

## 26.7 Reimbursements

- (a) Where a party is required under or in connection with this document to pay for, reimburse or contribute to any expense, loss, liability or outgoing suffered or incurred by another party or indemnify another party in relation to such an expense, loss, liability or outgoing (**Reimbursable Expense**), the amount required to be paid, reimbursed or contributed by the first party will be reduced by the amount of any input tax credits to which the other party is entitled in respect of the Reimbursable Expense.
- (b) This clause 26.7 does not limit the application of clause 26.3, if appropriate, to the Reimbursable Expense as reduced in accordance with clause 26.7(a).

## 26.8 Calculations based on other amounts

If an amount of consideration payable or to be provided under or in connection with this document is to be calculated by reference to

- (a) any expense, loss, liability or outgoing suffered or incurred by another person (**Cost**), that reference will be to the amount of that Cost excluding the amount of any input tax credit entitlement of that person relating to the Cost suffered or incurred; and
- (b) any price, value, sales, proceeds, revenue or similar amount (**Revenue**), that reference will be to that Revenue determined by deducting from it an amount equal to the GST payable on the supply for which it is consideration

## **26.9 No merger**

This clause 26 does not merge on completion, recession or other termination of this document or on the transfer of any property supplied under this document.

## **27 Licensor's statutory Powers and functions**

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### **27.1 Statutory Powers add to express Powers**

The Powers conferred on the Licensor by or under any Law are in addition to the Powers conferred on the Licensor by this licence.

### **27.2 Laws that alter agreement of parties**

If at any time and for so long as:

- (a) any Law applies to this licence; and
- (b) under that Law the conflicting provision of that Law prevails,

each conflicting provision of this licence is deemed to be amended to the extent necessary to resolve the conflict with that Law.

### **27.3 Licensor's statutory functions**

Nothing contained in or implied by this licence has the effect of constraining the Licensor in respect of, placing any fetter on, or otherwise prejudicing or affecting any of, the Licensor's statutory Powers, duties, protections and functions, including those contained or referred to in any Law.

## **28 Miscellaneous**

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### **28.1 Individual and joint liability**

If 2 or more people are named as the Licensee, each person named is liable for their obligations individually and together with each other person.

### **28.2 Western Australian law applies**

This licence is governed by Western Australian law.

### **28.3 Saturdays, Sundays and public holidays**

Anything to be done on a Saturday, Sunday or public holiday in Perth must be done by the next Business Day.

### **28.4 Approvals and consents**

- (a) Unless otherwise stated, whenever the Licensor's approval or consent is required under the Licence, the Licensor may in its absolute discretion withhold it, or may give it conditionally or unconditionally.
- (b) Each approval or consent must be in writing and be given prior to the happening of the event for which the approval or consent is required.

## **28.5 Remedies cumulative**

The rights, powers and remedies provided in the Licence are cumulative with, and not exclusive of, the rights, powers or remedies provided by law independently of the Licence.

## **28.6 Accrued rights**

The termination of the Licence does not affect the rights of the Licensor in relation to a breach of the Licence by the Licensee before the termination.

## **28.7 Severance**

If any provision in the Licence or the application of that provision to any person or circumstance is or becomes invalid or unenforceable, then the remaining provisions of the Licence are not affected and are valid and enforceable.

## **28.8 Payments**

- (a) The Licensee must make payments under the Licence without set-off or counterclaim and without any deduction.
- (b) All payments by the Licensee under the Licence are to be made to the Licensor or anyone else nominated by the Licensor in a notice given to the Licensee.
- (c) The Licensor need not make demand for payment of any amount to be paid by the Licensee unless otherwise stated.
- (d) If an instalment of any payment is payable for a period of less than one month, that instalment must be apportioned by multiplying the relevant payment by the number of days in the broken period and dividing by the number of days in the month in which that period begins.

## **28.9 Civil liability**

Part 1F of the *Civil Liability Act 2002* (WA) does not apply to this Licence.

## **28.10 Variation of this licence**

A variation of this Licence must be in writing and signed by the parties.

## **28.11 Whole agreement**

This Licence replaces any previous agreement, representation, warranty or understanding between the parties concerning its subject matter and contains the whole agreement between the parties.

## **28.12 Counterparts**

- (a) This document may consist of a number of counterparts and, if so, the counterparts taken together constitute one document.
- (b) The Parties agree that a copy of a counterpart sent by either facsimile machine or electronic mail:
  - (1) must be treated as an original counterpart;
  - (2) is sufficient evidence of the execution of the original; and
  - (3) may be produced as evidence in the place of the original executed counterpart.

### **28.13 Authority to complete**

If not known or available as at the Commencement Date, the Licensee irrevocably authorises the Licensor and the Licensor's solicitors to complete this Licence after the Commencement Date by:

- (a) inserting the Plan;
- (b) inserting the Commencement Date;
- (c) inserting the Termination Date; and
- (d) making any other changes reasonably necessary to complete this Licence.

### **28.14 Reserve**

- (a) This clause applies if the Premises is a Reserve or part of a Reserve.
- (b) The Licensee acknowledges that the provisions of section 18 of the *Land Administration Act 1997* (WA) apply.
- (c) Without limiting clause 7 of this document, the Licensee must not:
  - (1) sell, transfer or otherwise dispose of the Licence;
  - (2) mortgage the Licence;
  - (3) grant a sublicense; or
  - (4) otherwise create or grant an interest in the Premises,without the prior approval in writing of the Minister for Lands under the *Land Administration Act 1997* (WA).
- (d) The Licensee indemnifies the Minister for Lands for all Loss paid, suffered or incurred by the Minister for Lands to the extent due to or arising out of any of the matters specified in clauses 10.2, 11, 16.3 and 17.4.
- (e) The Minister for Lands has the benefit of this clause 28.14 under section 11 of the *Property Law Act 1969* (WA).

### **28.15 Additional terms**

- (a) The special conditions contained in Item 18 of the Reference Table shall apply to and form part of this Licence.
- (b) In the event of any inconsistency between the contents of Item 18 of the Reference Table and any provision of the remainder of this Licence, the contents of Item 18 shall prevail.





Executed as a deed

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**Licensors**

**Signed by Colm Lawrence Stanley the Manager,  
Property Management of Water Corporation  
(a Level 1 Attorney)**  
and by **Domenico Papalia the  
Lead, Property Acquisitions of  
Water Corporation (a Level 1 Attorney)**  
as the attorneys for Water Corporation  
who state that they have no notice of  
revocation of the **Power of Attorney  
No N704556** dated **22 August 2017** under  
which they sign in the presence of:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address (continued)

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
Attorney

**Colm Lawrence Stanley**

\_\_\_\_\_  
Name (please print)  
**Manager, Property Management  
of Water Corporation**  
\_\_\_\_\_  
Designated Post

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address (continued)

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
Attorney

**Domenico Papalia**

\_\_\_\_\_  
Name (please print)  
**Lead, Property Acquisitions  
of Water Corporation**  
\_\_\_\_\_  
Designated Post

## Licensee

The Common Seal of the **Shire of Yilgarn**  
ABN 58 923 991 148 was hereunto affixed  
by authority of a resolution of the Council in  
the presence of:

*sign here ►* \_\_\_\_\_  
Mayor

*print name* \_\_\_\_\_

*sign here ►* \_\_\_\_\_  
Chief Executive Office

*print name* \_\_\_\_\_

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**MONTHLY FINANCIAL REPORT**  
**(Containing the required statement of financial activity and statement of financial position)**  
**For the period ended 31 August 2025**

***LOCAL GOVERNMENT ACT 1995***  
***LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996***

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**SHIRE OF YILGARN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 AUGUST 2025**

|                                                              | Adopted<br>Budget<br>Estimates | YTD<br>Budget<br>Estimates | YTD<br>Actual      | Variance*<br>\$  | Variance*<br>%       | Var. |
|--------------------------------------------------------------|--------------------------------|----------------------------|--------------------|------------------|----------------------|------|
| Note                                                         | (a)<br>\$                      | (b)<br>\$                  | (c)<br>\$          | (c) - (b)<br>\$  | ((c) - (b))/(b)<br>% |      |
| <b>OPERATING ACTIVITIES</b>                                  |                                |                            |                    |                  |                      |      |
| <b>Revenue from operating activities</b>                     |                                |                            |                    |                  |                      |      |
| General rates                                                | 4,975,317                      | 4,975,317                  | 5,008,880          | 33,563           | 0.67%                |      |
| Grants, subsidies and contributions                          | 2,887,196                      | 625,780                    | 586,008            | (39,772)         | (6.36%)              |      |
| Fees and charges                                             | 2,078,867                      | 915,577                    | 865,230            | (50,347)         | (5.50%)              |      |
| Service charges                                              | 80,766                         | 8,811                      | 7,901              | (910)            | (10.33%)             |      |
| Interest revenue                                             | 629,882                        | 104,978                    | 91,193             | (13,785)         | (13.13%)             | ▼    |
| Other revenue                                                | 676,300                        | 104,376                    | 106,957            | 2,581            | 2.47%                |      |
| Profit on asset disposals                                    | 4,296                          | 0                          | 0                  | 0                | 0.00%                |      |
|                                                              | <b>11,332,624</b>              | <b>6,734,839</b>           | <b>6,666,169</b>   | <b>(68,670)</b>  | <b>(1.02%)</b>       |      |
| <b>Expenditure from operating activities</b>                 |                                |                            |                    |                  |                      |      |
| Employee costs                                               | (4,897,171)                    | (828,186)                  | (708,689)          | 119,497          | 14.43%               | ▲    |
| Materials and contracts                                      | (2,737,046)                    | (769,504)                  | (354,375)          | 415,129          | 53.95%               | ▲    |
| Utility charges                                              | (956,069)                      | (159,556)                  | (62,205)           | 97,351           | 61.01%               | ▲    |
| Depreciation                                                 | (5,267,485)                    | (909,856)                  | (929,221)          | (19,365)         | (2.13%)              |      |
| Finance costs                                                | (57,874)                       | (9,642)                    | (19)               | 9,623            | 99.80%               |      |
| Insurance                                                    | (380,895)                      | (74,472)                   | (195,161)          | (120,689)        | (162.06%)            | ▼    |
| Other expenditure                                            | (1,013,467)                    | (202,206)                  | (160,030)          | 42,176           | 20.86%               | ▲    |
| Loss on asset disposals                                      | (164,013)                      | (27,332)                   | (1,788)            | 25,544           | 93.46%               | ▲    |
|                                                              | <b>(15,474,020)</b>            | <b>(2,980,754)</b>         | <b>(2,411,488)</b> | <b>569,266</b>   | <b>19.10%</b>        |      |
| Non cash amounts excluded from operating activities          | 2(c) 5,427,202                 | 937,188                    | 931,009            | (6,179)          | (0.66%)              |      |
| <b>Amount attributable to operating activities</b>           | <b>1,285,806</b>               | <b>4,691,273</b>           | <b>5,185,690</b>   | <b>494,417</b>   | <b>10.54%</b>        |      |
| <b>INVESTING ACTIVITIES</b>                                  |                                |                            |                    |                  |                      |      |
| <b>Inflows from investing activities</b>                     |                                |                            |                    |                  |                      |      |
| Proceeds from capital grants, subsidies and contributions    | 5,784,530                      | 540,174                    | 1,334,499          | 794,325          | 147.05%              | ▲    |
| Proceeds from disposal of assets                             | 505,000                        | 40,000                     | 38,182             | (1,818)          | (4.55%)              |      |
|                                                              | <b>6,289,530</b>               | <b>580,174</b>             | <b>1,372,681</b>   | <b>792,507</b>   | <b>136.60%</b>       |      |
| <b>Outflows from investing activities</b>                    |                                |                            |                    |                  |                      |      |
| Acquisition of property, plant and equipment                 | (3,339,966)                    | (208,364)                  | (569,448)          | (361,084)        | (173.29%)            | ▼    |
| Acquisition of infrastructure                                | (5,856,938)                    | (488,045)                  | (391,895)          | 96,150           | 19.70%               | ▲    |
|                                                              | <b>(9,196,904)</b>             | <b>(696,409)</b>           | <b>(961,343)</b>   | <b>(264,934)</b> | <b>(38.04%)</b>      |      |
| <b>Amount attributable to investing activities</b>           | <b>(2,907,374)</b>             | <b>(116,235)</b>           | <b>411,338</b>     | <b>527,573</b>   | <b>453.88%</b>       |      |
| <b>FINANCING ACTIVITIES</b>                                  |                                |                            |                    |                  |                      |      |
| <b>Inflows from financing activities</b>                     |                                |                            |                    |                  |                      |      |
| Transfer from reserves                                       | 344,000                        | 0                          | 0                  | 0                | 0.00%                |      |
|                                                              | <b>344,000</b>                 | <b>0</b>                   | <b>0</b>           | <b>0</b>         | <b>0.00%</b>         |      |
| <b>Outflows from financing activities</b>                    |                                |                            |                    |                  |                      |      |
| Payments for principal portion of lease liabilities          | 0                              | (107)                      | (107)              | 0                | 0.00%                |      |
| Repayment of borrowings                                      | (196,933)                      | 0                          | 0                  | 0                | 0.00%                |      |
| Transfer to reserves                                         | (4,232,049)                    | 0                          | (75,284)           | (75,284)         | 0.00%                |      |
|                                                              | <b>(4,428,982)</b>             | <b>(107)</b>               | <b>(75,391)</b>    | <b>(75,284)</b>  | <b>(70358.88%)</b>   |      |
| <b>Amount attributable to financing activities</b>           | <b>(4,084,982)</b>             | <b>(107)</b>               | <b>(75,391)</b>    | <b>(75,284)</b>  | <b>(70358.88%)</b>   |      |
| <b>MOVEMENT IN SURPLUS OR DEFICIT</b>                        |                                |                            |                    |                  |                      |      |
| <b>Surplus or deficit at the start of the financial year</b> | 2(a) 4,355,518                 | 4,355,518                  | 8,978,312          | 4,622,794        | 106.14%              | ▲    |
| Amount attributable to operating activities                  | 1,285,806                      | 4,691,273                  | 5,185,690          | 494,417          | 10.54%               | ▲    |
| Amount attributable to investing activities                  | (2,907,374)                    | (116,235)                  | 411,338            | 527,573          | 453.88%              | ▲    |
| Amount attributable to financing activities                  | (4,084,982)                    | (107)                      | (75,391)           | (75,284)         | (70358.88%)          | ▼    |
| <b>Surplus or deficit after imposition of general rates</b>  | <b>(1,351,032)</b>             | <b>8,930,449</b>           | <b>14,499,949</b>  | <b>5,569,500</b> | <b>62.37%</b>        | ▲    |

**KEY INFORMATION**

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.

▲ Indicates a variance with a positive impact on the financial position.

▼ Indicates a variance with a negative impact on the financial position.

Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF YILGARN**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 31 AUGUST 2025**

|                                      | Actual<br>30 June 2025 | Actual as at<br>31 August 2025 |
|--------------------------------------|------------------------|--------------------------------|
|                                      | \$                     | \$                             |
| <b>CURRENT ASSETS</b>                |                        |                                |
| Cash and cash equivalents            | 17,456,143             | 17,996,382                     |
| Trade and other receivables          | 1,086,836              | 5,191,839                      |
| Inventories                          | 76,196                 | 69,069                         |
| Contract assets                      | 2,167,588              | 2,167,588                      |
| <b>TOTAL CURRENT ASSETS</b>          | <b>20,786,763</b>      | <b>25,424,878</b>              |
| <b>NON-CURRENT ASSETS</b>            |                        |                                |
| Trade and other receivables          | 99,532                 | 69,037                         |
| Other financial assets               | 79,620                 | 79,620                         |
| Property, plant and equipment        | 40,225,935             | 40,619,653                     |
| Infrastructure                       | 458,296,816            | 457,970,201                    |
| Right-of-use assets                  | 1,787                  | 1,563                          |
| <b>TOTAL NON-CURRENT ASSETS</b>      | <b>498,703,690</b>     | <b>498,740,074</b>             |
| <b>TOTAL ASSETS</b>                  | <b>519,490,453</b>     | <b>524,164,952</b>             |
| <b>CURRENT LIABILITIES</b>           |                        |                                |
| Trade and other payables             | 1,216,640              | 302,068                        |
| Other liabilities                    | 54,046                 | 54,046                         |
| Lease liabilities                    | 1,267                  | 1,160                          |
| Borrowings                           | 196,934                | 196,934                        |
| Employee related provisions          | 416,751                | 416,751                        |
| <b>TOTAL CURRENT LIABILITIES</b>     | <b>1,885,638</b>       | <b>970,959</b>                 |
| <b>NON-CURRENT LIABILITIES</b>       |                        |                                |
| Lease liabilities                    | 416                    | 416                            |
| Borrowings                           | 1,557,135              | 1,557,135                      |
| Employee related provisions          | 106,820                | 106,820                        |
| <b>TOTAL NON-CURRENT LIABILITIES</b> | <b>1,664,371</b>       | <b>1,664,371</b>               |
| <b>TOTAL LIABILITIES</b>             | <b>3,550,009</b>       | <b>2,635,330</b>               |
| <b>NET ASSETS</b>                    | <b>515,940,444</b>     | <b>521,529,622</b>             |
| <b>EQUITY</b>                        |                        |                                |
| Retained surplus                     | 75,081,183             | 80,595,077                     |
| Reserve accounts                     | 10,459,596             | 10,534,880                     |
| Revaluation surplus                  | 430,399,665            | 430,399,665                    |
| <b>TOTAL EQUITY</b>                  | <b>515,940,444</b>     | <b>521,529,622</b>             |

This statement is to be read in conjunction with the accompanying notes.

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

**Local Government Act 1995 requirements**

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

*Local Government (Financial Management) Regulations 1996*, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 14 August 2025

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

**MATERIAL ACCOUNTING POLICES**

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

**Critical accounting estimates and judgements**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
  - Property, plant and equipment
  - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Measurement of employee benefits
- Estimation uncertainties and judgements made in relation to lease accounting



**SHIRE OF YILGARN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 AUGUST 2025**

**2 NET CURRENT ASSETS INFORMATION**

**(a) Net current assets used in the Statement of Financial Activity**

**Current assets**

Cash and cash equivalents  
Trade and other receivables  
Inventories  
Contract assets

**Less: current liabilities**

Trade and other payables  
Other liabilities  
Lease liabilities  
Borrowings  
Employee related provisions

Net current assets

Less: Total adjustments to net current assets

**Closing funding surplus / (deficit)**

| Note | Adopted<br>Budget<br>Opening<br>1 July 2025<br>\$ | Actual<br>as at<br>30 June 2025<br>\$ | Actual<br>as at<br>31 August 2025<br>\$ |
|------|---------------------------------------------------|---------------------------------------|-----------------------------------------|
|      | 14,941,374                                        | 17,456,143                            | 17,996,382                              |
|      | 1,315,272                                         | 1,086,836                             | 5,191,839                               |
|      | 76,196                                            | 76,196                                | 69,069                                  |
|      | 135,262                                           | 2,167,588                             | 2,167,588                               |
|      | 16,468,104                                        | 20,786,763                            | 25,424,878                              |
|      | (1,180,531)                                       | (1,216,640)                           | (302,068)                               |
|      | 0                                                 | (54,046)                              | (54,046)                                |
|      | 0                                                 | (1,267)                               | (1,160)                                 |
|      | 0                                                 | (196,934)                             | (196,934)                               |
|      | (472,459)                                         | (416,751)                             | (416,751)                               |
|      | (1,652,990)                                       | (1,885,638)                           | (970,959)                               |
|      | 14,815,114                                        | 18,901,125                            | 24,453,919                              |
| 2(b) | (10,459,596)                                      | (9,922,813)                           | (9,995,767)                             |
|      | <b>4,355,518</b>                                  | <b>8,978,312</b>                      | <b>14,458,152</b>                       |

**(b) Current assets and liabilities excluded from budgeted deficiency**

**Adjustments to net current assets**

Less: Reserve accounts  
Add: Current liabilities not expected to be cleared at the end of the year  
- Current portion of lease liabilities  
- Current portion of borrowings  
- Current portion of employee benefit provisions held in reserve

**Total adjustments to net current assets**

|      |                     |                    |                    |
|------|---------------------|--------------------|--------------------|
|      | (10,459,596)        | (10,459,596)       | (10,534,880)       |
|      |                     | 1,267              | 1,160              |
|      |                     | 196,934            | 196,934            |
|      |                     | 338,582            | 341,019            |
| 2(a) | <b>(10,459,596)</b> | <b>(9,922,813)</b> | <b>(9,995,767)</b> |

**(c) Non-cash amounts excluded from operating activities**

**Adjustments to operating activities**

Less: Profit on asset disposals  
Add: Loss on asset disposals  
Add: Depreciation

**Total non-cash amounts excluded from operating activities**

|  | Adopted<br>Budget<br>Estimates<br>30 June 2026<br>\$ | YTD<br>Budget<br>Estimates<br>31 August 2025<br>\$ | YTD<br>Actual<br>31 August 2025<br>\$ |
|--|------------------------------------------------------|----------------------------------------------------|---------------------------------------|
|  | (4,296)                                              | 0                                                  | 0                                     |
|  | 164,013                                              | 27,332                                             | 1,788                                 |
|  | 5,267,485                                            | 909,856                                            | 929,221                               |
|  | <b>5,427,202</b>                                     | <b>937,188</b>                                     | <b>931,009</b>                        |

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.



SHIRE OF YILGARN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2025

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.  
The material variance adopted by Council for the 2025-26 year is \$10,000 and 10.00% whichever is the greater.

| Description                                               | Var. \$   | Var. %    |   |
|-----------------------------------------------------------|-----------|-----------|---|
|                                                           | \$        | %         |   |
| Materials and contracts                                   | 415,129   | 53.95%    | ▲ |
| Variance due to timing                                    |           |           |   |
| Inflows from investing activities                         |           |           |   |
| Proceeds from capital grants, subsidies and contributions | 794,325   | 147.05%   | ▲ |
| Variance due to timing.                                   |           |           |   |
| Outflows from investing activities                        |           |           |   |
| Acquisition of property, plant and equipment              | (361,084) | (173.29%) | ▼ |
| Variance due to timing                                    |           |           |   |

**SHIRE OF YILGARN**  
**SUPPLEMENTARY INFORMATION**

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**BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION**

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

**SHIRE OF YILGARN**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 31 AUGUST 2025**

**1 KEY INFORMATION**

**Funding Surplus or Deficit Components**

| <b>Funding surplus / (deficit)</b> |                       |                       |                       |                        |
|------------------------------------|-----------------------|-----------------------|-----------------------|------------------------|
|                                    | <b>Adopted Budget</b> | <b>YTD Budget (a)</b> | <b>YTD Actual (b)</b> | <b>Var. \$ (b)-(a)</b> |
| <b>Opening</b>                     | <b>\$4.36 M</b>       | <b>\$4.36 M</b>       | <b>\$8.98 M</b>       | <b>\$4.62 M</b>        |
| <b>Closing</b>                     | <b>(\$1.35 M)</b>     | <b>\$8.93 M</b>       | <b>\$14.50 M</b>      | <b>\$5.57 M</b>        |

Refer to Statement of Financial Activity

| <b>Cash and cash equivalents</b> |                  |                   |
|----------------------------------|------------------|-------------------|
|                                  | <b>\$16.15 M</b> | <b>% of total</b> |
| <b>Unrestricted Cash</b>         | <b>\$5.65 M</b>  | <b>35.0%</b>      |
| <b>Restricted Cash</b>           | <b>\$10.50 M</b> | <b>65.0%</b>      |

Refer to 3 - Cash and Financial Assets

| <b>Payables</b>       |                 |
|-----------------------|-----------------|
|                       | <b>\$0.30 M</b> |
| <b>Trade Payables</b> | <b>\$0.00 M</b> |
| <b>0 to 30 Days</b>   | <b>100.0%</b>   |
| <b>Over 30 Days</b>   | <b>0.0%</b>     |
| <b>Over 90 Days</b>   | <b>0.0%</b>     |

Refer to 9 - Payables

| <b>Receivables</b>      |                 |                      |
|-------------------------|-----------------|----------------------|
|                         | <b>\$0.98 M</b> | <b>% Collected</b>   |
| <b>Rates Receivable</b> | <b>\$4.21 M</b> | <b>22.1%</b>         |
| <b>Trade Receivable</b> | <b>\$0.98 M</b> | <b>% Outstanding</b> |
| <b>Over 30 Days</b>     |                 | <b>1.1%</b>          |
| <b>Over 90 Days</b>     |                 | <b>0.1%</b>          |

Refer to 7 - Receivables

**Key Operating Activities**

| <b>Amount attributable to operating activities</b> |                       |                       |                        |
|----------------------------------------------------|-----------------------|-----------------------|------------------------|
| <b>Adopted Budget</b>                              | <b>YTD Budget (a)</b> | <b>YTD Actual (b)</b> | <b>Var. \$ (b)-(a)</b> |
| <b>\$1.29 M</b>                                    | <b>\$4.69 M</b>       | <b>\$5.19 M</b>       | <b>\$0.49 M</b>        |

Refer to Statement of Financial Activity

| <b>Rates Revenue</b> |                 |                   |
|----------------------|-----------------|-------------------|
| <b>YTD Actual</b>    | <b>\$5.01 M</b> | <b>% Variance</b> |
| <b>YTD Budget</b>    | <b>\$4.98 M</b> | <b>0.7%</b>       |

| <b>Grants and Contributions</b> |                 |                   |
|---------------------------------|-----------------|-------------------|
| <b>YTD Actual</b>               | <b>\$0.59 M</b> | <b>% Variance</b> |
| <b>YTD Budget</b>               | <b>\$0.06 M</b> | <b>819.9%</b>     |

Refer to 13 - Grants and Contributions

| <b>Fees and Charges</b> |                 |                   |
|-------------------------|-----------------|-------------------|
| <b>YTD Actual</b>       | <b>\$0.87 M</b> | <b>% Variance</b> |
| <b>YTD Budget</b>       | <b>\$0.92 M</b> | <b>(5.5%)</b>     |

Refer to Statement of Financial Activity

**Key Investing Activities**

| <b>Amount attributable to investing activities</b> |                       |                       |                        |
|----------------------------------------------------|-----------------------|-----------------------|------------------------|
| <b>Adopted Budget</b>                              | <b>YTD Budget (a)</b> | <b>YTD Actual (b)</b> | <b>Var. \$ (b)-(a)</b> |
| <b>(\$2.91 M)</b>                                  | <b>(\$0.12 M)</b>     | <b>\$0.41 M</b>       | <b>\$0.53 M</b>        |

Refer to Statement of Financial Activity

| <b>Proceeds on sale</b> |                 |                |
|-------------------------|-----------------|----------------|
| <b>YTD Actual</b>       | <b>\$0.04 M</b> | <b>%</b>       |
| <b>Adopted Budget</b>   | <b>\$0.51 M</b> | <b>(92.4%)</b> |

Refer to 6 - Disposal of Assets

| <b>Asset Acquisition</b> |                 |                |
|--------------------------|-----------------|----------------|
| <b>YTD Actual</b>        | <b>\$0.39 M</b> | <b>% Spent</b> |
| <b>Adopted Budget</b>    | <b>\$5.86 M</b> | <b>(93.3%)</b> |

Refer to 5 - Capital Acquisitions

| <b>Capital Grants</b> |                 |                   |
|-----------------------|-----------------|-------------------|
| <b>YTD Actual</b>     | <b>\$1.33 M</b> | <b>% Received</b> |
| <b>Adopted Budget</b> | <b>\$5.78 M</b> | <b>(76.9%)</b>    |

Refer to 5 - Capital Acquisitions

**Key Financing Activities**

| <b>Amount attributable to financing activities</b> |                       |                       |                        |
|----------------------------------------------------|-----------------------|-----------------------|------------------------|
| <b>Adopted Budget</b>                              | <b>YTD Budget (a)</b> | <b>YTD Actual (b)</b> | <b>Var. \$ (b)-(a)</b> |
| <b>(\$4.08 M)</b>                                  | <b>(\$0.00 M)</b>     | <b>(\$0.08 M)</b>     | <b>(\$0.08 M)</b>      |

Refer to Statement of Financial Activity

| <b>Borrowings</b>           |                 |
|-----------------------------|-----------------|
| <b>Principal repayments</b> | <b>\$0.00 M</b> |
| <b>Interest expense</b>     | <b>\$0.00 M</b> |
| <b>Principal due</b>        | <b>\$1.75 M</b> |

Refer to 10 - Borrowings

| <b>Reserves</b>         |                  |
|-------------------------|------------------|
| <b>Reserves balance</b> | <b>\$10.53 M</b> |
| <b>Net Movement</b>     | <b>\$0.08 M</b>  |

Refer to 4 - Cash Reserves

| <b>Lease Liability</b>      |                   |
|-----------------------------|-------------------|
| <b>Principal repayments</b> | <b>(\$0.00 M)</b> |
| <b>Interest expense</b>     | <b>(\$0.00 M)</b> |
| <b>Principal due</b>        | <b>\$0.00 M</b>   |

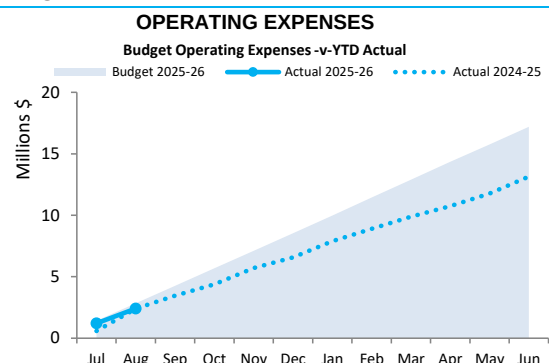
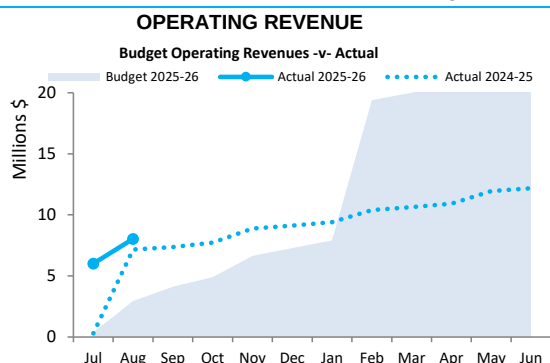
Refer to Note 11 - Lease Liabilities

This information is to be read in conjunction with the accompanying Financial Statements and notes.

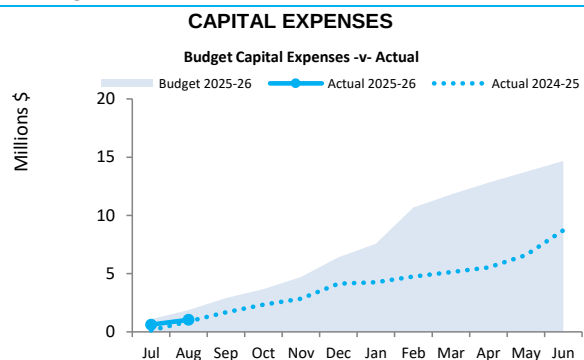
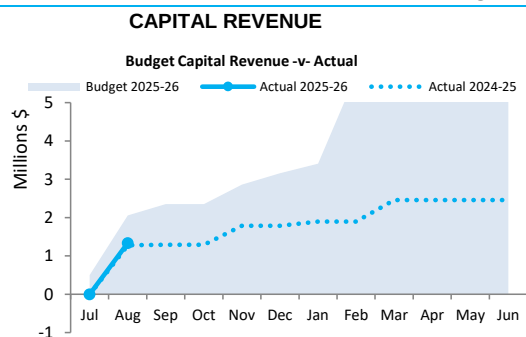
**SHIRE OF YILGARN**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 31 AUGUST 2025**

**2 KEY INFORMATION - GRAPHICAL**

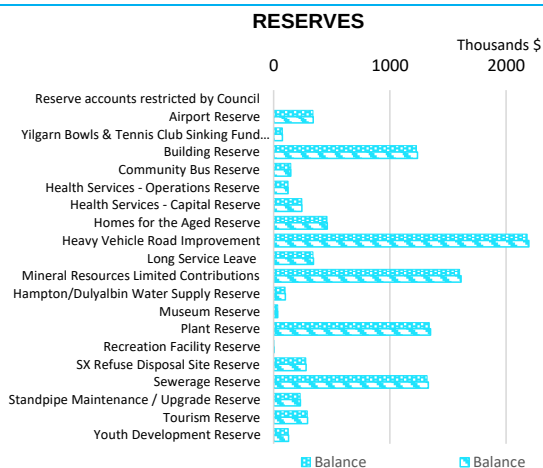
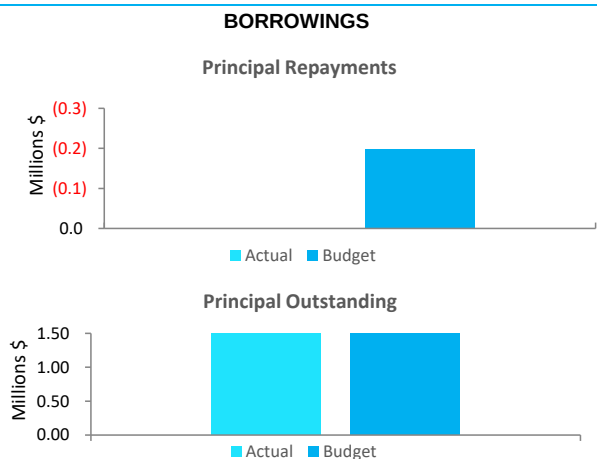
**OPERATING ACTIVITIES**



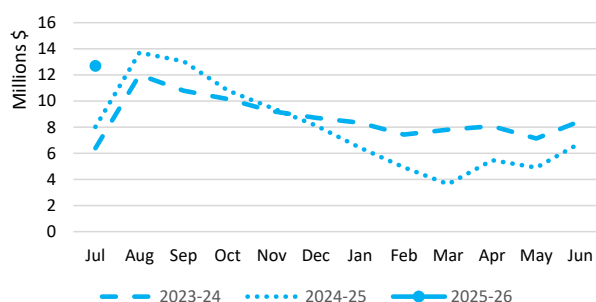
**INVESTING ACTIVITIES**



**FINANCING ACTIVITIES**



**Closing funding surplus / (deficit)**



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

### 3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

| Description                   | Classification            | Unrestricted     | Reserve Accounts  | Total             | Trust         | Institution | Interest Rate | Maturity Date    |
|-------------------------------|---------------------------|------------------|-------------------|-------------------|---------------|-------------|---------------|------------------|
|                               |                           | \$               | \$                | \$                | \$            |             |               |                  |
| Cash on hand                  |                           | 1,350            |                   | 1,350             |               |             |               |                  |
| Muni funds - bank working acc | Cash and cash equivalents | 574,014          |                   | 574,014           |               | WBC         | 0.00%         |                  |
| Muni funds - at call account  | Cash and cash equivalents | 3,031,031        |                   | 3,031,031         |               | WBC         | 0.70%         |                  |
| Muni funds - investment accou | Cash and cash equivalents | 2,000,000        |                   | 2,000,000         |               | WBC         | 4.25%         | (rolling 31 day) |
| Reserve funds - investment ac | Cash and cash equivalents | 0                | 10,498,684        | 10,498,684        |               | WBC         | 4.40%         | (rolling 90 day) |
| Trust Account                 | Cash and cash equivalents | 45,005           |                   | 45,005            | 45,005        | WBC         | 0.00%         |                  |
| <b>Total</b>                  |                           | <b>5,651,400</b> | <b>10,498,684</b> | <b>16,150,084</b> | <b>45,005</b> |             |               |                  |
| <b>Comprising</b>             |                           |                  |                   |                   |               |             |               |                  |
| Cash and cash equivalents     |                           | 5,651,400        | 10,498,684        | 16,150,084        | 45,005        |             |               |                  |
|                               |                           | <b>5,651,400</b> | <b>10,498,684</b> | <b>16,150,084</b> | <b>45,005</b> |             |               |                  |

#### KEY INFORMATION

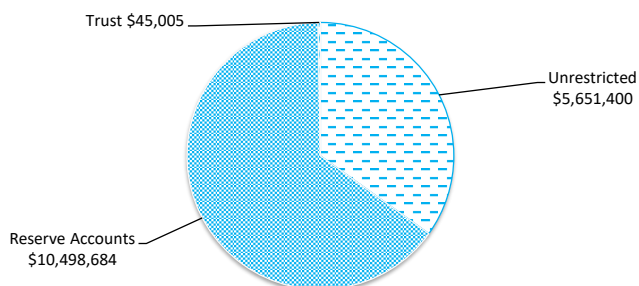
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 8 - Other assets.



**SHIRE OF YILGARN**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 31 AUGUST 2025**

**4 RESERVE ACCOUNTS**

| Reserve account name                             | Budget            |                  |                  |                   | Actual            |               |           |                   |
|--------------------------------------------------|-------------------|------------------|------------------|-------------------|-------------------|---------------|-----------|-------------------|
|                                                  | Opening           | Transfers        | Transfers        | Closing           | Opening           | Transfers     | Transfers | Closing           |
|                                                  | Balance           | In (+)           | Out (-)          | Balance           | Balance           | In (+)        | Out (-)   | Balance           |
|                                                  | \$                | \$               | \$               | \$                | \$                | \$            | \$        | \$                |
| <b>Reserve accounts restricted by Council</b>    |                   |                  |                  |                   |                   |               |           |                   |
| Airport Reserve                                  | 338,582           | 1,511,815        |                  | 1,850,397         | 338,582           | 2,437         | 0         | 341,019           |
| Yilgarn Bowls & Tennis Club Sinking Fund Reserve | 75,765            | 9,311            |                  | 85,076            | 75,765            | 545           | 0         | 76,310            |
| Building Reserve                                 | 1,228,894         | 1,042,694        |                  | 2,271,588         | 1,228,894         | 8,845         | 0         | 1,237,739         |
| Community Bus Reserve                            | 147,440           | 5,145            |                  | 152,585           | 147,440           | 1,060         | 0         | 148,500           |
| Health Services - Operations Reserve             | 124,469           | 4,343            |                  | 128,812           | 124,469           | 896           | 0         | 125,365           |
| Health Services - Capital Reserve                | 242,411           | 8,459            |                  | 250,870           | 242,411           | 1,745         | 0         | 244,156           |
| Homes for the Aged Reserve                       | 459,063           | 16,019           |                  | 475,082           | 459,063           | 3,304         | 0         | 462,367           |
| Heavy Vehicle Road Improvement                   | 2,181,725         | 626,167          | (344,000)        | 2,463,892         | 2,181,725         | 15,703        | 0         | 2,197,428         |
| Long Service Leave                               | 339,377           | 11,843           |                  | 351,220           | 339,377           | 2,443         | 0         | 341,820           |
| Mineral Resources Limited Contributions          | 1,600,696         | 55,909           |                  | 1,656,605         | 1,600,696         | 11,522        | 0         | 1,612,218         |
| Hampton/Dulyalbin Water Supply Reserve           | 99,852            | 10,985           |                  | 110,837           | 99,852            | 719           | 0         | 100,571           |
| Museum Reserve                                   | 36,123            | 4,261            |                  | 40,384            | 36,123            | 259           | 0         | 36,382            |
| Plant Reserve                                    | 1,339,660         | 46,771           |                  | 1,386,431         | 1,339,660         | 9,643         | 0         | 1,349,303         |
| Recreation Facility Reserve                      | 872               | 800,000          |                  | 800,872           | 872               | 6             | 0         | 878               |
| SX Refuse Disposal Site Reserve                  | 277,473           | 9,682            |                  | 287,155           | 277,473           | 1,998         | 0         | 279,471           |
| Sewerage Reserve                                 | 1,321,196         | 46,103           |                  | 1,367,299         | 1,321,196         | 9,510         | 0         | 1,330,706         |
| Standpipe Maintenance / Upgrade Reserve          | 228,600           | 7,977            |                  | 236,577           | 228,600           | 1,645         | 0         | 230,245           |
| Tourism Reserve                                  | 290,003           | 10,120           |                  | 300,123           | 290,003           | 2,087         | 0         | 292,090           |
| Youth Development Reserve                        | 127,395           | 4,445            |                  | 131,840           | 127,395           | 917           | 0         | 128,312           |
|                                                  | <b>10,459,596</b> | <b>4,232,049</b> | <b>(344,000)</b> | <b>14,347,645</b> | <b>10,459,596</b> | <b>75,284</b> | <b>0</b>  | <b>10,534,880</b> |

## 5 CAPITAL ACQUISITIONS

| Capital acquisitions                                | Adopted          |                | YTD Actual     | YTD Variance    |
|-----------------------------------------------------|------------------|----------------|----------------|-----------------|
|                                                     | Budget           | YTD Budget     |                |                 |
|                                                     | \$               | \$             | \$             | \$              |
| Buildings                                           | 1,443,466        | 50,325         | 406,863        | 356,538         |
| Plant and equipment                                 | 1,896,500        | 158,039        | 162,585        | 4,546           |
| <b>Acquisition of property, plant and equipment</b> | <b>3,339,966</b> | <b>208,364</b> | <b>569,448</b> | <b>361,084</b>  |
| Infrastructure - roads                              | 5,271,218        | 439,238        | 390,898        | (48,340)        |
| Infrastructure Other                                | 585,720          | 48,807         | 997            | (47,810)        |
| <b>Acquisition of infrastructure</b>                | <b>5,856,938</b> | <b>488,045</b> | <b>391,895</b> | <b>(96,150)</b> |
| <b>Total capital acquisitions</b>                   | <b>9,196,904</b> | <b>696,409</b> | <b>961,343</b> | <b>264,934</b>  |
| <b>Capital Acquisitions Funded By:</b>              |                  |                |                |                 |
| Capital grants and contributions                    | 5,784,530        | 540,174        | 1,334,499      | 794,325         |
| Other (disposals & C/Fwd)                           | 505,000          | 40,000         | 38,182         | (1,818)         |
| Reserve accounts                                    |                  |                |                |                 |
| Reserve account - by council - [describe]           | 344,000          |                | 0              | 0               |
| Contribution - operations                           | 2,563,374        | 116,235        | (411,338)      | (527,573)       |
| <b>Capital funding total</b>                        | <b>9,196,904</b> | <b>696,409</b> | <b>961,343</b> | <b>264,934</b>  |

### KEY INFORMATION

#### Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

#### Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

#### Reportable Value

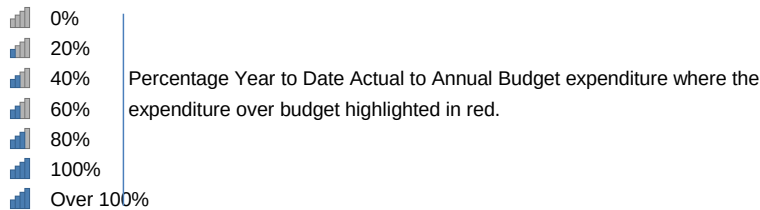
In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total

Level of completion indicators

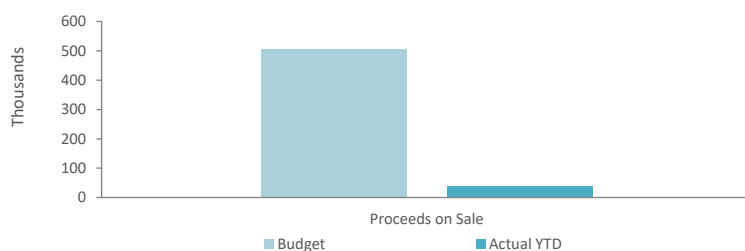


|  | Account Description                                                                    | Adopted          |                | YTD Actual     | Variance<br>(Under)/Over |
|--|----------------------------------------------------------------------------------------|------------------|----------------|----------------|--------------------------|
|  |                                                                                        | Budget           | YTD Budget     |                |                          |
|  |                                                                                        | \$               | \$             | \$             | \$                       |
|  | <b>LAND &amp; BUILDINGS</b>                                                            |                  |                |                |                          |
|  | HOUSING CONSTRUCTION - LAND & BUILDINGS                                                | 724,820          | 0              | 265,822        | (265,822)                |
|  | 37 Taurus St - Land & Buildings Capital                                                | 35,000           | 0              | 0              | 0                        |
|  | 3 Libra Pl - Land & Buildings Capital                                                  | 32,646           | 0              | 0              | 0                        |
|  | 35 Taurus St - Land & Buildings Capital                                                | 35,000           | 0              | 0              | 0                        |
|  | 3/50 Antares St - Land & Buildings Capital                                             | 6,000            | 0              | 0              | 0                        |
|  | 4/50 Antares St - Land & Buildings Capital                                             | 6,000            | 0              | 0              | 0                        |
|  | Cemetery Public Toilet - Land & Buildings Capital                                      | 5,000            | 416            | 0              | 416                      |
|  | Bullfinch Hall - Land & Buildings Capital                                              | 6,720            | 558            | 0              | 558                      |
|  | SWIMMING POOL - LAND & BUILDINGS CAPITAL                                               | 30,000           | 2,500          | 0              | 2,500                    |
|  | Yilgarn Bowls & Tennis Centre - Land & Buildings Capital                               | 10,000           | 833            | 0              | 833                      |
|  | Caravan Park Improvements - Land & Buildings Capital                                   | 493,086          | 41,088         | 136,424        | (95,336)                 |
|  | Depot - Land & Buildings Capital                                                       | 59,194           | 4,930          | 0              | 4,930                    |
|  | Depot - Yard Surfaces - Land & Buildings Capital                                       | 0                | 0              | 4,617          | (4,617)                  |
|  | <b>PLANT &amp; EQUIPMENT</b>                                                           |                  |                |                |                          |
|  | SOUTHERN CROSS SEWERAGE SCHEME                                                         | 42,500           | 3,541          | 0              | 3,541                    |
|  | MARVEL LOCH SEWERAGE SCHEME                                                            | 10,500           | 875            | 0              | 875                      |
|  | Sx Sporting Complex                                                                    | 32,000           | 2,666          | 4,018          | (1,352)                  |
|  | PARKS & GARDENS                                                                        | 80,000           | 6,666          | 0              | 6,666                    |
|  | PURCHASE OF PLANT AND EQUIPMENT                                                        | 1,428,000        | 119,000        | 158,567        | (39,567)                 |
|  | SHIRE ADMINISTRATION                                                                   | 73,500           | 6,125          | 0              | 6,125                    |
|  | SHIRE ADMINISTRATION                                                                   | 230,000          | 19,166         | 0              | 19,166                   |
|  | <b>INFRASTRUCTURE</b>                                                                  |                  |                |                |                          |
|  | SOUTHERN CROSS SEWERAGE SCHEME - CAPITAL                                               | 17,500           | 1,458          | 0              | 1,458                    |
|  | MARVEL LOCH SEWERAGE SCHEME - INFRASTRUCTURE CAPITAL                                   | 10,500           | 875            | 0              | 875                      |
|  | PARKS & GARDENS - INFRASTRUCTURE CAPITAL                                               | 15,000           | 1,250          | 0              | 1,250                    |
|  | SX RECREATION CENTRE - INFRASTRUCTURE CAPITAL                                          | 118,720          | 9,892          | 0              | 9,892                    |
|  | Playground Equipment - Constellation Park - Infrastructure Capital                     | 145,000          | 12,083         | 0              | 12,083                   |
|  | R2030 - Bodallin Wheatbin Rd - Replace Culvert And Reconstruct - Slk 0.90 - 3.1 (2/26) | 418,013          | 34,834         | 51,066         | (16,232)                 |
|  | R2030 - Cramphorne Road - Construction - Slk 9.90 - 13.50 (25/26)                      | 1,273,564        | 106,128        | 3,200          | 102,928                  |
|  | R2030 - Marvel Loch Forrestania Road - Reseal - Slk 4.20 - 13.27 (25/26)               | 539,327          | 44,940         | 493            | 44,447                   |
|  | R2030 - Bodallin North - Reseal - Slk 12.93 - 18.50 (25/26)                            | 275,926          | 22,991         | 0              | 22,991                   |
|  | R2R - Southern Cross South Road - Gravel Sheetting - Slk 38.00 - 45.00 (25/26)         | 320,612          | 26,716         | 1,600          | 25,116                   |
|  | R2R - Emu Fence Road - Gravel Sheetting - Slk 114.34 - 122.45 (25/26)                  | 319,998          | 26,665         | 1,920          | 24,745                   |
|  | R2R - Koorda Bullfinch Road - Widen Shoulders - Slk 0.00 - Slk 5.00 (25/26)            | 250,257          | 20,852         | 965            | 19,887                   |
|  | R2R - Cockattoo Tank Road - Gravel Sheetting - Slk 0.00 - 8.00 (25/26)                 | 320,015          | 26,666         | 0              | 26,666                   |
|  | R2R - Ivey Road - Gravel Sheetting - Slk 0.00 - 6.00 (25/26)                           | 240,016          | 19,999         | 218,213        | (198,214)                |
|  | Wsfm - Koorda/Bullfinch Rd - Geotesting, Survey & Replace 2 Culverts - Full Length     | 122,058          | 10,171         | 59,996         | (49,825)                 |
|  | Concrete Footpath - Spica Street - Southern Cross                                      | 120,000          | 10,000         | 0              | 10,000                   |
|  | Windsock Lighting Upgrade                                                              | 34,000           | 2,833          | 997            | 1,836                    |
|  | Rru - Noongar North Road - Gravel Sheetting - Slk 17.50 - 25.00 (25/26)                | 241,621          | 20,133         | 0              | 20,133                   |
|  | Rru - Turkey Hill Road - Gravel Sheetting - Slk 18.91 - 23.91 (25/26)                  | 218,569          | 18,212         | 5,136          | 13,076                   |
|  | Rru - Asphalt Intersection Bodallin South Road & Old Kalgoorlie Road (25/26)           | 60,700           | 5,058          | 47,800         | (42,742)                 |
|  | Tru - Altair St - Reseal - Slk 0.00 - 1.50 (24/25 & 25/26)                             | 111,348          | 9,276          | 0              | 9,276                    |
|  | Tru - Lrci Phase 4B - Sx Town Kerbing                                                  | 0                | 0              | 509            | (509)                    |
|  | Tru - Canopus Street - Reseal - Slk 0.00 - 1.10 (25/26)                                | 96,000           | 7,999          | 0              | 7,999                    |
|  | Hvru - Dulyalbin Road - Gravel Sheetting - Slk 35.00 - 43.00 (25/26)                   | 343,194          | 28,598         | 0              | 28,598                   |
|  | TOURISM AND AREA PROMOTION - INFRASTRUCTURE CAPITAL                                    | 245,000          | 20,416         | 0              | 20,416                   |
|  |                                                                                        |                  |                |                | 0                        |
|  |                                                                                        | <b>9,196,904</b> | <b>696,409</b> | <b>961,343</b> | <b>(264,934)</b>         |



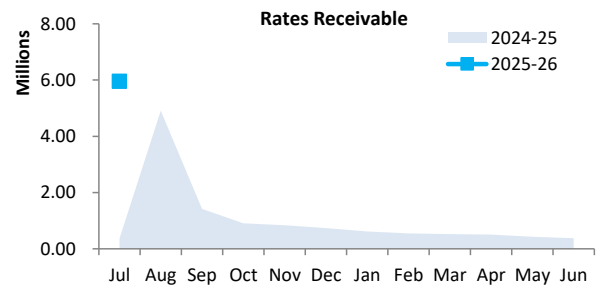
6 DISPOSAL OF ASSETS

| Asset<br>Ref.              | Asset description                               | Budget         |                |              |                  | YTD Actual    |               |          |                |
|----------------------------|-------------------------------------------------|----------------|----------------|--------------|------------------|---------------|---------------|----------|----------------|
|                            |                                                 | Net Book       | Proceeds       | Profit       | (Loss)           | Net Book      | Proceeds      | Profit   | (Loss)         |
|                            |                                                 | Value          |                |              |                  | Value         |               |          |                |
|                            |                                                 | \$             | \$             | \$           | \$               | \$            | \$            | \$       | \$             |
| <b>Plant and equipment</b> |                                                 |                |                |              |                  |               |               |          |                |
|                            | Asset 2013 - Freightliner Prime Mover - YL117   | 149,571        | 30,000         |              | (119,571)        | 0             | 0             | 0        | 0              |
|                            | Asset 2020 - CAT 12M Grader - YL542             | 145,896        | 140,000        |              | (5,896)          | 0             | 0             | 0        | 0              |
|                            | Asset 2114 - 70 Series Landcruiser Ute - YL5067 | 58,044         | 50,000         |              | (8,044)          | 0             | 0             | 0        | 0              |
|                            | Asset 2111 - 70 Series Landcruiser Ute - YL38   | 58,072         | 50,000         |              | (8,072)          | 0             | 0             | 0        | 0              |
|                            | Asset 2105 - Toyota Hilux - YL150               | 58,989         | 60,000         | 1,011        | 0                | 0             | 0             | 0        | 0              |
|                            | Asset PE0054 - Ford Ranger XLT - YL285          | 37,834         | 40,000         | 2,166        | 0                | 39,970        | 38,182        | 0        | (1,788)        |
|                            | Asset 2117 - Toyota Kluger - YL50               | 48,853         | 40,000         |              | (8,853)          | 0             | 0             | 0        | 0              |
|                            | Asset 2102 - Toyota Prado - YL1                 | 63,881         | 65,000         | 1,119        | 0                | 0             | 0             | 0        | 0              |
|                            | Asset PE0059 - Hilux Single Cab Ute - YL13      | 38,959         | 30,000         | 0            | (8,959)          | 0             | 0             | 0        | 0              |
|                            |                                                 | <b>660,099</b> | <b>505,000</b> | <b>4,296</b> | <b>(159,395)</b> | <b>39,970</b> | <b>38,182</b> | <b>0</b> | <b>(1,788)</b> |



## 7 RECEIVABLES

| Rates receivable              | 30 Jun 2025    | 31 Aug 2025      |
|-------------------------------|----------------|------------------|
|                               | \$             | \$               |
| Opening arrears previous year | 310,001        | 394,259          |
| Levied this year              | 4,559,283      | 5,008,880        |
| Less - collections to date    | (4,475,025)    | (1,196,141)      |
| <b>Net rates collectable</b>  | <b>394,259</b> | <b>4,206,998</b> |
| % Collected                   | 91.9%          | 22.1%            |



| Receivables - general                                          | Credit | Current | 30 Days | 60 Days | 90+ Days | Total          |
|----------------------------------------------------------------|--------|---------|---------|---------|----------|----------------|
|                                                                | \$     | \$      | \$      | \$      | \$       | \$             |
| Receivables - general                                          | 0      | 918,773 | 8,806   | 556     | 711      | 928,846        |
| Percentage                                                     | 0.0%   | 98.9%   | 0.9%    | 0.1%    | 0.1%     |                |
| <b>Balance per trial balance</b>                               |        |         |         |         |          |                |
| Trade receivables                                              |        |         |         |         |          | 928,846        |
| GST receivable                                                 |        |         |         |         |          | 68,000         |
| Allowance for credit losses of rates and statutory receivables |        |         |         |         |          | (11,511)       |
| Other receivables [describe]                                   |        |         |         |         |          | (494)          |
| <b>Total receivables general outstanding</b>                   |        |         |         |         |          | <b>984,841</b> |

Amounts shown above include GST (where applicable)

### KEY INFORMATION

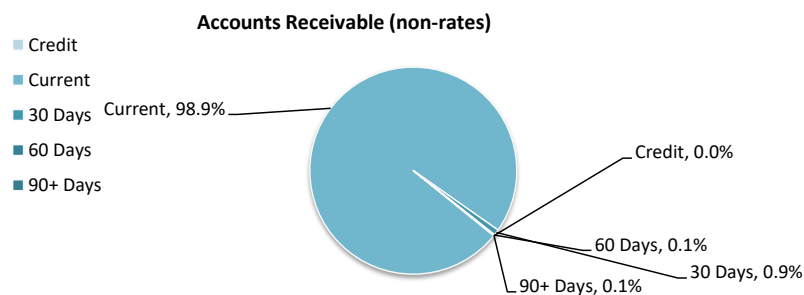
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

### Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



## 8 OTHER CURRENT ASSETS

|                                                           | Opening<br>Balance<br>1 July 2025 | Asset<br>Increase | Asset<br>Reduction | Closing<br>Balance<br>31 August 2025 |
|-----------------------------------------------------------|-----------------------------------|-------------------|--------------------|--------------------------------------|
| <b>Other current assets</b>                               | \$                                | \$                | \$                 | \$                                   |
| <b>Inventory</b>                                          |                                   |                   |                    |                                      |
| Fuel                                                      | 76,196                            | (7,127)           |                    | 69,069                               |
| <b>Contract assets</b>                                    |                                   |                   |                    |                                      |
| Contract assets                                           | 2,167,588                         |                   |                    | 2,167,588                            |
| <b>Total other current assets</b>                         | <b>2,243,784</b>                  | <b>(7,127)</b>    | <b>0</b>           | <b>2,236,657</b>                     |
| <b>Amounts shown above include GST (where applicable)</b> |                                   |                   |                    |                                      |

### KEY INFORMATION

#### Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

#### Contract assets

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

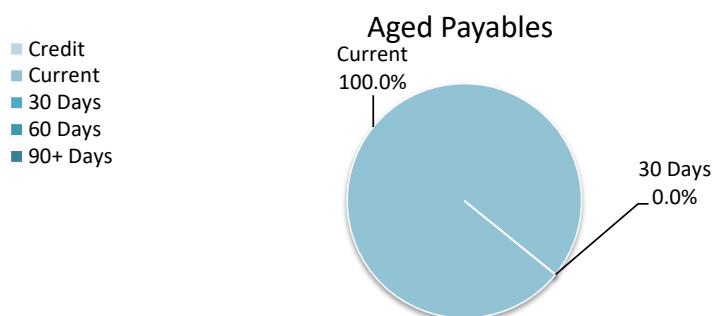
## 9 PAYABLES

| Payables - general                        | Credit | Current | 30 Days | 60 Days | 90+ Days | Total          |
|-------------------------------------------|--------|---------|---------|---------|----------|----------------|
|                                           | \$     | \$      | \$      | \$      | \$       | \$             |
| Payables - general                        | 0      | 726     | 0       | 0       | 0        | 726            |
| Percentage                                | 0.0%   | 100.0%  | 0.0%    | 0.0%    | 0.0%     |                |
| <b>Balance per trial balance</b>          |        |         |         |         |          |                |
| Sundry creditors                          |        |         |         |         |          | 726            |
| Accrued salaries and wages                |        |         |         |         |          | 56,505         |
| ATO liabilities                           |        |         |         |         |          | 84,120         |
| Other payables                            |        |         |         |         |          | 88,937         |
| Other payables [describe]                 |        |         |         |         |          | 3,775          |
| Other payables [describe]                 |        |         |         |         |          | 67,845         |
| Other payables [describe]                 |        |         |         |         |          | 160            |
| <b>Total payables general outstanding</b> |        |         |         |         |          | <b>302,068</b> |

Amounts shown above include GST (where applicable)

### KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



## 10 BORROWINGS

### Repayments - borrowings

| Information on borrowings<br>Particulars |    | Loan No. | New Loans        |          |          | Principal Repayments |                  | Principal Outstanding |                  | Interest Repayments |                 |
|------------------------------------------|----|----------|------------------|----------|----------|----------------------|------------------|-----------------------|------------------|---------------------|-----------------|
|                                          |    |          | 1 July 2025      | Actual   | Budget   | Actual               | Budget           | Actual                | Budget           | Actual              | Budget          |
|                                          |    |          | \$               | \$       | \$       | \$                   | \$               | \$                    | \$               | \$                  | \$              |
| WA Treasury, Southern Cross swin         | 98 |          | 564,069          | 0        | 0        | 0                    | (99,946)         | 564,069               | 514,803          | 0                   | (6,160)         |
| Southern Cross Recreation Center         | 99 |          | 1,190,000        | 0        | 0        | 0                    | (96,987)         | 1,190,000             | 1,190,000        | 0                   | (51,523)        |
| <b>Total</b>                             |    |          | <b>1,754,069</b> | <b>0</b> | <b>0</b> | <b>0</b>             | <b>(196,933)</b> | <b>1,754,069</b>      | <b>1,704,803</b> | <b>0</b>            | <b>(57,683)</b> |
| Current borrowings                       |    |          | 196,934          |          |          |                      |                  | 196,934               |                  |                     |                 |
| Non-current borrowings                   |    |          | 1,557,135        |          |          |                      |                  | 1,557,135             |                  |                     |                 |
|                                          |    |          | <b>1,754,069</b> |          |          |                      |                  | <b>1,754,069</b>      |                  |                     |                 |

All debenture repayments were financed by general purpose revenue.

### KEY INFORMATION

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

## 11 LEASE LIABILITIES

### Movement in carrying amounts

| Information on leases<br>Particulars | Lease No. | New Leases   |          |          | Principal Repayments |          | Principal Outstanding |              | Interest Repayments |              |
|--------------------------------------|-----------|--------------|----------|----------|----------------------|----------|-----------------------|--------------|---------------------|--------------|
|                                      |           | 1 July 2025  | Actual   | Budget   | Actual               | Budget   | Actual                | Budget       | Actual              | Budget       |
|                                      |           | \$           | \$       | \$       | \$                   | \$       | \$                    | \$           | \$                  | \$           |
| Canon Photocopier (back office)      |           | 1,683        | 0        |          | (107)                |          | 1,576                 | 1,683        | (19)                | (191)        |
| <b>Total</b>                         |           | <b>1,683</b> | <b>0</b> | <b>0</b> | <b>(107)</b>         | <b>0</b> | <b>1,576</b>          | <b>1,683</b> | <b>(19)</b>         | <b>(191)</b> |
| Current lease liabilities            |           | 1,267        |          |          |                      |          | 1,160                 |              |                     |              |
| Non-current lease liabilities        |           | 416          |          |          |                      |          | 416                   |              |                     |              |
|                                      |           | <b>1,683</b> |          |          |                      |          | <b>1,576</b>          |              |                     |              |

All lease repayments were financed by general purpose revenue.

### KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

## 12 OTHER CURRENT LIABILITIES

|                                         | Note | Opening<br>Balance<br>1 July 2025<br>\$ | Liability<br>transferred<br>from/(to)<br>non current<br>\$ | Liability<br>Increase<br>\$ | Liability<br>Reduction<br>\$ | Closing<br>Balance<br>31 August 2025<br>\$ |
|-----------------------------------------|------|-----------------------------------------|------------------------------------------------------------|-----------------------------|------------------------------|--------------------------------------------|
| <b>Other current liabilities</b>        |      |                                         |                                                            |                             |                              |                                            |
| <b>Other liabilities</b>                |      |                                         |                                                            |                             |                              |                                            |
| Capital grant/contributions liabilities |      | 14,740                                  | 0                                                          | 0                           | 0                            | 14,740                                     |
| Unearned Revenue                        |      | 39,306                                  | 0                                                          |                             |                              | 39,306                                     |
| <b>Total other liabilities</b>          |      | 54,046                                  | 0                                                          | 0                           | 0                            | 54,046                                     |
| <b>Employee Related Provisions</b>      |      |                                         |                                                            |                             |                              |                                            |
| Provision for annual leave              |      | 227,529                                 | 0                                                          |                             |                              | 227,529                                    |
| Provision for long service leave        |      | 189,222                                 | 0                                                          |                             |                              | 189,222                                    |
| <b>Total Provisions</b>                 |      | 416,751                                 | 0                                                          | 0                           | 0                            | 416,751                                    |
| <b>Total other current liabilities</b>  |      | <b>470,797</b>                          | <b>0</b>                                                   | <b>0</b>                    | <b>0</b>                     | <b>470,797</b>                             |

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 14

### KEY INFORMATION

#### Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

#### Employee Related Provisions

##### Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

##### Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

#### Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

#### Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

| Provider                                      | Unspent grant, subsidies and contributions liability |             |              |             |           | Grants, subsidies and |        |         |
|-----------------------------------------------|------------------------------------------------------|-------------|--------------|-------------|-----------|-----------------------|--------|---------|
|                                               | Liability                                            | Increase in | Decrease in  | Liability   | Current   | Adopted               | YTD    | YTD     |
|                                               | 1 July 2025                                          | Liability   | Liability    | 31 Aug 2025 | Liability | Budget                | Budget | Revenue |
|                                               | \$                                                   | \$          | (As revenue) | \$          | \$        | \$                    | \$     | \$      |
| <b>Grants and subsidies</b>                   |                                                      |             |              |             |           |                       |        |         |
| GRANTS COMMISSION GENERAL                     |                                                      |             |              | 0           | 0         | 1,160,905             | 0      | 299,673 |
| GRANTS COMMISSION ROADS                       |                                                      |             |              | 0           | 0         | 895,078               | 0      | 244,276 |
| ESL OPERATING GRANT                           |                                                      |             |              | 0           | 0         | 62,500                | 15,625 | 9,429   |
| CRC PROFESSIONAL DEVELOPMENT & TRAINING       |                                                      |             |              | 0           | 0         | 2,500                 | 208    | 0       |
| DRD GRANT FUNDING (CRC)                       |                                                      |             |              | 0           | 0         | 119,428               | 0      | 31,057  |
| GRANT FUNDING                                 |                                                      |             |              | 0           | 0         | 1,000                 | 83     | 0       |
| GRANTS - URBAN STORMWATER DRAINAGE            |                                                      |             |              | 0           | 0         | 72,300                | 0      | 0       |
| STREET LIGHT - OPERATION GRANT                |                                                      |             |              | 0           | 0         | 13,100                | 1,091  | 0       |
| HVRIC - HEAVY VEHICLE ROAD IMPROVEMENT CHARGE |                                                      |             |              | 0           | 0         | 550,000               | 45,833 | 0       |
|                                               | 0                                                    | 0           | 0            | 0           | 0         | 2,876,811             | 62,840 | 584,434 |
| <b>Contributions</b>                          |                                                      |             |              |             |           |                       |        |         |
| GRANT FUNDING - OTHER                         |                                                      |             |              | 0           | 0         | 10,385                | 865    | 1,574   |
|                                               | 0                                                    | 0           | 0            | 0           | 0         | 10,385                | 865    | 1,574   |
| <b>TOTALS</b>                                 | 0                                                    | 0           | 0            | 0           | 0         | 2,887,196             | 63,705 | 586,008 |



14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

| Provider                                            | Capital grant/contribution liabilities |                       |                       |             |                   | Capital grants, subsidies and |         |             |
|-----------------------------------------------------|----------------------------------------|-----------------------|-----------------------|-------------|-------------------|-------------------------------|---------|-------------|
|                                                     | Liability                              | Increase in Liability | Decrease in Liability | Liability   | Current Liability | Adopted Budget                | YTD     | YTD Revenue |
|                                                     | 1 July 2025                            |                       | (As revenue)          | 31 Aug 2025 | 31 Aug 2025       | Revenue                       | Budget  | Actual      |
|                                                     | \$                                     | \$                    | \$                    | \$          | \$                | \$                            | \$      | \$          |
| <b>Capital grants and subsidies</b>                 |                                        |                       |                       |             |                   |                               |         |             |
| LOCAL ROADS AND COMMUNITY INFRASTRUCTURE (LRCI)     |                                        |                       |                       | 0           | 0                 | 1,996,492                     | 0       | 0           |
| GRANT ROADS 2025                                    |                                        |                       |                       | 0           | 0                 | 1,613,967                     | 134,497 | 787,520     |
| MRWA DIRECT GRANT                                   |                                        |                       |                       | 0           | 0                 | 546,979                       | 0       | 546,979     |
| ROADS TO RECOVERY (R2R)                             |                                        |                       |                       | 0           | 0                 | 1,450,697                     | 120,891 | 0           |
| THIRD PARTY CONTRIBUTIONS                           |                                        |                       |                       | 0           | 0                 | 100,000                       | 8,333   | 0           |
| COMMODITY ROUTE / SECONDARY FREIGHT NETWORK FUNDING |                                        |                       |                       | 0           | 0                 | 76,395                        | 6,366   | 0           |
|                                                     | 0                                      | 0                     | 0                     | 0           | 0                 | 5,784,530                     | 270,087 | 1,334,499   |

**SHIRE OF YILGARN**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 31 AUGUST 2025**

**15 TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

| <b>Description</b>              | <b>Opening<br/>Balance<br/>1 July 2025</b> | <b>Amount<br/>Received</b> | <b>Amount<br/>Paid</b> | <b>Closing<br/>Balance<br/>31 August 2025</b> |
|---------------------------------|--------------------------------------------|----------------------------|------------------------|-----------------------------------------------|
|                                 | \$                                         | \$                         | \$                     | \$                                            |
| Police Licensing                | 759                                        |                            |                        | 759                                           |
| Builders Levy                   | 20,780                                     | 513                        |                        | 21,293                                        |
| Transwa Bookings                | 3,046                                      |                            |                        | 3,046                                         |
| Staff Personal Dedns            | (1)                                        |                            |                        | (1)                                           |
| Housing Tenancy Bonds           | 3,280                                      |                            |                        | 3,280                                         |
| Hall Hire Bonds And Deposits    | 1,115                                      |                            |                        | 1,115                                         |
| Security Key System - Key Bonds | 1,830                                      |                            |                        | 1,830                                         |
| Clubs & Groups                  | (1,731)                                    |                            |                        | (1,731)                                       |
| Third Party Contributions       | 6,338                                      |                            |                        | 6,338                                         |
| Rates Overpaid                  | 11,714                                     |                            |                        | 11,714                                        |
| Retention Monies                | 20,000                                     |                            |                        | 20,000                                        |
| Council Nomination              | 100                                        |                            |                        | 100                                           |
|                                 | <b>67,230</b>                              | <b>513</b>                 | <b>0</b>               | <b>67,743</b>                                 |

Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st August 2025 to 31st August 2025  
Presented to Council, 18th September 2025

| Date                           | Payee                  | Description                    | Amount             |
|--------------------------------|------------------------|--------------------------------|--------------------|
| <b>CORPORATE CREDIT CARDS</b>  |                        |                                |                    |
| 18/07/2025                     | KMART                  | DISCOUNT STORES                | \$ 257.00          |
| 29/07/2025                     | MAIN ROADS WESTERN AUS | GOVERNMENT SERVICES NOT ELSE   | \$ 50.00           |
| 29/07/2025                     | MAIN ROADS WESTERN AUS | GOVERNMENT SERVICES NOT ELSE   | \$ 50.00           |
| <b>TOTAL CEO CREDIT CARD:</b>  |                        |                                | <b>\$ 357.00</b>   |
| 01/08/2025                     | IINET BATCH            | COMPUTER NETWORK/INFORMATION   | \$ 79.99           |
| 02/07/2025                     | LOCAL GOVERNMENT MANA  | GOVERNMENT SERVICES NOT ELSE   | \$ 560.00          |
| 07/07/2025                     | MWAVE LIDCOMBE         | COMPUTERS, PERIPHERALS, SOFT   | \$ 88.32           |
| 08/07/2025                     | AU* SEEK AU            | ADVERTISING SERVICES           | \$ 577.50          |
| 09/07/2025                     | CA ANZ                 | ACCOUNTANTS, AUDITING AND BOOK | \$ 452.00          |
| 16/07/2025                     | SAFETY CULTURE         | COMPUTER SOFTWARE              | \$ 31.90           |
| <b>TOTAL EMCS CREDIT CARD:</b> |                        |                                | <b>\$ 1,789.71</b> |
| <b>TOTAL CREDIT CARD:</b>      |                        |                                | <b>\$ 2,146.71</b> |

Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st August 2025 to 31st August 2025  
Presented to Council, 18th September 2025

| Date              | Payee                   | Description                  | Amount           |
|-------------------|-------------------------|------------------------------|------------------|
| <b>FUEL CARDS</b> |                         |                              |                  |
| 31/07/2025        | WEX AUSTRALIA           | 5294 7495 CARD FEE           | \$ 11.29         |
|                   |                         | <b>CARD 5294 7495 TOTAL:</b> | <b>\$ 11.29</b>  |
| 31/07/2025        | WEX AUSTRALIA           | 5521 9892 CARD FEE           | \$ 11.29         |
|                   |                         | <b>CARD 5521 9892 TOTAL:</b> | <b>\$ 11.29</b>  |
| 31/07/2025        | WEX AUSTRALIA           | 5701 7682 CARD FEE           | \$ 11.29         |
|                   |                         | <b>CARD 5701 7682 TOTAL:</b> | <b>\$ 11.29</b>  |
| 13/07/2025        | CALTEX TAMMIN           | 5809 3955 FUEL               | \$ 194.27        |
| 13/07/2025        | WEX AUSTRALIA           | 5809 3955 TRANSACTION FEE    | \$ 0.83          |
| 31/07/2025        | WEX AUSTRALIA           | 5809 3955 CARD FEE           | \$ 11.29         |
|                   |                         | <b>CARD 5809 3955 TOTAL:</b> | <b>\$ 206.39</b> |
| 04/07/2025        | DUNNINGS SOUTHERN CROSS | 6339 6948 FUEL               | \$ 105.81        |
| 04/07/2025        | WEX AUSTRALIA           | 6339 6948 TRANSACTION FEE    | \$ 0.83          |
| 06/07/2025        | DUNNINGS SOUTHERN CROSS | 6339 6948 FUEL               | \$ 40.62         |
| 06/07/2025        | WEX AUSTRALIA           | 6339 6948 TRANSACTION FEE    | \$ 0.83          |
| 10/07/2025        | BP MERREDIN             | 6339 6948 FUEL               | \$ 115.47        |
| 10/07/2025        | WEX AUSTRALIA           | 6339 6948 TRANSACTION FEE    | \$ 0.83          |
| 22/07/2025        | DUNNINGS SOUTHERN CROSS | 6339 6948 FUEL               | \$ 124.62        |
| 22/07/2025        | WEX AUSTRALIA           | 6339 6948 TRANSACTION FEE    | \$ 0.83          |
| 24/07/2025        | BP MERREDIN             | 6339 6948 FUEL               | \$ 112.68        |
| 24/07/2025        | WEX AUSTRALIA           | 6339 6948 TRANSACTION FEE    | \$ 0.83          |
| 30/07/2025        | DUNNINGS SOUTHERN CROSS | 6339 6948 FUEL               | \$ 61.63         |
| 30/07/2025        | WEX AUSTRALIA           | 6339 6948 TRANSACTION FEE    | \$ 0.83          |
| 31/07/2025        | WEX AUSTRALIA           | 6339 6948 CARD FEE           | \$ 11.29         |
|                   |                         | <b>CARD 6339 6948 TOTAL:</b> | <b>\$ 577.10</b> |
| 31/05/2025        | WEX AUSTRALIA           | 6346 5230 CARD FEE           | \$ 11.29         |
|                   |                         | <b>CARD 6346 5230 TOTAL:</b> | <b>\$ 11.29</b>  |

Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st August 2025 to 31st August 2025  
Presented to Council, 18th September 2025

| Date                         | Payee               | Description               | Amount             |
|------------------------------|---------------------|---------------------------|--------------------|
| <b>FUEL CARDS</b>            |                     |                           |                    |
| 04/07/2025                   | BP SOUTHERN CROSS   | 6673 6959 FUEL            | \$ 79.61           |
| 04/07/2025                   | WEX AUSTRALIA       | 6673 6959 TRANSACTION FEE | \$ 0.83            |
| 26/07/2025                   | BP SOUTHERN CROSS   | 6673 6959 FUEL            | \$ 90.60           |
| 26/07/2025                   | WEX AUSTRALIA       | 6673 6959 TRANSACTION FEE | \$ 0.83            |
| 31/07/2025                   | WEX AUSTRALIA       | 6673 6959 CARD FEE        | \$ 11.29           |
| <b>CARD 6673 6959 TOTAL:</b> |                     |                           | <b>\$ 183.16</b>   |
| 07/07/2025                   | UNITED KELLERBERRIN | 7746 1787 FUEL            | \$ 102.78          |
| 07/07/2025                   | WEX AUSTRALIA       | 7746 1787 TRANSACTION FEE | \$ 0.83            |
| 12/07/2025                   | UNITED KELLERBERRIN | 7746 1787 FUEL            | \$ 95.76           |
| 12/07/2025                   | WEX AUSTRALIA       | 7746 1787 TRANSACTION FEE | \$ 0.83            |
| 31/07/2025                   | WEX AUSTRALIA       | 7746 1787 CARD FEE        | \$ 11.29           |
| <b>CARD 7746 1787 TOTAL:</b> |                     |                           | <b>\$ 211.49</b>   |
| 31/07/2025                   | WEX AUSTRALIA       | 5526 7685 CARD FEE        | \$ 11.29           |
| <b>CARD 5526 7685 TOTAL:</b> |                     |                           | <b>\$ 11.29</b>    |
| 31/07/2025                   | WEX AUSTRALIA       | 5808 4749 CARD FEE        | \$ 11.29           |
| <b>CARD 5808 4749 TOTAL:</b> |                     |                           | <b>\$ 11.29</b>    |
| 31/07/2025                   | WEX AUSTRALIA       | 7629 4940 CARD FEE        | \$ 11.29           |
| <b>CARD 7629 4940 TOTAL:</b> |                     |                           | <b>\$ 11.29</b>    |
| <b>TOTAL FUEL CARD:</b>      |                     |                           | <b>\$ 1,257.17</b> |

Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st August 2025 to 31st August 2025  
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| CHQ/EFT                          | Date       | Payee                                                                                                 | Description                  | Amount              |
|----------------------------------|------------|-------------------------------------------------------------------------------------------------------|------------------------------|---------------------|
| <b>DIRECT DEBITS</b>             |            |                                                                                                       |                              |                     |
| DD19952.1                        | 12/08/2025 | THE TRUSTEE FOR AWARE SUPER                                                                           | PAYROLL DEDUCTIONS           | \$ 15,689.24        |
| DD19952.2                        | 12/08/2025 | BT PANORAMA SUPER                                                                                     | PAYROLL DEDUCTIONS           | \$ 1,434.32         |
| DD19952.3                        | 12/08/2025 | IOOF INVESTMENT MANAGEMENT LIMITED<br>AS TRUSTEE OF THE IOOF PORTFOLIO<br>SERVICE SUPERANNUATION FUND | PAYROLL DEDUCTIONS           | \$ 755.76           |
| DD19952.4                        | 12/08/2025 | THE TRUSTEE FOR MACQUARIE<br>SUPERANNUATION PLAN                                                      | PAYROLL DEDUCTIONS           | \$ 575.72           |
| DD19952.5                        | 12/08/2025 | MERCER SUPER TRUST                                                                                    | PAYROLL DEDUCTIONS           | \$ 937.66           |
| DD19952.6                        | 12/08/2025 | HESTA SUPER FUND                                                                                      | PAYROLL DEDUCTIONS           | \$ 692.65           |
| DD19952.7                        | 12/08/2025 | AUSTRALIAN RETIREMENT TRUST                                                                           | SUPERANNUATION CONTRIBUTIONS | \$ 202.57           |
| DD19952.8                        | 12/08/2025 | PERPETUAL WEALTHFOCUS SUPER PLAN                                                                      | SUPERANNUATION CONTRIBUTIONS | \$ 188.70           |
| DD19952.9                        | 12/08/2025 | REST (RETAIL EMPLOYEES<br>SUPERANNUATION TRUST)                                                       | PAYROLL DEDUCTIONS           | \$ 1,516.80         |
| DD19952.10                       | 12/08/2025 | CBUS                                                                                                  | SUPERANNUATION CONTRIBUTIONS | \$ 1,129.08         |
| DD19952.11                       | 12/08/2025 | AUSTRALIAN SUPER                                                                                      | SUPERANNUATION CONTRIBUTIONS | \$ 2,735.04         |
| DD19952.12                       | 12/08/2025 | AUSTRALIAN RETIREMENT TRUST                                                                           | SUPERANNUATION CONTRIBUTIONS | \$ 627.88           |
| DD19952.13                       | 12/08/2025 | PRIME SUPER                                                                                           | SUPERANNUATION CONTRIBUTIONS | \$ 1,096.91         |
| DD19952.14                       | 12/08/2025 | MLC SUPER FUND                                                                                        | SUPERANNUATION CONTRIBUTIONS | \$ 403.76           |
| DD19952.15                       | 12/08/2025 | HOSTPLUS EXECUTIVE SUPERANNUATION<br>FUND                                                             | SUPERANNUATION CONTRIBUTIONS | \$ 926.33           |
| DD19952.16                       | 12/08/2025 | THE GARY AND JOSIE KENT<br>SUPERANNUATION FUND                                                        | SUPERANNUATION CONTRIBUTIONS | \$ 354.14           |
| <b>TOTAL DIRECT DEBIT 19952:</b> |            |                                                                                                       |                              | <b>\$ 29,266.56</b> |
| DD19980.1                        | 26/08/2025 | THE TRUSTEE FOR AWARE SUPER                                                                           | PAYROLL DEDUCTIONS           | \$ 15,396.75        |
| DD19980.2                        | 26/08/2025 | BT PANORAMA SUPER                                                                                     | PAYROLL DEDUCTIONS           | \$ 1,435.40         |
| DD19980.3                        | 26/08/2025 | IOOF INVESTMENT MANAGEMENT LIMITED<br>AS TRUSTEE OF THE IOOF PORTFOLIO<br>SERVICE SUPERANNUATION FUND | PAYROLL DEDUCTIONS           | \$ 661.89           |
| DD19980.4                        | 26/08/2025 | THE TRUSTEE FOR MACQUARIE<br>SUPERANNUATION PLAN                                                      | PAYROLL DEDUCTIONS           | \$ 519.95           |
| DD19980.5                        | 26/08/2025 | MERCER SUPER TRUST                                                                                    | PAYROLL DEDUCTIONS           | \$ 925.00           |
| DD19980.6                        | 26/08/2025 | HESTA SUPER FUND                                                                                      | PAYROLL DEDUCTIONS           | \$ 692.65           |
| DD19980.7                        | 26/08/2025 | AUSTRALIAN RETIREMENT TRUST                                                                           | SUPERANNUATION CONTRIBUTIONS | \$ 200.35           |
| DD19980.8                        | 26/08/2025 | PERPETUAL WEALTHFOCUS SUPER PLAN                                                                      | SUPERANNUATION CONTRIBUTIONS | \$ 211.35           |
| DD19980.9                        | 26/08/2025 | REST (RETAIL EMPLOYEES<br>SUPERANNUATION TRUST)                                                       | PAYROLL DEDUCTIONS           | \$ 1,342.82         |
| DD19980.10                       | 26/08/2025 | CBUS                                                                                                  | SUPERANNUATION CONTRIBUTIONS | \$ 1,136.82         |
| DD19980.11                       | 26/08/2025 | AUSTRALIAN SUPER                                                                                      | SUPERANNUATION CONTRIBUTIONS | \$ 2,285.02         |
| DD19980.12                       | 26/08/2025 | AUSTRALIAN RETIREMENT TRUST                                                                           | SUPERANNUATION CONTRIBUTIONS | \$ 627.88           |
| DD19980.13                       | 26/08/2025 | PRIME SUPER                                                                                           | SUPERANNUATION CONTRIBUTIONS | \$ 765.07           |
| DD19980.14                       | 26/08/2025 | MLC SUPER FUND                                                                                        | SUPERANNUATION CONTRIBUTIONS | \$ 404.24           |
| DD19980.15                       | 26/08/2025 | HOSTPLUS EXECUTIVE SUPERANNUATION                                                                     | SUPERANNUATION CONTRIBUTIONS | \$ 930.80           |
| DD19980.16                       | 26/08/2025 | THE GARY AND JOSIE KENT<br>SUPERANNUATION FUND                                                        | SUPERANNUATION CONTRIBUTIONS | \$ 359.10           |
| <b>TOTAL DIRECT DEBIT 19980:</b> |            |                                                                                                       |                              | <b>\$ 27,895.09</b> |
| <b>TOTAL DIRECT DEBITS:</b>      |            |                                                                                                       |                              | <b>\$ 57,161.65</b> |

Shire of Yilgarn

Payments made from the Municipal Account for the Period 1st August 2025 to 31st August 2025  
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| CHQ/EFT             | Date       | Payee        | Description  | Amount    |
|---------------------|------------|--------------|--------------|-----------|
| BANK CHARGES        |            |              |              |           |
|                     | 01/08/2025 | WESTPAC BANK | BANK CHARGES | \$ 10.00  |
|                     | 01/08/2025 | WESTPAC BANK | BANK CHARGES | \$ 844.19 |
|                     | 01/08/2025 | WESTPAC BANK | BANK CHARGES | \$ 114.51 |
| TOTAL BANK CHARGES: |            |              |              | \$ 968.70 |

Shire of Yilgarn

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| Date       | Payee                                               | Description | Amount       |
|------------|-----------------------------------------------------|-------------|--------------|
| <i>EFT</i> |                                                     |             |              |
| 08/08/2025 | 3SIXT AUTOMOTIVE SERVICES                           | EFT16907    | \$ 1,275.23  |
| 08/08/2025 | CEO                                                 | EFT16908    | \$ 84.99     |
| 08/08/2025 | ABCO PRODUCTS PTY LTD                               | EFT16909    | \$ 2,978.63  |
| 08/08/2025 | AERODROME MANAGEMENT SERVICES PTY LTD               | EFT16910    | \$ 4,273.94  |
| 08/08/2025 | AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH | EFT16911    | \$ 159.00    |
| 08/08/2025 | AUSTRALIA POST                                      | EFT16912    | \$ 91.37     |
| 08/08/2025 | BANNER EXCAVATIONS & ROCKBREAKING                   | EFT16913    | \$ 5,649.60  |
| 08/08/2025 | BEST PRACTICE SOFTWARE PTY LTD                      | EFT16914    | \$ 780.16    |
| 08/08/2025 | BOC GASES                                           | EFT16915    | \$ 135.27    |
| 08/08/2025 | BORAL CONSTRUCTION MATERIALS GROUP LIMITED          | EFT16916    | \$ 26,539.63 |
| 08/08/2025 | BRANDWORX AUSTRALIA                                 | EFT16917    | \$ 319.45    |
| 08/08/2025 | AUST GOVERNMENT CHILD SUPPORT AGENCY                | EFT16918    | \$ 470.81    |
| 08/08/2025 | COPIER SUPPORT                                      | EFT16919    | \$ 5,474.90  |
| 08/08/2025 | CORSIGN                                             | EFT16920    | \$ 1,029.60  |
| 08/08/2025 | COUNCIL DIRECT                                      | EFT16921    | \$ 880.00    |
| 08/08/2025 | TEAM GLOBAL EXPRESS PTY LTD                         | EFT16922    | \$ 77.84     |
| 08/08/2025 | DELL AUSTRALIA PTY LTD                              | EFT16923    | \$ 9,185.00  |
| 08/08/2025 | GILBA DOWNS                                         | EFT16924    | \$ 26,400.00 |
| 08/08/2025 | EMI                                                 | EFT16925    | \$ 93.00     |
| 08/08/2025 | HANDY FUEL MANAGEMENT SOLUTIONS PTY LTD             | EFT16926    | \$ 4,604.60  |
| 08/08/2025 | HOBART EARTHMOVING                                  | EFT16927    | \$ 4,658.50  |
| 08/08/2025 | HERSEY SAFETY PTY LTD                               | EFT16928    | \$ 1,084.73  |
| 08/08/2025 | KARIS MEDICAL GROUP                                 | EFT16929    | \$ 902.00    |
| 08/08/2025 | LANDGATE                                            | EFT16930    | \$ 329.18    |
| 08/08/2025 | LNB GROUP (WA) PTY LTD                              | EFT16931    | \$ 4,865.81  |
| 08/08/2025 | WA LOCAL GOVERNMENT ASSOCIATION (WALGA)             | EFT16932    | \$ 34,461.58 |
| 08/08/2025 | LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE       | EFT16933    | \$ 534.28    |
| 08/08/2025 | MOMAR AUSTRALIA PTY LTD                             | EFT16934    | \$ 543.90    |
| 08/08/2025 | IXOM OPERATIONS PTY LTD                             | EFT16935    | \$ 2,283.42  |
| 08/08/2025 | WA CONTRACT RANGER SERVICES                         | EFT16936    | \$ 2,915.00  |
| 08/08/2025 | ROOTS PLUMBING & GAS                                | EFT16937    | \$ 1,966.44  |
| 08/08/2025 | ROSS'S DIESEL SERVICE                               | EFT16938    | \$ 543.97    |
| 08/08/2025 | YILGARN SHIRE SOCIAL CLUB                           | EFT16939    | \$ 72.00     |
| 08/08/2025 | P & D STEPHEN TRANSPORT PTY LTD                     | EFT16940    | \$ 9,240.00  |
| 08/08/2025 | STIRLING ASPHALT                                    | EFT16941    | \$ 52,580.00 |
| 08/08/2025 | ST JOHN AMBULANCE WESTERN AUSTRALIA LTD             | EFT16942    | \$ 788.97    |
| 08/08/2025 | SUPERLOOP LIMITED                                   | EFT16943    | \$ 629.00    |
| 08/08/2025 | SUPAGAS PTY LTD                                     | EFT16944    | \$ 547.93    |
| 08/08/2025 | SOUTHERN CROSS HARDWARE AND NEWS                    | EFT16945    | \$ 4,321.80  |
| 08/08/2025 | SOUTHERN CROSS TYRE & AUTO SERVICES                 | EFT16946    | \$ 512.74    |
| 08/08/2025 | SYNERGY                                             | EFT16947    | \$ 19,290.50 |
| 08/08/2025 | TOTAL GREEN RECYCLING PTY LTD                       | EFT16948    | \$ 1,715.54  |
| 08/08/2025 | TOTALLY WORKWEAR                                    | EFT16949    | \$ 5,149.80  |
| 08/08/2025 | BOB WADDELL & ASSOCIATES PTY LTD                    | EFT16950    | \$ 968.00    |
| 08/08/2025 | WB CONTRACTING                                      | EFT16951    | \$ 51,040.00 |
| 08/08/2025 | WESTRAC EQUIPMENT PTY LTD                           | EFT16952    | \$ 1,240.72  |
| 08/08/2025 | TRANSWA PUBLIC TRANSPORT AUTHORITY OF WA            | EFT16953    | \$ 219.31    |
| 08/08/2025 | ZAP CIRCUS                                          | EFT16954    | \$ 1,100.00  |
| 22/08/2025 | 3SIXT AUTOMOTIVE SERVICES                           | EFT16955    | \$ 840.17    |
| 22/08/2025 | ABCO PRODUCTS PTY LTD                               | EFT16956    | \$ 517.00    |
| 22/08/2025 | STAFF                                               | EFT16957    | \$ 379.00    |
| 22/08/2025 | ALINTA SALES PTY LTD                                | EFT16958    | \$ 9,732.36  |
| 22/08/2025 | WA DISTRIBUTORS PTY LTD                             | EFT16959    | \$ 1,018.85  |
| 22/08/2025 | AMPAC DEBT RECOVERY (WA) PTY LTD                    | EFT16960    | \$ 3,755.10  |
| 22/08/2025 | AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD       | EFT16961    | \$ 387.64    |



Shire of Yilgarn

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| Date               | Payee                                               | Description | Amount               |
|--------------------|-----------------------------------------------------|-------------|----------------------|
| <i>EFT</i>         |                                                     |             |                      |
| 22/08/2025         | AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH | EFT16962    | \$ 159.00            |
| 22/08/2025         | AVON WASTE                                          | EFT16963    | \$ 16,395.95         |
| 22/08/2025         | BRANDWORX AUSTRALIA                                 | EFT16964    | \$ 56.08             |
| 22/08/2025         | CEMETERIES & CREMATORIA ASSOCIATION OF WA           | EFT16965    | \$ 130.00            |
| 22/08/2025         | AUST GOVERNMENT CHILD SUPPORT AGENCY                | EFT16966    | \$ 470.81            |
| 22/08/2025         | CMECH                                               | EFT16967    | \$ 2,653.64          |
| 22/08/2025         | CORSIGN                                             | EFT16968    | \$ 8,389.70          |
| 22/08/2025         | COMBINED TYRES PTY LTD                              | EFT16969    | \$ 6,264.61          |
| 22/08/2025         | TEAM GLOBAL EXPRESS PTY LTD                         | EFT16970    | \$ 1,187.07          |
| 22/08/2025         | CSSTECH GROUP PTY LTD                               | EFT16971    | \$ 1,760.00          |
| 22/08/2025         | DELNORTH PTY LTD                                    | EFT16972    | \$ 20,520.50         |
| 22/08/2025         | DEPARTMENT OF PLANNING, LANDS AND HERITAGE          | EFT16973    | \$ 183.34            |
| 22/08/2025         | DUN DIRECT PTY LTD                                  | EFT16974    | \$ 33,799.92         |
| 22/08/2025         | STAFF                                               | EFT16975    | \$ 375.00            |
| 22/08/2025         | IAN DEREK CHRISTIE                                  | EFT16976    | \$ 18,788.00         |
| 22/08/2025         | INTELIKE GROUP LIMITED                              | EFT16977    | \$ 18,320.50         |
| 22/08/2025         | LGISWA                                              | EFT16978    | \$ 3,513.86          |
| 22/08/2025         | LNB GROUP (WA) PTY LTD                              | EFT16979    | \$ 13,007.06         |
| 22/08/2025         | WA LOCAL GOVERNMENT ASSOCIATION (WALGA)             | EFT16980    | \$ 1,650.00          |
| 22/08/2025         | OFFICE NATIONAL                                     | EFT16981    | \$ 2,674.79          |
| 22/08/2025         | WA CONTRACT RANGER SERVICES                         | EFT16982    | \$ 1,320.00          |
| 22/08/2025         | ROOTS PLUMBING & GAS                                | EFT16983    | \$ 1,195.92          |
| 22/08/2025         | SHEQSY PTY LTD                                      | EFT16984    | \$ 329.73            |
| 22/08/2025         | SHERIDAN'S ENGRAVING                                | EFT16985    | \$ 3,113.80          |
| 22/08/2025         | STAFF                                               | EFT16986    | \$ 175.00            |
| 22/08/2025         | YILGARN SHIRE SOCIAL CLUB                           | EFT16987    | \$ 72.00             |
| 22/08/2025         | P & D STEPHEN TRANSPORT PTY LTD                     | EFT16988    | \$ 9,405.00          |
| 22/08/2025         | SUPERLOOP LIMITED                                   | EFT16989    | \$ 285.00            |
| 22/08/2025         | SUPAGAS PTY LTD                                     | EFT16990    | \$ 498.83            |
| 22/08/2025         | PORTACRETE CONCRETE LOGISTICS                       | EFT16991    | \$ 16,398.25         |
| 22/08/2025         | SOUTHERN CROSS HARDWARE AND NEWS                    | EFT16992    | \$ 12,620.16         |
| 22/08/2025         | SOUTHERN CROSS MOTOR MART                           | EFT16993    | \$ 1,459.10          |
| 22/08/2025         | SOUTHERN CROSS PLANT & MECHANICAL SERVICES PTY LTD  | EFT16994    | \$ 12,206.08         |
| 22/08/2025         | SOUTHERN CROSS TYRE & AUTO SERVICES                 | EFT16995    | \$ 6,063.01          |
| 22/08/2025         | STAFF                                               | EFT16996    | \$ 22.50             |
| 22/08/2025         | TOTALLY WORKWEAR                                    | EFT16997    | \$ 4,349.97          |
| 22/08/2025         | TOWN PLANNING INNOVATIONS PTY LTD                   | EFT16998    | \$ 82.50             |
| 22/08/2025         | WATER CORPORATION                                   | EFT16999    | \$ 34,320.28         |
| 22/08/2025         | WB CONTRACTING                                      | EFT17000    | \$ 59,708.00         |
| 22/08/2025         | WESTRAC EQUIPMENT PTY LTD                           | EFT17001    | \$ 4,812.54          |
| 22/08/2025         | TRANSWA PUBLIC TRANSPORT AUTHORITY OF WA            | EFT17002    | \$ 687.46            |
| 22/08/2025         | TELSTRA LIMITED                                     | EFT17003    | \$ 977.81            |
| 22/08/2025         | ZONE ENGINEERING SURVEYS PTY LTD                    | EFT17004    | \$ 65,995.88         |
| 27/08/2025         | NORTHAM MOTORS PTY LTD                              | EFT17005    | \$ 81,057.90         |
| <b>TOTAL EFTS:</b> |                                                     |             | <b>\$ 779,094.81</b> |

Shire of Yilgarn

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| Date       | Payee                                       | Description           | Amount               |
|------------|---------------------------------------------|-----------------------|----------------------|
|            |                                             | <i>CHQ</i>            |                      |
| 14/08/2025 | WESTPAC BANKING CORPORATION                 | 2676                  | \$ 357.00            |
| 14/08/2025 | WESTPAC BANKING CORPORATION                 | 2677                  | \$ 1,789.71          |
| 21/08/2025 | TELSTRA                                     | 2678                  | \$ 731.94            |
| 14/08/2025 | TELSTRA                                     | 2679                  | \$ 405.48            |
| 11/08/2025 | TELSTRA                                     | 2680                  | \$ 122.97            |
| 08/08/2025 | TELSTRA                                     | 2681                  | \$ 21.00             |
| 15/08/2025 | TELCO CHOICE - COMMANDER CENTRE NORTH PERTH | 2682                  | \$ 718.61            |
| 12/08/2025 | TELCO CHOICE - COMMANDER CENTRE NORTH PERTH | 2683                  | \$ 250.00            |
| 01/08/2025 | SOUTHERN CROSS GENERAL PRACTICE             | 2684                  | \$ 8,800.00          |
| 25/08/2025 | CANON FINANCE AUSTRALIA PTY LTD             | 2685                  | \$ 127.62            |
| 26/08/2025 | SOUTHERN CROSS PHARMACY AND HEALTH          | 2686                  | \$ 550.00            |
| 13/08/2025 | SHIRE OF YILGARN - PAYROLL                  | 2687                  | \$ 129,121.71        |
| 27/08/2025 | SHIRE OF YILGARN - PAYROLL                  | 2688                  | \$ 118,673.15        |
| 15/08/2025 | MOTORCHARGE LIMITED                         | 2689                  | \$ 1,257.17          |
| 05/08/2025 | DEPARTMENT OF TRANSPORT                     | 2690                  | \$ 2,398.80          |
| 08/08/2025 | DEPARTMENT OF TRANSPORT                     | 2691                  | \$ 21,956.25         |
| 15/08/2025 | DEPARTMENT OF TRANSPORT                     | 2692                  | \$ 8,379.75          |
| 22/08/2025 | DEPARTMENT OF TRANSPORT                     | 2693                  | \$ 10,194.95         |
| 29/08/2025 | DEPARTMENT OF TRANSPORT                     | 2694                  | \$ 5,498.65          |
|            |                                             | <b>TOTAL CHEQUES:</b> | <b>\$ 311,354.76</b> |

Shire of Yilgarn

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| Date       | Payee            | Description       | Amount    |
|------------|------------------|-------------------|-----------|
| CHQ        |                  |                   |           |
| 22/08/2025 | SHIRE OF YILGARN | 41343 \$          | 37,054.80 |
|            |                  | TOTAL CHEQUES: \$ | 37,054.80 |

# BUILDING ASSET MANAGEMENT PLAN 2025-2035

## Executive Summary

The Shire manages 108 buildings across 30,000 km<sup>2</sup> from halls to housing and emergency facilities. Inspections show many buildings are aging, with rising maintenance costs and limited budget flexibility.

To stay ahead:

- Buildings rated 4.5 or worse will be addressed in the next budget cycle.
- Priority upgrades include the Town Hall, staff housing and the Caravan Park.
- Underused or costly buildings may be sold or removed.

This plan helps Council make informed decisions, manage funding and keep Yilgarn's buildings safe and useful.

## Strategic Context

This Asset Management Plan (AMP) supports the Shire's long-term goals by linking building decisions to community needs and financial planning. It aligns with the Strategic Community Plan and LTFP.

| Strategic Focus      | AMP Contribution                                     |
|----------------------|------------------------------------------------------|
| Community Wellbeing  | Maintains key spaces for events, recreation and care |
| Safety & Reliability | Targets assets rated $\geq 4.5$ for renewal          |
| Smart Spending       | Rationalises underused buildings                     |
| Grant Readiness      | Aligns major works with funding cycles               |
| Shared Use           | Promotes multi-purpose buildings                     |
| Better Data          | Improves condition tracking and valuation            |

## Strategic Community Plan

The Shire's Strategic Community Plan seeks to *"Enhance resident participation in recreation, cultural and leisure activities"* and *"Improve utilisation of Council assets through the development of an asset management plan"*

- Buildings like halls, sports grounds and libraries support health, recreation, culture and community connection.
- The Asset Management Plan prioritises repairs and replacements based on condition to prevent service disruptions and safety risks.
- Community feedback from surveys and service requests helps guide standards and prioritise upgrades.

## Long Term Financial Plan (LTFP)

- The Asset Plan informs annual budgets and the Long Term Financial Plan by aligning repairs and upgrades with asset lifespans.
- Selling or removing under used buildings helps make better use of Council funds from rates, grants and savings.
- Major projects like the Southern Cross Town Hall upgrade are timed to align with future grant opportunities.

## Infrastructure and Services Working Together

- Assets are monitored and scored; when they reach a critical condition (4.5), timely action is taken to avoid costly failures.
- Multi-use buildings are encouraged to reduce duplication and improve utilisation.
- Better data on asset condition, value and maintenance supports smarter more efficient decision making.

## Portfolio Overview

The Shire of Yilgarn manages 108 buildings that support essential services across seven key categories, from housing and recreation to emergency response and community spaces. These assets play a vital role in delivering health, safety, culture and connectivity across the region.

### Asset Consumption Ratio (ACR) Table

| Asset Category     | Depreciated Replacement Cost (DRC) | Current Replacement Cost (CRC) | ACR (%)    |
|--------------------|------------------------------------|--------------------------------|------------|
| Amenities          | \$367,500                          | \$669,000                      | 54%        |
| Community          | \$7,802,600                        | \$17,944,000                   | 43%        |
| Emergency Services | \$1,068,300                        | \$1,702,500                    | 62%        |
| Heritage/Tourism   | \$2,035,300                        | \$4,124,500                    | 49%        |
| Operations         | \$2,591,500                        | \$5,761,000                    | 45%        |
| Recreation         | \$6,228,300                        | \$13,007,500                   | 47%        |
| Residence          | \$3,736,000                        | \$11,320,000                   | 33%        |
| <b>TOTAL</b>       | <b>\$23,829,200</b>                | <b>\$54,678,500</b>            | <b>43%</b> |

## Strategic Summary

The Shire of Yilgarn's buildings have served the community well but are showing their age. On average, only 43% of their replacement value remains, meaning much of their useful life is already consumed. Residential (33%) and Community buildings (43%) are the most worn, while Emergency Services (62%) and Amenities (54%) are performing closer to the benchmark range of 50–75%.

This aging profile justifies continued capital investment to maintain service levels, especially in housing and community facilities. Renewals aren't just necessary, they're timely. If action is delayed, the risk and cost will rise, so now is the right time to invest in repairs and upgrades.

## Renewal Strategy

To manage building renewals in a way that's both financially responsible and operationally safe, the Shire has adopted a targeted approach:

- Assets rated at condition 4.5 or worse will be addressed in the next feasible budget cycle to avoid service risks and costly breakdowns.
- Renewal priorities are guided by remaining asset life, how relevant the building is to current use and its value to the community.
- The strategy also aims to prevent emergency spending by acting before assets fail.

This approach helps reduce liability, extend asset life and ensure resources are directed where they're most needed moving the Shire toward a more resilient and sustainable building portfolio.

## Priority Renewal Criteria

Assets flagged for urgent renewal usually meet a variety of the following:

- Poor condition (rated 4.5 or higher)
- No remaining useful life
- High maintenance costs expected over the next 10 years
- Still actively used or important to the community
- No longer fit for current service needs

If left unaddressed, these assets can lead to liability risks, service disruptions and unexpected cost blowouts. Timely renewal helps avoid these issues and keeps services running smoothly.

| Asset/Group                       | Condition | Remaining Life |
|-----------------------------------|-----------|----------------|
| Marvel Loch Toilets               | 5         | 0 yrs          |
| Bodallin Public Toilets           | 5         | 0 yrs          |
| Netball Pavilion & Ablutions      | 5         | 0 yrs          |
| Bullfinch Hall Toilets            | 5         | 0 yrs          |
| Cattle/Yard Sheds                 | 5         | 0 yrs          |
| Southern Cross Admin Office       | 4.5+      | —              |
| Caravan Park Cabins & Bays        | Mixed     | Variable       |
| Older Staff Housing Units         | Mixed     | <10 yrs        |
| Aged Care Units (e.g. 71 Antares) | 5         | 0 yrs          |

| Age Band    | Number of Properties | % of Stock | Notes                             |
|-------------|----------------------|------------|-----------------------------------|
| 0–10 years  | 5                    | 15%        | New executive and staff homes     |
| 11–20 years | 8                    | 25%        | Fair condition, ready for upgrade |
| 21–30 years | 10                   | 30%        | Higher maintenance needs          |
| 31+ years   | 10                   | 30%        | Older stock, includes aged care   |

## Buildings with Disposal Case

These assets have multiple components rated Condition 5, often with negative remaining life or scheduled replacement overdue. They will drive high risk and cost without strategic renewal.

| Asset                            | Critical Issues                                                                                   | Notes                                            |
|----------------------------------|---------------------------------------------------------------------------------------------------|--------------------------------------------------|
| Daycare Centre                   | Roof (5, -20 yrs), Services (4, -34 yrs), Windows & Flooring (4, expired), Bathrooms (4, -44 yrs) | Major health risk, asbestos roof                 |
| Old Masonic Lodge                | Services (4, -60), Windows (4, -60 yrs), Flooring & Paint aged                                    | Core structure issues, renewal deferred too long |
| Shire Depot - Old Office & Store | Roof & Windows (4, -30 yrs), Services (4, -49 yrs)                                                | Dated building, significant liability            |
| Marvel Loch Hall                 | Roof (5, -47 yrs), Services (4, -45 yrs), Windows & Gutters (5)                                   | Renewal deferred too long                        |
| Bodallin Town Hall               | Windows, Gutters, Toilets, Paint all rated 5                                                      | High-operational cost, poor compliance           |

*(Condition, Useful Life Remaining)*

## Other Buildings with High Disposal Case

| Building                 | Avg Condition (1–5) | Avg Remaining Life (yrs) | Notes                                              |
|--------------------------|---------------------|--------------------------|----------------------------------------------------|
| Daycare Centre           | 4.5                 | –15                      | Asbestos roof, expired bathrooms, major renewals   |
| Old Masonic Lodge        | 4.4                 | –50                      | Services and windows >60 yrs expired               |
| Marvel Loch Hall         | 4.5                 | –35                      | Roof, services, windows all critical               |
| Shire Depot – Old Office | 4.4                 | –30                      | Structure and compliance dated, high risk          |
| Netball Club Ablutions   | 5.0                 | –30                      | Full facility at end-of-life                       |
| Bodallin Town Hall       | 5.0                 | –40                      | Paint, flooring, windows all long-expired          |
| Bullfinch Hall (Main)    | 4.4                 | –45                      | Substructure and roof decades past use             |
| Sandalwood Lodge         | 4.7                 | –25                      | Multiple units with expired bathrooms/kitchenettes |

## Watchlist Assets (Monitor for Disposal by 2030)

| Building                   | Avg Condition | Avg Remaining Life | Notes                                                 |
|----------------------------|---------------|--------------------|-------------------------------------------------------|
| HFA Units 1–4              | 4.3           | –10                | Kitchens, bathrooms, windows — staged renewal or exit |
| Bullfinch Caravan Ablution | 4.3           | –10                | Four core units expired                               |

|                                    |     |     |                                         |
|------------------------------------|-----|-----|-----------------------------------------|
| <b>Marvel Loch Toilets</b>         | 4.4 | -15 | Rebuild or relocate based on future use |
| <b>Depot Sign Shed</b>             | 4.2 | -15 | Structure very dated                    |
| <b>11 Antares Shop &amp; House</b> | 4.2 | -10 | House recently renovated                |

## Backlog Impact Factors

- Assets in poor condition drive up maintenance costs disproportionately.
- Deferring renewals increases risk of service failure, reputational damage and emergency repairs.
- Strategic upgrades often depend on external grants and timing with funding cycles.

## Forward Strategy

The Asset Management Plan targets backlog reduction through:

- Condition-based replacement before failure
- Rationalisation and asset consolidation
- Lifecycle, informed capital works timing
- Budget alignment with Long Term Financial Plan

This backlog overview informs prioritisation decisions and supports funding applications by demonstrating strategic need and community impact.

## Service Levels & Community Expectations

The Shire of Yilgarn's property asset service levels aim to deliver safe, functional and appropriate facilities for residents, staff and visitors. These service levels are shaped by a mix of technical performance measures, user feedback and funding realities.

| <b>Service Area</b>         | <b>Benchmark / Target</b>                               | <b>Purpose / Community Benefit</b>                            |
|-----------------------------|---------------------------------------------------------|---------------------------------------------------------------|
| <b>Condition Threshold</b>  | Renewal triggered at average Condition $\geq 4.5$       | Prevent service failure; cost-effective asset life extension  |
| <b>Maintenance Response</b> | Priority 1: < 48 hrs-Priority 2: 2–5 working days       | Maintain safety and service continuity                        |
| <b>Inspection Cycles</b>    | Major buildings: twice yearly- Others: annually         | Support proactive risk and lifecycle planning                 |
| <b>Utilisation Target</b>   | Shared-use $\geq 50\%$ occupancy during operating hours | Maximise access; justify investment                           |
| <b>Service Level Gaps</b>   | Add usage/satisfaction benchmarks where missing         | Strengthen upgrade/disposal decisions with community evidence |



## Service Level Gaps

- Many assets lack clear performance targets for usage, downtime and user satisfaction.
- Some buildings, like the Netball Pavilion and older toilets, fall short on accessibility, safety and functionality standards.
- Reactive maintenance can hide deeper issues, making it harder to spot when full renewal is actually needed.

| Input Source                    | Key Insight                                                     | Input Source                    |
|---------------------------------|-----------------------------------------------------------------|---------------------------------|
| 2024 Community Survey           | Strong support for Sport Complex upgrade & shared facilities    | 2024 Community Survey           |
| Service Request Logs            | Recurrent issues with aged amenities & housing condition        | Service Request records         |
| Strategic Community Plan Review | Increased focus on multi use hubs and aged care housing options | Strategic Community Plan Review |

## Continuous Improvement

This plan seeks to:

- Develop clear service standards so the community knows what to expect from each asset type.
- Use data like performance and usage to guide upgrade and renewal priorities.
- Align services with available funding, asset condition, and actual community needs

## Capital Works Timeline

To determine the capital works timeline, the Shire will consider the following options:

- Demolition / Sale – Remove old or underused buildings to cut maintenance costs and free up land for better use.
- New Build – Construct new facilities to meet service needs, support staff housing, or improve community spaces.
- Refurbishment – Upgrade existing buildings to make them safer, more accessible, and last longer.

## Housing Strategy Overview

The Shire's housing portfolio plays a critical role in workforce sustainability, aged care support and community amenity. A structured renewal and transition strategy ensures alignment with service demand, asset lifecycle, and fiscal planning.

## Staff & Executive Housing

The Shire continues to face recruitment and retention pressures due to limited availability of modern staff housing. To address this, a staged housing upgrade program is underway to deliver safe, fit-for-purpose accommodation that meets long-term operational needs.

### Location-Based Transition Snapshot

| Street           | Asset Outcome                | FY      | Street           |
|------------------|------------------------------|---------|------------------|
| Libra Pl (9)     | New Executive House          | 2025/26 | Libra Pl (9)     |
| Antares St (71)  | Disposal                     | 2025/26 | Antares St (71)  |
| Antares St (120) | Disposal                     | 2025/26 | Antares St (120) |
| Leo St (10)      | New 3x2 Staff House          | 2026/27 | Leo St (10)      |
| Antares St (124) | New 3x2 Staff House          | 2027/28 | Antares St (124) |
| Altair St (103)  | Disposal and 4x2 Replacement | 2029/30 | Altair St (103)  |

Total program supports council's goal of maintaining appropriate housing for operational and leadership staff.

### Aged Care Housing – 59-69 Antares Street

The aged care units at 59-69 Antares Street have been assessed as having less than 10 years of remaining useful life. These assets require strategic intervention to ensure safe, accessible accommodation for older residents.

#### Proposed Renewal Pathway

- Refurbishment or Replacement of selected units to extend asset life and improve amenity
- Configuration Review to better align with future aged care service needs
- Disposal of Low Condition Assets where access, safety, or suitability is compromised

Community Feedback Consultation indicates strong support for increased investment in comfortable, accessible housing to meet growing aged care demand.

### Southern Cross Caravan Park 10-Year Upgrade Plan

The Southern Cross Caravan Park will undergo a staged upgrade over the next 10 years to support tourism growth and provide flexible short term housing options.

#### Key Elements

- New Cabins: 1 to 2 installed each year to expand accommodation capacity
- Bay Upgrades: Improvements to existing sites to enhance visitor experience
- Financial Model: Designed to reach break-even within 6 to 9 years

Recent community surveys show strong public backing for continued investment in the park as a key local asset.

## Strategic View Multipurpose Asset Planning

The Shire will endeavour to facilitate multipurpose asset planning based on the following criteria.

| Criteria                       | What It Means                                                                     |
|--------------------------------|-----------------------------------------------------------------------------------|
| <b>Community Demand</b>        | Looks at survey results, booking data, and whether similar services already exist |
| <b>Usage Efficiency</b>        | Checks how often a facility is used and whether other buildings do the same job   |
| <b>Maintenance Burden</b>      | Compares how much is spent on upkeep versus how much the building is used         |
| <b>Consolidation Potential</b> | Identifies buildings that could be combined with others nearby for shared use     |
| <b>Grant Opportunities</b>     | Evaluates whether the project fits funding priorities, like regional service hubs |
| <b>Build New vs. Repair</b>    | Compares long-term value of building new vs. constantly fixing older buildings    |

Examples:

- Southern Cross Community Centre → consolidation of admin, CRC, and library
- Netball Pavilion + ablutions → modern replacement addressing compliance and function

## Grant Viability

Funding bodies prefer projects that serve more people, cut down on waste and support long-term community needs. By combining buildings and planning smarter upgrades, the Shire shows its managing assets well and making good use of public money which helps attract more grants.

## Consolidation Benefits Summary

- Fewer buildings, means less to fix and replace in future
- Buildings get used more and are easier for the community to access
- Easier to get funding and report on asset performance
- Saves time and money on cleaning, safety checks, and power bills

This approach helps the Shire get more value from fewer, better buildings.

## Budget Forecast & Funding Framework

### Asset Rationalisation Context

The projected reduction in maintenance costs reflects rationalisation of building assets. This includes the removal of underutilised facilities such as Bodallin Hall and Marvel Loch Hall and targeted upgrades to housing stock.

These changes have reduced the number of high maintenance assets while improving the condition and functionality of retained buildings. As a result, future maintenance needs are lower, more predictable, and better aligned with community priorities and available funding.

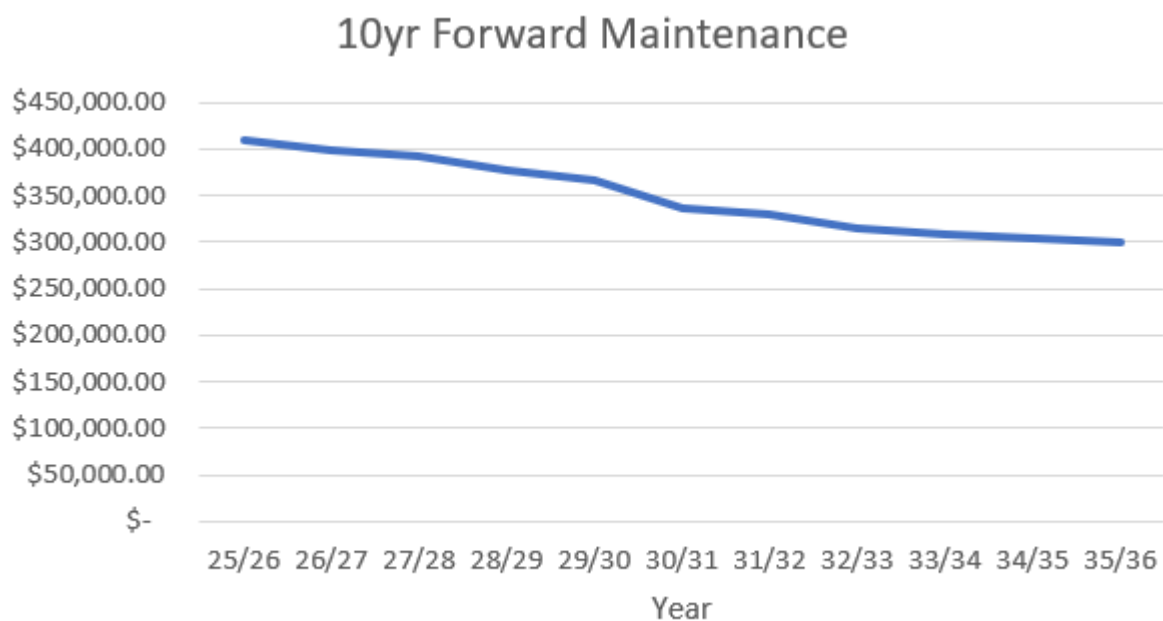
This approach supports long-term financial sustainability and ensures council resources are focused on assets that deliver the greatest value.

### Forward Maintenance Summary

Over the next 10 years, the Shire expects maintenance costs to gradually decrease. This is because of investment in timely renewals and improving the overall condition of Shire assets. By planning ahead and doing the right work at the right time, the Shire can reduce the need for expensive, reactive repairs.

The forecast shows annual maintenance costs dropping from around \$400,000 in 2025/26 to just over \$300,000 by 2035/36. These figures are based on current asset data and planned upgrades that help extend asset life.

This trend highlights the value of proactive planning. It means we're on track to manage infrastructure more efficiently, keep services reliable and make better use of council funds.



### 10-Year Building Renewal Program

Over 10 years, \$10.85M will be invested in building renewals. Funding aligns with the Long Term Financial Plan and includes grants, loans and asset sales.

High-risk assets (e.g. toilets, admin office) are scheduled early. Emerging risks are monitored for future action.

| Financial Year | Total Capital Spend | Notes                                                           |
|----------------|---------------------|-----------------------------------------------------------------|
| 2025/26        | \$891,000           | Includes new executive home, cabin rollout, housing transitions |
| 2026/27        | \$1,030,000         | Leo St house, Marvel Loch toilets, caravan upgrades             |
| 2027/28        | \$790,000           | Antares housing, caravan upgrades                               |
| 2028/29        | \$917,000           | Caravan residence demo, Men's Shed toilet, 5 cabins             |
| 2029/30        | \$810,000           | Altair housing, caravan upgrades                                |
| 2030/31        | \$4,720,000         | Town Hall integration (loan-funded), caravan upgrades           |
| 2031/32        | \$460,000           | Bodallin & Rotary Park toilets, caravan upgrades                |
| 2032/33        | \$405,000           | Poultry Pavilion, Rotary Park toilet, caravan upgrades          |
| 2033/34        | \$500,000           | Netball Pavilion replacement, caravan upgrades                  |
| 2034/35        | \$340,000           | Shed replacements (sheep, cattle, golf greenkeeper)             |

### High-Risk Assets (Condition 5 / Remaining Life = 0 yrs)

| Location          | Asset(s)                          | Risk Level | Notes                                 |
|-------------------|-----------------------------------|------------|---------------------------------------|
| Southern Cross    | Admin Office, Caravan Park Cabins | High       | High daily use; strategic hub         |
| Bodallin          | Public Toilets                    | High       | Non-compliant; slated for replacement |
| Bullfinch         | Hall Toilets                      | High       | Low resilience; legacy stock          |
| Rotary Park       | Public Toilets                    | High       | Condition 5; renewal planned 2032/33  |
| Netball Pavilion  | Pavilion & Ablutions              | High       | Compliance risk; replacement 2033/34  |
| 71 Antares Street | Staff Housing                     | High       | Disposal planned 2025/26              |

### Emerging Caution Assets (Condition 3.5–4 / Remaining Life ≤ 10 Years)

| Location       | Asset                                  | Risk     | Notes                                                           |
|----------------|----------------------------------------|----------|-----------------------------------------------------------------|
| Southern Cross | Older Staff Housing (e.g. 120 Antares) | Moderate | Mixed condition; some houses slated for disposal or replacement |
| Southern Cross | Caravan Park Cabins                    | Moderate | Incremental rollout planned                                     |
| Southern Cross | Netball Pavilion (pre-replacement)     | Moderate | Renewal scheduled FY2033/34; interim risk remains               |
| Southern Cross | Aged Care Units (e.g. 91 Antares)      | Moderate | High community value; renewal pathway under review              |
| Marvel Loch    | Amenities (non-toilet structures)      | Moderate | Usage and compliance pressures emerging                         |

### Proportions indicative and subject to annual budget review and grant success

The framework prioritises matching renewal timing with funding capacity, optimising external support and reducing future liability exposure. Continued refinement of this model will ensure the AMP remains financially deliverable and strategically focused.

## Shared Use & Rationalisation

The Shire is moving away from costly single use buildings and investing in multi-use hubs that combine services under one roof. This reduces maintenance costs, improves functionality and boosts chances for grant funding like the Town Hall upgrade.

## Strategic Asset Consolidation

Multipurpose infrastructure is assessed against the following criteria;

| Evaluation Focus       | Description                                                        |
|------------------------|--------------------------------------------------------------------|
| Service Compatibility  | Can the facility serve two or more community functions?            |
| Accessibility & Equity | Does shared use improve access for underserved groups?             |
| Usage Efficiency       | Will combined spaces achieve higher occupancy?                     |
| Upgrade Feasibility    | Is a new build more cost-effective than refurbishing legacy stock? |
| Maintenance Impact     | Does consolidation reduce Operational and compliance risk?         |
| Community Support      | Has shared use received positive feedback or usage growth?         |

## Benefits of Rationalisation

- ↓ Total number of assets requiring renewal
- ↑ Average occupancy and community value
- ↓ Long-term maintenance and liability costs
- ↑ Clarity in reporting, planning, and budgeting
- ↑ Eligibility for federal/state infrastructure grants

This strategy positions Yilgarn as a proactive, efficient manager of public infrastructure ensuring that fewer, better assets serve a broader spectrum of needs.

## Disposal Strategy & Asset Retirement

Some buildings no longer meet service needs or are too costly to maintain. Disposal may include sale, demolition or repurposing.

Triggers include:

- Poor condition (rated 5)
- Low usage
- Duplication of services
- Community feedback

Sensitive buildings (e.g. heritage sites) will be handled with care, preserving features or integrating them into new facilities.

## **Heritage & Community Sensitivity**

When the Shire considers selling, demolishing or removing buildings, it takes a thoughtful and respectful approach. Decisions are guided by how much the wider community values the building whether for cultural, historical or sentimental reasons. In some cases, buildings may be kept, repurposed or redesigned to honour their significance. The Shire also seeks community input through surveys, service requests and formal Council discussions to ensure decisions reflect local priorities.

Where possible, unique features from older buildings like signs, walls or design elements are reused in new designs to preserve local character. Any removals are carefully timed to avoid service disruptions and ensure smooth transitions. A good example is the planned integration of the Shire Administration, CRC and Library into the Town Hall, which maintains civic identity while allowing the retirement of the current admin office.

## **Disposal Reporting & Financial**

Disposal actions are clearly documented in the Asset Management Plan and capital works schedules, with financial impacts such as sale proceeds, demolition costs and site rehabilitation factored into the Long-Term Financial Plan. Lifecycle assessments help guide the timing, scope and communication of each retirement, ensuring decisions are intentional, value-driven and aligned with broader renewal and community goals.

## **Improvement Plan & Strategic Actions**

To maintain the accuracy and usefulness of the Asset Management Plan, the following strategic actions are recommended:

- Conduct regular asset audits and revaluations to keep data current
- Strengthen alignment between the AMP and Long-Term Financial Plan
- Provide staff training in asset inspections and data entry procedures
- Apply confidence ratings to asset data to support informed decision-making

These improvements will enhance council's ability to plan effectively, allocate resources wisely, and make well supported infrastructure decisions.

## **Keeping Asset Records Accurate**

The Shire will undertake:

- Regular asset checks to confirm on-site assets match the register and details are current
- Revalue assets every 3–5 years using external experts for accurate cost and lifespan
- Break down assets into parts (e.g. roof, kitchen, structure) for better tracking
- Use real inspection results instead of outdated estimates to improve data accuracy

## How the Asset Management Plan (AMP) and Long-Term Financial Plan (LTFP) Work Together

- Use consistent asset categories across AMP and LTFP for easier tracking
- Schedule renewals in the LTFP based on actual asset lifespans
- Align capital projects in both plans, with clear funding sources (grants, savings, loans)
- Provide clear summary reports showing planned works, costs, and funding pathways

## Making Sure Data Is Reliable and Management Is Effective

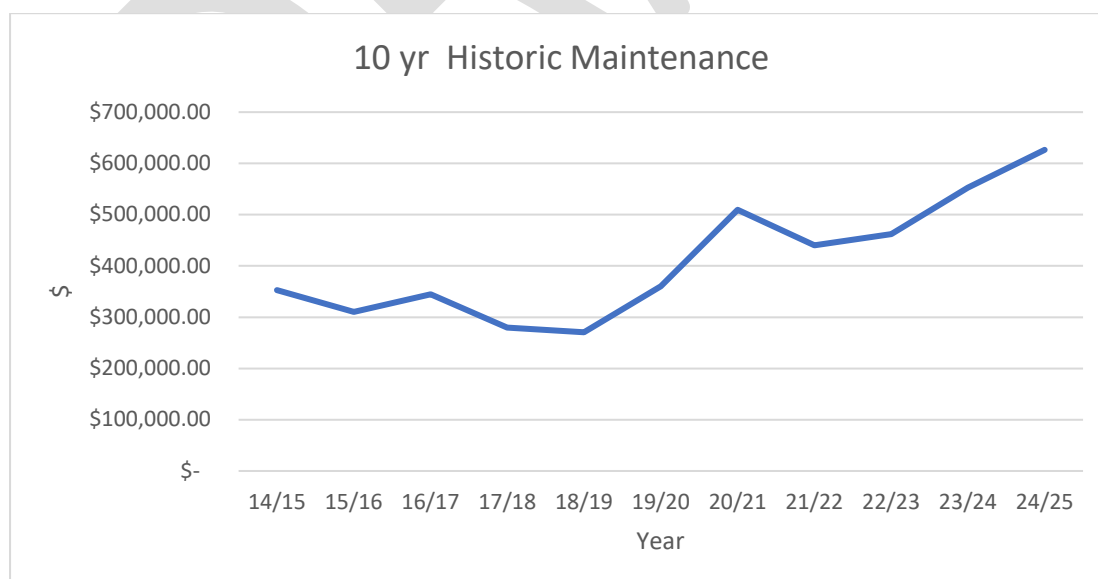
- Use 1–5 confidence ratings for asset data (condition)
- Track improvements using tools like the Capital Works Overview
- Provide staff training in inspections, data entry, and asset software
- Strengthen the AMP as a practical tool for budgeting, planning, and decision making

## Challenges & Future Outlook

As the Shire of Yilgarn navigates the next decade of asset management, several evolving challenges and opportunities will influence strategy, funding and service delivery. The AMP provides a responsive framework but must continue to adapt as conditions shift.

### Historic Maintenance Trends (2014/15–2024/25)

The graph below shows annual building maintenance spending over the past 10 years. Although costs vary year to year, the overall trend is rising, especially in recent years. This is due to ageing buildings and the increasing need for reactive repairs.



Over the past decade, annual building maintenance costs have risen from \$340,000 in 2014/15 to approximately \$630,000 in 2024/25. This steady increase reflects the ageing condition of many buildings and a growing reliance on reactive repairs.



Higher costs are often driven by deferred renewals and urgent compliance issues, which require short notice interventions and increase financial pressure. These patterns highlight the need for better asset condition tracking and more proactive planning.

Strategic upgrades and rationalisation, such as removing underused facilities and improving housing stock, can help reduce long-term maintenance burdens. The data supports the AMP's focus on timely renewal, lifecycle informed planning, and sustainable investment in assets that deliver lasting value to the community.

### Current & Emerging Challenges

| Challenge Area          | Strategic Consideration                                                                                      |
|-------------------------|--------------------------------------------------------------------------------------------------------------|
| Workforce Capacity      | We may need more training and contractor help to manage assets across such a large area.                     |
| Old Assets Still in Use | Keeping ageing assets that are underutilised can cost money and create risks.                                |
| Community Expectations  | People want high-quality, accessible services - but budgets may not stretch far enough.                      |
| Funding Uncertainty     | We need to stay flexible with grants, loans and savings to handle both good opportunities and shortfalls.    |
| Climate & Environment   | Rising temperatures, heavy rain and shifting ground mean we need to build and renew with resilience in mind. |

### Climate Resilience

Environmental risks are acknowledged across the Shire's asset base. To strengthen long-term service delivery, future upgrades will consider:

- Use of fire, resistant cladding, weathering steel, and permeable concrete to reduce bushfire, corrosion, and flood impacts
- Elevated foundations, passive cooling, and storm, resistant roofing to improve resilience to extreme weather
- Renewal timing and cost modelling that factors in hazard exposure, ensuring assets remain safe, functional, and cost effective over time

### Key Priorities for the Future

- Invest in flexible, multi-use buildings, including the town hall that will combine admin, library and community spaces
- Prioritise upgrades for assets in poor condition or disposal for assets with low usage to improve value and service
- Align asset renewal plans with financial forecasts to support long-term budgeting
- Expand inspections and confidence ratings to guide timely, well informed renewals
- Support shared use and joint management of facilities to extend asset life and reduce cost

# Shire of Yilgarn Asset Management Plan

## Executive Summary

This plan outlines the current condition and future renewal needs of the Shire's two sewage schemes: Southern Cross and Marvel Loch. It includes updated asset data, replacement values and a 10-year forecast to guide maintenance and capital works.

Most assets across both schemes are mid-life, with an average of 33.7% remaining service life. Some components are nearing end of life and have been flagged for renewal in the next few years. Where install dates are unknown, further inspections are planned to confirm condition and risk.

Formal condition ratings (1–5 scale) are not yet included in this plan. These will be added following scheduled CCTV inspections, pump reviews and treatment pond assessments. This will improve data confidence and support more targeted renewal planning in future AMP updates.

The Marvel Loch scheme is smaller but includes key components such as gravity mains, rising mains and treatment ponds. Renewal planning has been aligned with the Southern Cross schedule to support coordinated delivery and funding.

This Asset Management Plan outlines the current condition, replacement value and lifecycle status of Southern Cross and Marvel Loch sewage infrastructure. It supports defensible renewal planning, funding prioritisation and long-term service continuity. These insights will inform council decisions on capital works, budget allocations and risk mitigation strategies.

## Asset Inventory Tables

| Asset Type                     | Description                                                |
|--------------------------------|------------------------------------------------------------|
| Gravity Mains (Various Sizes)  | Underground pipes transporting sewage via gravity.         |
| Rising Mains (Various Sizes)   | Pressurised pipes moving sewage to treatment facilities.   |
| Inspection Openings            | Access points for maintenance and monitoring.              |
| Manholes                       | Vertical shafts for access to underground assets.          |
| Pump Stations (All Components) | Includes wet wells, pumps, valves, and electrical systems. |
| Modular WWTP System            | Packaged treatment units for scalable sewage processing.   |
| Reuse Pumps                    | Pumps used to distribute treated effluent for reuse.       |
| WWTP Fencing                   | Perimeter security fencing around the treatment plant.     |

## Gravity Mains

| Location       | Diameter (mm) | Length (m) | Unit Rate | Replacement Value | Install Year | Useful Life | % Remaining Life |
|----------------|---------------|------------|-----------|-------------------|--------------|-------------|------------------|
| Southern Cross | 150           | 10,810.0   | \$250/m   | \$2.72M           | 1983         | 80 yrs      | 33.7%            |
| Southern Cross | 225           | 1,061.6    | \$300/m   | \$318K            | 1983         | 80 yrs      | 33.7%            |
| Southern Cross | 100           | 1,304.5    | \$200/m   | \$261K            | 1983         | 80 yrs      | 33.7%            |
| Southern Cross | 125           | 165.7      | \$210/m   | \$35K             | 1983         | 80 yrs      | 33.7%            |
| Marvel Loch    | 150           | 4,366.3    | \$250/m   | \$1.09M           | 1983         | 80 yrs      | 33.7%            |

## Rising Mains

| Location       | Diameter (mm) | Length (m) | Unit Rate | Replacement Value | Install Year | Useful Life | % Remaining Life |
|----------------|---------------|------------|-----------|-------------------|--------------|-------------|------------------|
| Southern Cross | 100           | 2,831.5    | \$280/m   | \$793K            | 1983         | 80 yrs      | 33.7%            |
| Southern Cross | 225           | 114.4      | \$350/m   | \$40K             | 1983         | 80 yrs      | 33.7%            |
| Southern Cross | 63            | 1,048.0    | \$180/m   | \$188K            | 1983         | 80 yrs      | 33.7%            |
| Marvel Loch    | 150           | 1,324.7    | \$280/m   | \$371K            | 1983         | 80 yrs      | 33.7%            |

## Access Chambers

| Location       | Count | Unit Rate    | Replacement Value | Install Year | Useful Life | % Remaining Life |
|----------------|-------|--------------|-------------------|--------------|-------------|------------------|
| Southern Cross | 105   | \$4,000 each | \$420K            | 1983         | 80 yrs      | 33.7%            |
| Marvel Loch    | 41    | \$4,000 each | \$164K            | 1983         | 80 yrs      | 33.7%            |

## Wet Wells

| Location       | Count | Unit Rate     | Replacement Value | Install Year | Useful Life | % Remaining Life |
|----------------|-------|---------------|-------------------|--------------|-------------|------------------|
| Southern Cross | 3     | \$90,000 each | \$270,000         | 1983         | 60 yrs      | 6.7%             |
| Marvel Loch    | 2     | \$90,000 each | \$180,000         | 1983         | 60 yrs      | 6.7%             |

## Wastewater Treatment Ponds

| Location       | Type      | Count | Dimensions (m)   | Unit Rate            | Replacement Value | Install Year | Useful Life |
|----------------|-----------|-------|------------------|----------------------|-------------------|--------------|-------------|
| Southern Cross | Primary   | 2     | 96.5 × 50 × 1.25 | \$150/m <sup>2</sup> | \$500K            | 1983         | 60 yrs      |
| Southern Cross | Secondary | 2     | 98 × 50 × 1.25   | \$150/m <sup>2</sup> | \$100K            | 1983         | 60 yrs      |
| Marvel Loch    | Primary   | 1     | 85 × 42.5 × 1.35 | \$150/m <sup>2</sup> | \$220K            | 1983         | 60 yrs      |
| Marvel Loch    | Secondary | 1     | 51 × 50 × 1.1    | \$150/m <sup>2</sup> | \$135K            | 1983         | 60 yrs      |

## Effluent Reuse Infrastructure – Southern Cross

| Asset Type           | Description               | Count | Unit Rate     | Replacement Value | Install Year | Useful Life | % Remaining Life |
|----------------------|---------------------------|-------|---------------|-------------------|--------------|-------------|------------------|
| Storage Tanks        | 10kL poly tanks           | 12    | \$10,000 each | \$120,000         | 2009         | 30 yrs      | 43.3%            |
| Holding Tanks        | 45kL concrete tanks       | 2     | \$30,000 each | \$60,000          | 2006         | 40 yrs      | 50.0%            |
| Reticulation         | Distribution pipework     | 2     | \$12,000 each | \$24,000          | 2009         | 40 yrs      | 56.7%            |
| Pumps                | Reuse system pumps        | 4     | \$7,000 each  | \$28,000          | 2020         | 20 yrs      | 75.0%            |
| Control & Monitoring | Flow and pressure sensors | 4     | \$1,500 each  | \$6,000           | 2020         | 20 yrs      | 75.0%            |

## Condition Ratings Pending

While percentage remaining life has been calculated for all assets, formal condition ratings (1–5 scale) are not yet included. These will be added following scheduled CCTV inspections, pump reviews, and treatment pond assessments. This will improve data confidence and support more targeted renewal planning in future AMP updates.

## Total Replacement Value by Asset Category

| Asset Category  | Southern Cross | Marvel Loch | Combined Total |
|-----------------|----------------|-------------|----------------|
| Gravity Mains   | \$3.31M        | \$1.09M     | \$4.40M        |
| Rising Mains    | \$1.02M        | \$371K      | \$1.39M        |
| Access Chambers | \$420K         | \$164K      | \$584K         |
| Wet Wells       | \$270K         | \$180K      | \$450K         |

|                                         |                |                |                |
|-----------------------------------------|----------------|----------------|----------------|
| <b>WWTP Ponds (Primary + Secondary)</b> | \$600K         | \$355K         | \$955K         |
| <b>WWTP Fencing</b>                     | \$183.8K       | \$120K         | \$303.8K       |
| <b>Pump Stations (All Components)</b>   | \$103K         | \$39K          | \$142K         |
| <b>Modular WWTP System</b>              | \$93K          | —              | \$93K          |
| <b>Effluent Reuse Infrastructure</b>    | \$241.5K       | —              | \$241.5K       |
| <b>Power Pole</b>                       | \$9.7K         | —              | \$9.7K         |
| <b>Total Replacement Value</b>          | <b>\$6.85M</b> | <b>\$2.33M</b> | <b>\$9.18M</b> |

| Measure                                | Value       |
|----------------------------------------|-------------|
| <b>Total Replacement Cost</b>          | \$9,180,000 |
| <b>Total Depreciated Value (2025)</b>  | \$3,551,151 |
| <b>Weighted Average Consumption</b>    | 66.3%       |
| <b>Weighted Average Remaining Life</b> | 33.7%       |

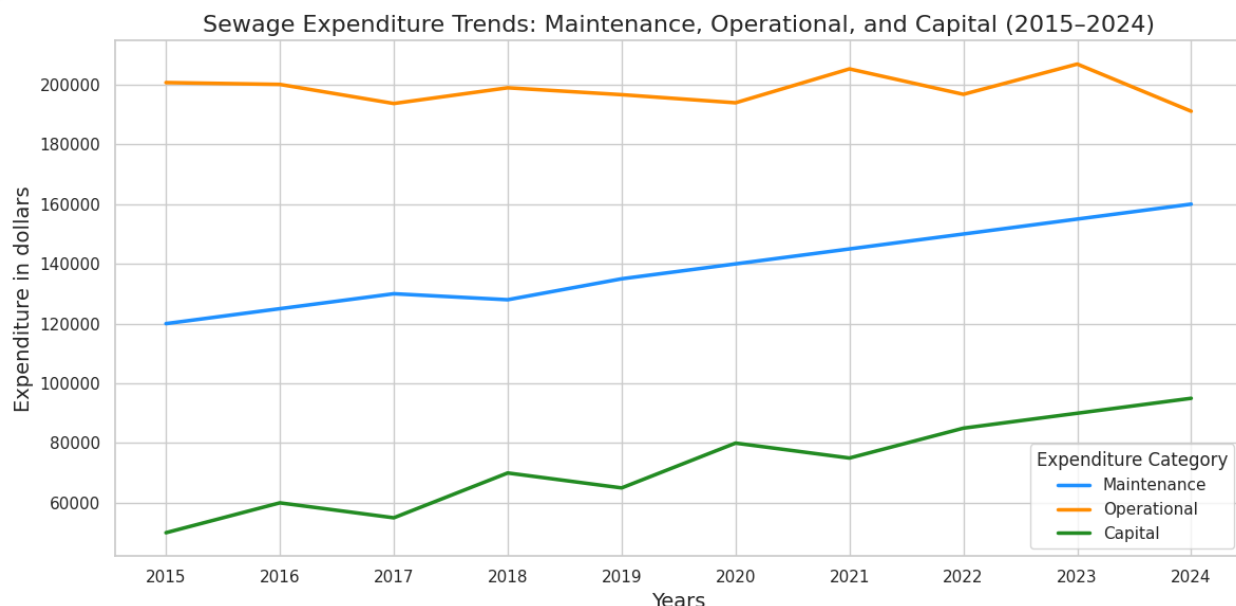
#### Asset Rank by Lifecycle Band

| Status Band | Assets in Band | Total Value (\$) |
|-------------|----------------|------------------|
| ● Red       | 1              | \$3,500          |
| ● Amber     | 1              | \$120,000        |
| ● Yellow    | 4              | \$136,000        |
| ● Green     | 10             | \$7,980,000      |

## 10 Year Forward Replacement Schedule

#### Historical Expenditure Trends

Graph below shows how much the Shire has spent each year on running, maintaining and upgrading the sewage systems in Southern Cross and Marvel Loch. It helps track where money has gone, when major works happened and how spending has changed over time. The ups and downs reflect both planned projects and urgent repairs, supporting long-term planning and service reliability.

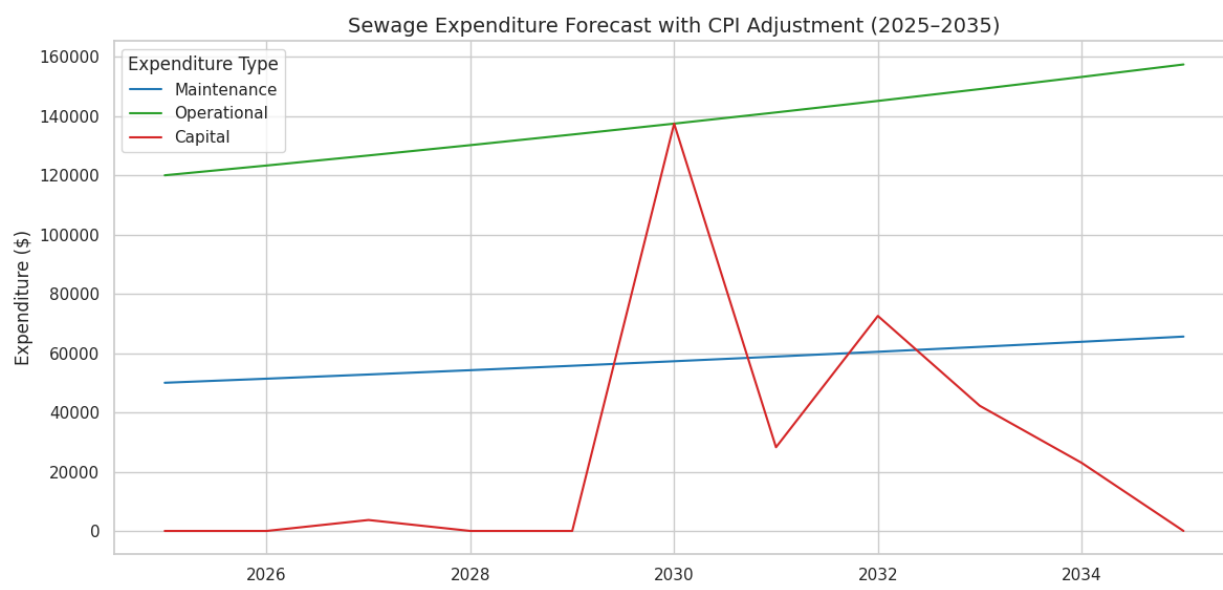


The schedule below outlines forecasted renewals based on asset age and remaining life. Major infrastructure such as gravity mains, rising mains and treatment ponds are not due for replacement within the next 10 years but will continue to depreciate. Assets with unknown install years will be assessed and added to future forecasts.

| Year         | Asset Due for Renewal             | Estimated Cost   |
|--------------|-----------------------------------|------------------|
| 2026/27      | Effluent Reuse – Disinfection     | \$3,500          |
| 2029/30      | Effluent Reuse – Storage Tanks    | \$120,000        |
| 2030/31      | Effluent Reuse – Reticulation     | \$24,000         |
| 2031/32      | WWTP Holding Tanks                | \$60,000         |
| 2032/33      | Effluent Reuse – Pumps & Controls | \$34,000         |
| 2033/34      | WWTP Modular Unit                 | \$18,000         |
| <b>Total</b> | —                                 | <b>\$259,500</b> |

### Forecasted Expenditure with CPI Adjustment

To support long-term planning and financial sustainability, projected costs for sewage operations, maintenance and capital works have been indexed annually at 2.75% CPI. This approach reflects expected increases in service delivery costs, contract rates, and construction inputs over the next decade. The following graph presents inflation adjusted forecasts for the Southern Cross and Marvel Loch schemes, aligning future investment with lifecycle needs and funding priorities.



## Summary of Historical and Forecasted Expenditure

The Shire has steadily invested in running, maintaining and upgrading its sewage systems over the past 10 years. Operational costs have stayed fairly stable, while maintenance has gradually increased to meet service needs. Capital upgrades have been delivered as needed, based on asset condition. Looking ahead to 2035, future costs are adjusted for inflation at 2.75% per year. Planned capital works include modular units, pipe renewals and treatment upgrades. This forward view helps support funding decisions, manage risks, and guide long-term planning.

## Levels of Service

The Shire aims to maintain reliable sewage collection and treatment services with minimal unplanned outages, environmental impact or community disruption. Current service levels are based on:

- Functional pump stations with duty/standby capacity
- Gravity mains operating within design flow
- Treatment ponds maintaining compliance with discharge standards
- Reuse systems supporting irrigation without health risk

Future service levels will be refined as condition data improves and operational performance is monitored.

## Risk Management

The Southern Cross and Marvel Loch sewage schemes carry moderate operational and financial risk due to aging infrastructure, incomplete condition data and unknown install years for select components. Key risks include pump failure, infiltration and treatment pond degradation.

Mitigation strategies include scheduled CCTV inspections, pump performance reviews and staged renewals based on remaining life and service impact. Assets with <20% remaining life have been flagged for priority assessment.

## Next Steps

This Asset Management Plan provides a defensible foundation for managing the Southern Cross and Marvel Loch sewage schemes. To improve data confidence and support future decision-making, the following actions are recommended:

**Condition Assessments:** Continue CCTV inspections of gravity and rising mains, pump station reviews and treatment pond evaluations to establish formal condition ratings.

**Install Year Verification:** Confirm unknown install dates for select components (e.g. fencing, appurtenances, power pole) through field inspection or historical records.

**Renewal Planning:** Monitor assets with <20% remaining life and refine the 10-year capital works forecast as condition data improves.

**Levels of Service:** Establish and review formal service standards and performance measures for sewage collection, treatment and reuse systems.

**AMP Updates:** Incorporate new data into future AMP iterations, including updated valuations, condition scores and operational performance.

**Integration with Shire Strategic Planning:** Align sewage renewal priorities with broader infrastructure strategies, funding programs, and community service goals.



# OTHER INFRASTRUCTURE ASSET MANAGEMENT PLAN 2025–2035

## Executive Summary

The Other Infrastructure Asset Management Plan 2025-2035 is the Shire of Yilgarn's first dedicated plan for non-building infrastructure, assets such as parks, playgrounds, signage, communication towers, caravan amenities, waste facilities and aquatic facilities. It brings these assets into one organised framework, setting service levels, renewal priorities and financial forecasts so they remain safe, affordable and aligned with community needs.

Aquatic infrastructure is technically recorded under "other infrastructure" in the asset register, but is reported separately in this plan due to its high value and long remaining life. This separation gives Council a clearer picture of consumption, funding requirements and renewal priorities for the rest of the portfolio.

Although sewage is also formally classified as "other infrastructure," the scale, importance and volume of detailed data needed to manage these assets mean they are treated as a separate asset class with their own dedicated management plan.

### The purpose of this plan is to:

- Establish a baseline portfolio of non-building infrastructure.
- Define lifecycle responsibilities and renewal triggers for each asset class.
- Provide transparent asset valuations, consumption ratios and condition profiles.
- Link maintenance and renewal forecasts to the Long-Term Financial Plan.
- Embed community feedback into investment priorities.

### Key focus areas for 2025–2035 include:

- Managing aquatic infrastructure separately from buildings, due to distinct lifecycles and maintenance needs.
- Maintaining and upgrading high-value recreation and tourism assets such as parks, playgrounds and caravan facilities.
- Ensuring communication towers and waste transfer facilities remain safe, functional and compliant.
- Improving asset data accuracy through audits and condition assessments.
- Aligning renewal decisions with grant opportunities and sustainability goals.

This plan is forward looking and sets a foundation for ongoing improvement. It enables the Shire to make evidence based decisions, prioritise limited resources and demonstrate to funding partners and the community how infrastructure will be managed sustainably over the next decade.

This plan helps the Shire manage non-building infrastructure, like parks, playgrounds, signage, communication towers, caravan amenities and aquatic assets, so they stay safe, useful and aligned with community needs.

## Strategic Context

The Plan supports the Shire's broader goals by;

- Maintaining recreation and tourism assets that support families, youth and visitors.
- Keeping communication and waste facilities safe, functional and compliant.
- Separating aquatic infrastructure from buildings to reflect different lifecycles.
- Using condition data and community feedback to guide renewals and funding priorities.

By linking asset decisions to long-term planning, the Shire can invest wisely, reduce costs, and keep infrastructure working well into the future.

## Portfolio Overview

The Shire of Yilgarn's Other Infrastructure portfolio spans a wide range of non-building assets supporting community recreation, communication, waste management, transfer facilities, signage and utility services across 30,000 km<sup>2</sup>. These assets play a crucial role in public amenity, safety, and particularly in remote and rural areas.

### Asset Classes & Use Purpose

| Category                     | Function                            | Notes                                |
|------------------------------|-------------------------------------|--------------------------------------|
| Recreation & Parks           | Leisure, youth activity             | Skate park, netball courts, dog park |
| Playgrounds & Shelters       | Child activity, shade               | Shade sails, BBQs, rest shelters     |
| Communication Infrastructure | Emergency broadcast, safety         | FM/TV towers, radio bunkers          |
| Caravan Park Features        | Tourism, seasonal accommodation     | Dump points, cabins, fire systems    |
| Signage & Information Bays   | Civic messaging, tourism visibility | Town entrances, parks                |
| Transfer & Waste Facilities  | Waste handling                      | Transfer stations, disposal bays     |
| Aquatic Infrastructure       | Recreation, health                  | Pools, mechanical systems, paving    |

### Aquatic Infrastructure – Southern Cross Aquatic Centre

While the building envelope of the Aquatic Centre is covered under the Shire's Building AMP, key infrastructure components, such as swimming pools, mechanical systems, hydraulic services and external paving, have distinct lifecycles and maintenance needs. These elements are high value, externally exposed and require specialised renewal planning. The following components are included in the Other Infrastructure AMP to ensure accurate lifecycle tracking and funding alignment:

| Component                       | Tendered Cost (\$) | Lifecycle Note                             |
|---------------------------------|--------------------|--------------------------------------------|
| Excavation, Earthworks & Paving | \$255,570          | External works – subject to wear, cracking |
| Concrete                        | \$94,810           | Structural pool base – long lifecycle      |
| Structural Steel                | \$106,370          | External framing – corrosion risk          |

|                        |             |                                           |
|------------------------|-------------|-------------------------------------------|
| Hydraulic Services     | \$88,910    | Pool circulation – specialist maintenance |
| Mechanical Services    | \$86,091    | filtration – shorter lifecycle            |
| Electrical Services    | \$76,061    | Lighting, pumps – moderate lifecycle      |
| Swimming Pools         | \$2,564,000 | Core asset, high value, long lifecycle    |
| Turfing / Reticulation | \$15,190    | External – seasonal maintenance           |

### Swimming Pool Component Lifecycles

| Asset Component         | CRC (\$)*        | DRC (\$)***      | ACR (%)    | Remaining Life (%) | Notes                                    |
|-------------------------|------------------|------------------|------------|--------------------|------------------------------------------|
| Swimming pool shell     | 2,564,000        | 2,358,880        | 92%        | 92.0%              | Major structure – recent install         |
| Concrete pool base      | 94,810           | 87,225           | 92%        | 92.0%              | Structural base – low wear               |
| Structural steel        | 106,370          | 92,897           | 87%        | 86.7%              | Frame and supports                       |
| Paving / earthworks     | 255,570          | 204,456          | 80%        | 80.0%              | Surrounds and hardstand                  |
| Electrical              | 76,061           | 55,964           | 73%        | 73.3%              | Lighting, control systems                |
| Hydraulic services      | 88,910           | 65,143           | 73%        | 73.3%              | Water circulation and filtration         |
| Mechanical / plant      | 86,091           | 57,394           | 66%        | 66.7%              | Pumps, heating, dosing                   |
| Turf / reticulation     | 15,190           | 9,114            | 60%        | 60.0%              | Landscaping and irrigation               |
| <b>Total / Weighted</b> | <b>3,286,002</b> | <b>2,930,073</b> | <b>89%</b> | <b>89.0%</b>       | <b>Buildings excluded from valuation</b> |

\* Current Replacement Cost

\*\*\*Depreciated Replacement Cost

### Total pool Infrastructure Value

- Asset Consumption Ratio: 11% (reflected in 89% ACR)
- Assets tracked separately from building envelope for lifecycle accuracy

### Operational Analysis

- This portfolio includes assets that support tourism, youth recreation, environmental resilience and emergency response.
- Some sites, like Constellation Park, combine features (e.g. playground, shelter, signage, skate park) to deliver value across multiple areas.
- Asset data is incomplete in some cases—newer items (like solar and EV infrastructure) and older ones (like playgrounds) need updated valuations.

### Valuation & Consumption Profile

Understanding the financial profile of the Shire's Other Infrastructure helps with planning renewals, setting funding priorities and tracking asset health. This section compares Current

Replacement Cost (CRC) and Depreciated Replacement Cost (DRC) to calculate the Asset Consumption Ratio (ACR), which shows how much life the assets have left.

### Portfolio Valuation Summary

| Asset Category                        | DRC (\$)         | CRC (\$)          | ACR (%)    | Remaining Life (%) | Notes                                    |
|---------------------------------------|------------------|-------------------|------------|--------------------|------------------------------------------|
| <b>Recreation &amp; Parks</b>         | 1,365,400        | 2,961,100         | 46%        | 46.0%              | Ageing courts and shelters               |
| <b>Playgrounds</b>                    | 420,000          | 925,000           | 45%        | 45.0%              | Some assets underutilised                |
| <b>Communication Infrastructure</b>   | 354,000          | 800,000           | 44%        | 44.0%              | Under-documented towers                  |
| <b>Information &amp; Signage Bays</b> | 172,000          | 400,000           | 43%        | 43.0%              | Small footprint                          |
| <b>Caravan Park</b>                   | 83,000           | 376,000           | 22%        | 22.0%              | EV station pending valuation             |
| <b>Aquatic Infrastructure</b>         | 535,000          | 4,826,000         | 11%        | 89.0%              | Pools, mechanical, hydraulic systems     |
| <b>Total / Weighted</b>               | <b>2,929,400</b> | <b>10,938,100</b> | <b>35%</b> | <b>65.0%</b>       | <b>Weighted average across portfolio</b> |

On average, the Shire's 'other infrastructure' assets have about two thirds of their useful life left. This figure is lifted by aquatic facilities, which are officially part of 'other infrastructure' but shown in their own tables here because of their high value and long remaining life. For example, the Southern Cross pool alone is worth more than \$3.28 million and still has around 89% of its life left after recent upgrades. By showing these separately, the plan gives Council a clearer view of how other assets, such as playgrounds, signage and caravan park facilities are ageing, making priority setting and funding decisions more accurate.

### Summary of Totals

| Metric                              | Value (\$)   | Notes                                                       |
|-------------------------------------|--------------|-------------------------------------------------------------|
| <b>Total CRC</b>                    | \$10,300,000 | Current Replacement Cost across all asset categories        |
| <b>Total DRC (incl. aquatic)</b>    | \$5,500,000  | Depreciated Replacement Cost including pool components only |
| <b>Weighted ACR (DRC ÷ CRC)</b>     | 53%          | Reflects average remaining value across portfolio           |
| <b>Aquatic Infrastructure CRC</b>   | \$3,286,002  | Pool components only – buildings excluded                   |
| <b>Aquatic Infrastructure DRC</b>   | \$2,930,235  | Based on detailed component breakdown                       |
| <b>Aquatic ACR (remaining)</b>      | 89%          | High remaining life – recent construction                   |
| <b>10-Year Maintenance Forecast</b> | \$1,832,995  | Planned works across all categories                         |

## Asset Condition Summary

The overall Asset Consumption Ratio (ACR) for 'other infrastructure' is 53%, at the lower end of the healthy benchmark range (50–75%). This means the asset base is moderately aged but not in serious decline. The most worn out assets are communication infrastructure and caravan park amenities, both important to community and strategic services. Some items, such as the EV charging station, rural communication towers, and Constellation Park components, need formal valuations so they aren't overlooked in renewal budgeting

*Note: Aquatic facilities are reported separately in this plan. Their high value and long remaining life would otherwise lift the overall ACR figure and mask the condition of other assets.*

## Valuations & Next Steps

Some assets don't yet have formal valuations. In these cases, we've used temporary estimates to maintain continuity in the plan. These items are clearly marked for follow-up whether that's a formal audit, inspection, or valuation update to ensure future accuracy.

## Implications for Strategic Renewal

- Asset groups with less than 50% value remaining should be a priority for future funding and capital works.
- Older assets, especially multi-use ones like parks and caravan facilities warrant ongoing investment due to their impact on tourism, youth, and services.
- Better data will improve future planning, risk assessments, and grant applications.

## Condition & Risk Snapshot

A disciplined approach to condition monitoring and risk profiling ensures timely, cost, effective asset interventions across the Shire's non-building infrastructure portfolio. This section maps assessed assets against a five-point condition scale and highlights items that trigger renewal or rationalisation consideration

## Condition Band Distribution

| Condition Band         | % of Assessed Assets | Notes                                                                                           |
|------------------------|----------------------|-------------------------------------------------------------------------------------------------|
| Excellent / Good (1–2) | 40%                  | Recently installed or well-maintained sites (e.g. EV station, Constellation Park structures)    |
| Average (3)            | 35%                  | Functioning assets with moderate wear; mid-term lifecycle relevance                             |
| Poor / Very Poor (4–5) | 25%                  | High maintenance burden or safety risk; includes decommissioned tennis courts and aged shelters |

*Note: These figures are based on assessed assets only and exclude unvalued or newly added items pending formal audit, such as EV infrastructure, solar assets, and rural communication towers.*

## Priority Asset Pressure Points

Assets flagged for urgent intervention typically display:

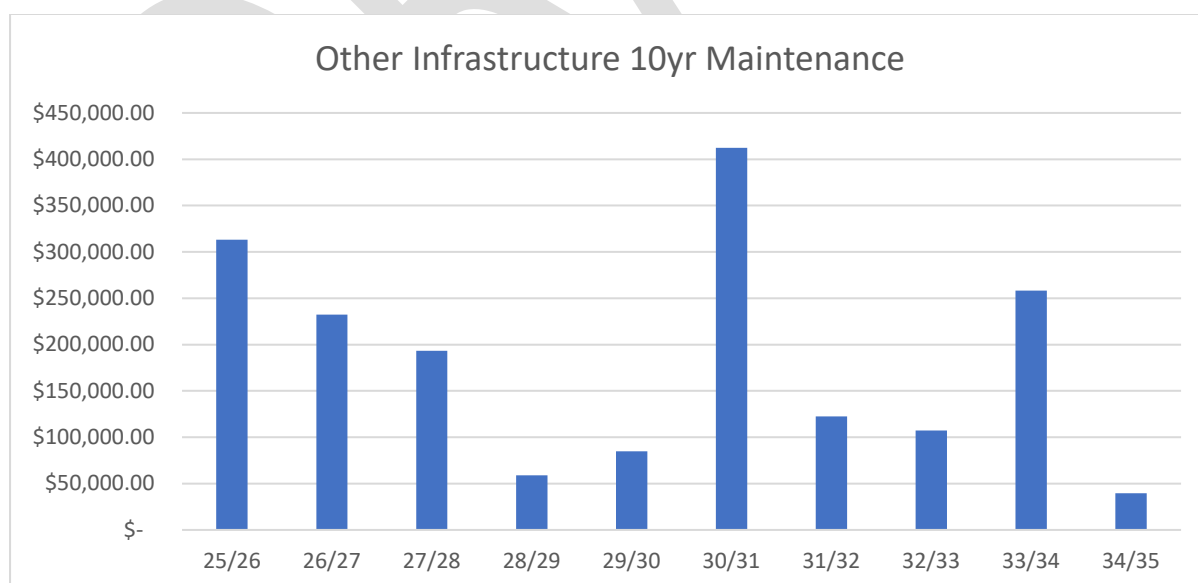
- Condition rating  $\geq 4.5$
- Negative or zero remaining life
- High 10-year maintenance forecasts
- Safety or compliance risks
- Low usage or poor alignment with current service needs

These factors inform not just renewal planning, but also potential grant applications and rationalisation decisions within the Shire's broader infrastructure management strategy.

## Maintenance & Lifecycle Forecast

Tracking how infrastructure ages helps us plan ahead fixing assets before they fail and spending wisely. This section shows estimated maintenance costs for the next decade across major asset types, based on inspection results, usage patterns, and condition scores.

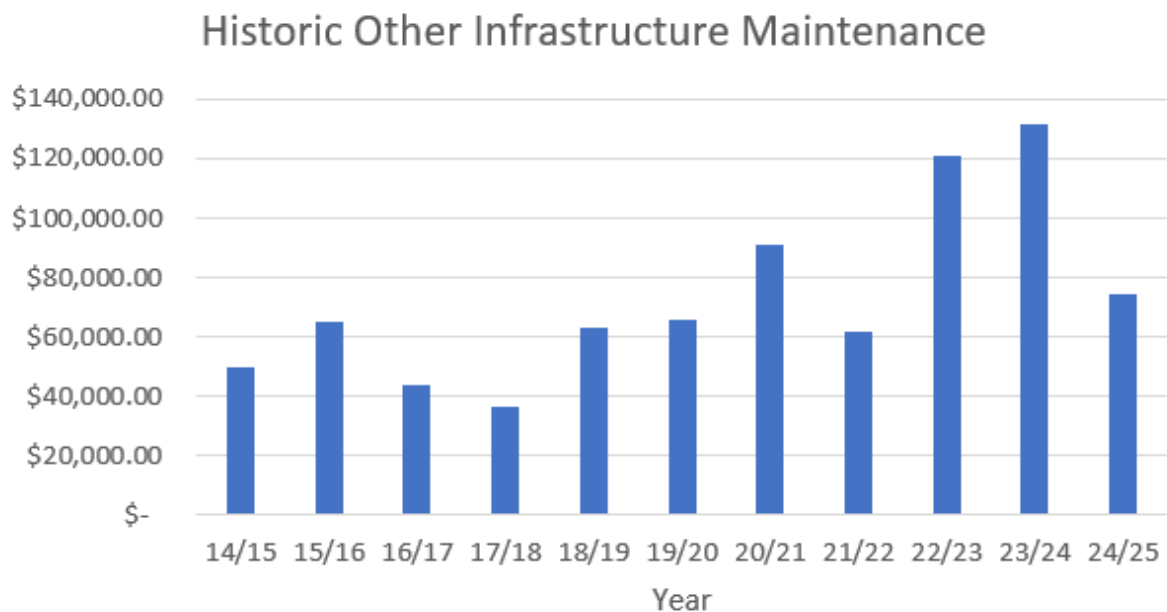
| Category                     | 10-Year Spend     | Notes                                    |
|------------------------------|-------------------|------------------------------------------|
| Recreation & Parks           | \$220,000+        | High visibility sites                    |
| Playgrounds & Shade Assets   | \$184,000+        | Surfacing, shade covers                  |
| Communication Infrastructure | \$125,000+        | Marvel Loch, Wimmera bunker              |
| Signage & Information Bays   | \$15,000-\$20,000 | Minor upkeep                             |
| Caravan Park Infrastructure  | \$410,000+        | Dump points, shelters                    |
| Transfer & Waste Facilities  | \$140,000         | Fencing, compliance                      |
| Aquatic Infrastructure       | To be forecast    | Pool systems pending lifecycle modelling |



Historic maintenance expenditure across the Other Infrastructure portfolio from 2014/15 to 2024/25 reflects evolving service demands, asset age and targeted investment priorities. Notable increases in 2020/21 and 2023/24 coincide with condition driven interventions across

recreation, caravan park and streetscape assets, supported by external funding and community feedback.

The peak in 2023/24 highlights a strategic shift toward proactive renewal, while the subsequent decline in 2024/25 reflects completion of key works and temporary budget reprioritisation. This trend provides a defensible baseline for future lifecycle planning and reinforces the need for sustained funding to avoid deferred maintenance and service risk.



#### Key Maintenance Insights

- More than half of our planned spending is on recreation and caravan park assets, a clear sign they need to be part of our renewal plans and funding efforts.
- Playgrounds stand out for higher maintenance costs, particularly where shade covers and soft surfaces need replacing.
- Some communication assets (like Corinthia and Mt Hampton) have no maintenance forecasts, which creates gaps in planning. These will be flagged for audit to fill in the missing details.
- Low, cost items like signs might be better managed as part of broader replacement programs, or even phased out if no longer needed.

#### Maintenance Pressure Indicators

Assets with high maintenance costs and poor condition are likely to:

- Drain funds from higher value upgrades
- Hide service problems or potential safety risks if not inspected properly
- Drive decisions to remove, repurpose, or reinvest in better solutions (e.g. Bodallin Tennis Courts)

This forecast should be used to,

- Inform Capital Works Planning
- Guide Long-Term Financial Plan (LTFP) triggers
- Support prioritisation of renewal, disposal or repurposing initiatives

## Renewal & Rationalisation Strategy

To keep infrastructure sustainable, the Shire will regularly review whether assets still meet community needs, are in good shape and are worth the cost to maintain. Depending on these factors, assets may be upgraded, reused in a new way or phased out. This section explains how those choices are made using a clear decision making framework just like the one used for buildings.

### When an Asset Should Be Renewed

Assets outside buildings are flagged for renewal when they meet most or all of the following:

- Condition is poor (rating of 4.5 or worse)
- Remaining life is zero or expired
- Forecast maintenance cost is high (over 50% of replacement value)
- Supports a key service (e.g. youth programs, tourism, emergency use)
- Fair value is known or can be reasonably estimated

If these triggers line up, we will prioritise renewal in the next workable budget especially where public safety, service continuity or funding eligibility are involved.

### Redundant Asset Review

Assets may be decommissioned or disposed based on the following rationale:

| Asset Intervention Flags       | Description                                                                                                              | Example Asset                                                               |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Condition & Cost Burden        | Condition 5; high maintenance projections                                                                                | Bodallin Tennis Courts (Condition 5; full reinstatement = maintenance cost) |
| Service Misalignment           | No longer supports core delivery or demand                                                                               | Southern Cross Information Bay                                              |
| Asset Duplication              | Surplus to requirements; nearby alternatives                                                                             | Legacy shelters with overlapping coverage                                   |
| Utilisation Deficit            | No or very low use; below occupancy benchmarks                                                                           | Decommissioned playgrounds, signage                                         |
| Ownership Change or Redundancy | This asset is no longer under council responsibility, or lacks defined ownership and governance for effective management | Emu Fence Comms Tower (status pending audit)                                |



Disposal methods include sale, demolition or repurposing into lower maintenance installations (e.g. converting shelters to passive rest zones).

| Asset                                 | Condition     | Remaining Life              | Forecasted Maintenance               | Usage                     | Action                       |
|---------------------------------------|---------------|-----------------------------|--------------------------------------|---------------------------|------------------------------|
| <b>Bodallin Tennis Courts</b>         | 5 (Very Poor) | 0 yrs                       | \$500,200 (matches replacement cost) | None; out of service      | Demolish 2026/2027           |
| <b>Southern Cross Information Bay</b> | 4             | 10 years past expected life | Reinstatement value \$17,400         | Minimal public engagement | Consider removal or redesign |

## Capital Works Plan (2025–2035)

Over the next 10 years, the Shire will gradually upgrade or replace key infrastructure that is in poor shape, no longer used or ready for improvement. The focus is on:

- High-risk assets (things that could fail or cause safety issues)
- Upgrades that serve more than one purpose or user group
- Removing things that aren't needed anymore

Decisions are based on:

- How worn out the asset is
- Whether it supports the Shire's priorities
- What the budget allows

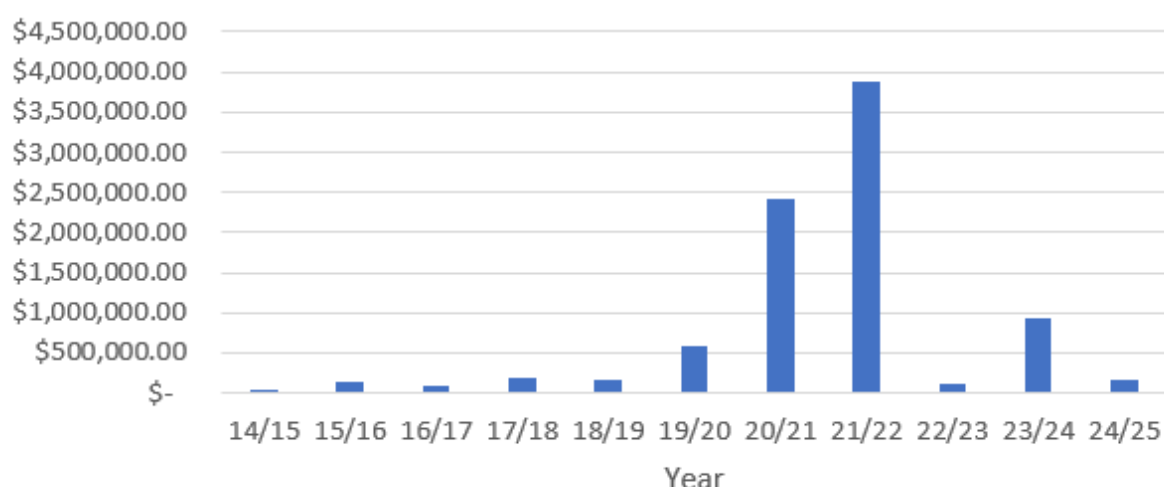
This approach follows the same successful playbook used for buildings: Break projects into manageable parts, make the most of grant funding and responsibly dispose of outdated assets.

## Capital Investment Priorities

| Focus Area                      | What It Means                                                       | When It Happens                                           |
|---------------------------------|---------------------------------------------------------------------|-----------------------------------------------------------|
| <b>Remove Old Assets</b>        | Taking out things that are run-down and no longer used              | When condition is very poor (rating 5) and costs are high |
| <b>Renew Important Assets</b>   | Fixing or upgrading key facilities the community relies on          | When condition is poor (rating 4.5+) and value is clear   |
| <b>Build New Infrastructure</b> | Adding useful new things like EV stations or solar panels           | When it fits our plan or has a strong chance for grants   |
| <b>Improve Shared Spaces</b>    | Upgrading areas used by multiple groups, like parks or info signage | When they bring broad benefits and link assets together   |

Capital investment across the Other Infrastructure portfolio from 2014/15 to 2024/25 reflects targeted renewal cycles and strategic asset enhancements. The sharp increase in 2020/21 and peak in 2021/22, approaching \$4.5 million corresponds with major works across aquatic, recreation and caravan park infrastructure, supported by external funding and condition-based prioritisation. These high investment years demonstrate Council's capacity to deliver large scale upgrades when funding aligns, while the lower expenditure in surrounding years highlights the importance of sustained capital planning to avoid deferred renewal and service degradation.

### Historic Other Infrastructure Capital & Maintenance



### 10-Year Capital Works Renewal

| Year    | Project Location         | Works Summary                                                 | Est. Spend (\$) | Priority     |
|---------|--------------------------|---------------------------------------------------------------|-----------------|--------------|
| 2025/26 | Bodallin / Constellation | Demolish tennis courts/ renew park shade                      | \$150,000       | High         |
| 2026/27 | Rotary Park              | Infrastructure renewal                                        | \$100,000       | High         |
| 2027/28 | Constellation Park       | Replace playground components                                 | \$80,000        | High         |
| 2028/29 | Corinthia / Mt Hampton   | Comms audit + solar upgrade                                   | \$180,000       | Moderate     |
| 2029/30 | Bullfinch Transfer Site  | Fencing renewal                                               | \$70,000        | High         |
| 2030/31 | Marvel Loch / SX         | Modular signage refresh                                       | \$45,000        | Moderate     |
| 2031/32 | Dog Park                 | Amenity upgrades                                              | \$50,000        | Moderate     |
| 2032/33 | Moorine / Bodallin       | Shelter replacements                                          | \$90,000        | Moderate     |
| 2033/34 | Emu Fence                | multi-purpose space                                           | \$130,000       | Future Focus |
| 2034/35 | TBD Status               | Monitoring triggered further action subject to review results | —               | Triggered    |

This historical investment profile provides essential context for the upcoming 10-year capital works forecast, highlighting the need for sustained renewal planning and funding continuity

## Service Level Standards

The Shire of Yilgarn's infrastructure service levels aim to provide safe, functional and relevant public assets across recreation, communications, tourism and waste management. These standards ensure assets are maintained to a level that supports community wellbeing, aligns with funding requirements and reduces long-term operational burden.

### Inspection Cycles

| Asset Type              | Frequency         | Notes                                             |
|-------------------------|-------------------|---------------------------------------------------|
| Active Recreation Sites | 2x per year       | Includes courts, skate parks, dog parks           |
| Playgrounds & Shelters  | 4x per year       | Safety, shade, surfacing, accessibility, signage. |
| Communication Towers    | Biennial + ad hoc | Technical audit and condition scoring             |
| Caravan Park Features   | 2x per year       | Reticulation, dump points, shade, signage         |
| Waste Sites             | 2x per year       | Site integrity and compliance tracking            |

### Safety Response Standards

| Response Category            | Timeline          | Notes                                              |
|------------------------------|-------------------|----------------------------------------------------|
| Priority 1 – Safety/Critical | < 48 hrs          | Playground hazards, comms outages, EV malfunctions |
| Priority 2 – Functional      | 2–5 working days  | Broken signage, low-risk recreation repairs        |
| Priority 3 – Routine         | 5–10 working days | Surface wear, repainting, minor compliance actions |

### Shared Use & Asset Efficiency

| Efficiency Metric                  | Target                       | Community Impact                                 |
|------------------------------------|------------------------------|--------------------------------------------------|
| Shared Function Assets             | ≥ 50% operating hour utility | Promotes cost-effective infrastructure           |
| Multi-category Integration         | ≥ 2 services per site        | E.g. Constellation Park: rec, signage, broadcast |
| User Satisfaction (survey or logs) | ≥ 70% positive feedback      | Supports funding cases and renewal justification |

These service level standards guide both day to day operations and long-term planning, ensuring the Shire's infrastructure delivers measurable value, remains grant ready and reflects community needs.

## Continuous Improvement Plan

The Shire of Yilgarn will adopt a rolling improvement approach to strengthen data accuracy, planning alignment and day to day operations ensuring the AMP stays reliable, cost effective and fit for future needs.

### Asset Data Confidence Framework

| Data Stream            | Current Confidence | Action Plan                                                                                    |
|------------------------|--------------------|------------------------------------------------------------------------------------------------|
| Inventory Accuracy     | Good               | Regular site validation and GPS tagging for infrastructure footprints                          |
| Condition Scores       | Average            | Expand physical inspection program across playgrounds, comms towers, signage                   |
| Valuation Completeness | Variable           | Commission updated valuations for unvalued items (e.g. rural towers, solar assets, EV station) |
| Maintenance Records    | Mixed              | Introduce category level maintenance tracking for trends and projections                       |

### Planning Integration Actions

To improve how infrastructure decisions are made and tracked, the Shire will:

- Link asset renewals directly to long, term financial planning
- Group multi-use sites (like Constellation Park) into shared profiles for easier reporting
- Track capital works alongside condition and valuation data
- Use consistent formats across all AMPs for clearer council communication
- Apply temporary values to unscored assets so nothing gets left out of planning

### Capability Building & Practical Tools

To support better infrastructure planning, the Shire will focus on:

- Training staff to inspect assets and keep data consistent
- Using simple tools that help with reporting and decision making
- Linking upgrades to available grants, especially for tourism and sustainability

These steps will help the Shire make clear, informed decisions, both day to day and for long-term planning.

### Disposal Strategy

Some older assets like signs, seats and small shelters that aren't used or needed anymore. They cost time and money to maintain without adding value. By removing, repurposing, or selling them, we can focus resources on assets that better support community services.

## Disposal Trigger Categories

| Category                              | Description                                                             | Example Assets                                   |
|---------------------------------------|-------------------------------------------------------------------------|--------------------------------------------------|
| <b>Condition &amp; Cost Burden</b>    | Condition 5; negative remaining life; disproportionate maintenance cost | Bodallin Tennis Courts, aged signage             |
| <b>Service Misalignment</b>           | No longer supports core delivery or community usage                     | Legacy information bays in Southern Cross        |
| <b>Utilisation Deficit</b>            | Underused or unused sites below occupancy thresholds                    | Passive shelters in Moorine & Bodallin           |
| <b>Asset Duplication</b>              | Redundant infrastructure with overlapping functions                     | Multiple signage sites in close proximity        |
| <b>Governance or Ownership Change</b> | No longer under Shire management or purpose unclear                     | Rural broadcast towers pending audit             |
| <b>Land Redevelopment Opportunity</b> | Asset site holds greater strategic value for reuse                      | EV station expansion replacing aged amenity zone |
| <b>Community Request / Sentiment</b>  | Disposal approved or supported through feedback or council process      | Bodallin Tennis slated following usage review    |

## Strategic Disposal Principles

- Honour historical or cultural value by retaining key features or retiring assets respectfully
- Ensure service continuity by confirming replacements before removal
- Reflect disposal costs and sale income in long-term financial planning
- Record all disposal decisions clearly in AMP updates and council reports

## Funding & Grant Framework

- Use a mix of savings, grants, asset sales and shared investment to fund renewals
- Make sure each funding source supports long, term affordability
- Focus on assets that are more likely to attract grant support, especially shared-use projects

Proportions are indicative and subject to budget review cycles, grant availability, and project approvals.

## Grant Viability Matrix

| Grant Priority                         | Eligible Asset Types                       | AMP Narrative                                                      |
|----------------------------------------|--------------------------------------------|--------------------------------------------------------------------|
| <b>Sustainability &amp; Resilience</b> | Solar amenities, EV stations, comms towers | Environmental footprint reduction; energy efficient infrastructure |
| <b>Regional Tourism Growth</b>         | Caravan Park upgrades, signage, info bays  | Visitor amenity improvements tied to economic benefit              |

|                                |                                          |                                                                       |
|--------------------------------|------------------------------------------|-----------------------------------------------------------------------|
| <b>Inclusive Public Spaces</b> | Shade structures, accessible playgrounds | Community health and recreation inclusion                             |
| <b>Emergency Preparedness</b>  | Rural communication infrastructure       | Broadcast resilience and bushfire warning systems                     |
| <b>Shared-Use Efficiency</b>   | Multi-function parks and amenity sites   | Reduces duplication; boosts funding eligibility through consolidation |

### Strategic Funding Principles

Over the next 10 years, the Shire will plan upgrades in line with the budget, reinvest savings from asset removals and use community feedback to guide priorities and support funding applications.

The Shire's funding approach supports smart, sustainable infrastructure, ready to attract external investment and deliver long-term value.

### Challenges & Future Outlook

As the Shire enters its next phase of infrastructure planning, it faces several challenges that require proactive management. These include missing data, ageing assets and evolving community needs. Addressing these risks will ensure infrastructure remains safe, relevant and financially sustainable.

#### Current & Emerging Challenges

| Challenge Area                        | Why It Matters / Risk Summary                                                                      |
|---------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>Missing Asset Info</b>             | Some assets lack full values or condition scores relying on estimates for now.                     |
| <b>Aged, Costly Infrastructure</b>    | Older sites (e.g. parks, comms towers) are costly to maintain with declining usage.                |
| <b>Limited Staff &amp; Support</b>    | Spread out infrastructure needs trained teams and efficient systems to stay on top of inspections. |
| <b>Environmental &amp; Land Risks</b> | Outdoor assets face damage from heat, flooding, and erosion resilience planning is essential.      |
| <b>Changing Community Use</b>         | Some assets no longer match what locals need usage reviews will guide future works.                |
| <b>Unpredictable Grant Timelines</b>  | External funding is competitive and changeable projects need flexible, ready to explain cases.     |

#### Planning Challenges

| Challenge Area                    | Summary                                                                                          |
|-----------------------------------|--------------------------------------------------------------------------------------------------|
| <b>Missing Values &amp; Data</b>  | Some assets don't have reliable value or condition info—audits and estimates help fill the gaps. |
| <b>Old, Costly Infrastructure</b> | Older assets (especially parks and comms sites) are expensive to maintain but aren't used much.  |
| <b>Staffing &amp; Resources</b>   | Spread out assets need skilled teams, contractor help, and better systems to manage them.        |

|                                    |                                                                                                               |
|------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Weather &amp; Land Risks</b>    | Many outdoor assets face damage from heat, erosion, or water issues they need extra resilience.               |
| <b>Mismatch with Community Use</b> | Some assets don't reflect what the community actually needs or uses anymore.                                  |
| <b>Unpredictable Grant Funding</b> | Funding rounds can be competitive and change frequently, project plans must be flexible and ready to explain. |

These planning gaps are being addressed through targeted audits, improved inspection cycles, and better integration with the Long-Term Financial Plan. The Continuous Improvement Plan outlines practical steps to close these gaps and strengthen decision-making.

### **Priorities for the Next Decade**

The Shire will focus on fixing worn out assets, improving shared spaces and making sure future projects match what the community actually needs.

- Shared use upgrades to reduce footprint and improve funding eligibility
- Targeted renewal based on condition, cost and community relevance
- Align asset decisions with long-term financial planning
- Expand inspections for under-documented assets like playgrounds and comms towers
- Involve the community in maintaining and improving shared facilities
- Use resilient materials and locations to manage climate risks

### **Key Focus Areas**

This plan helps the Shire stay ahead of problems, invest wisely and deliver infrastructure that lasts. Council and staff will keep working with the community to shape future projects through open feedback and shared planning.